

CLCC Sixth Form

Student Handbook 2020-2021



Welcome to CLCC Sixth Form

We are pleased to be working with you. We have a strong Sixth Form where results and performance are consistently excellent, last summer seeing the best ever results! The Sixth Form is a special and distinctive part of the College community and we are extremely proud of its success. The majority of students who join our Sixth Form go on to study at university and we have a very good track record of supporting students to gain entry into some of the leading universities in the country. 84% of students this summer were accepted by their first choice university. Others have begun exciting apprenticeship programmes.

Being a Sixth Form student is very different from life in Years 10 and 11 studying for GCSEs. Advanced Level study is much harder, challenging and demands a much greater sense of responsibility for the workload, a greater intellectual and academic awareness and above all, it requires consistent and considerable hard work. The next two years are an important stage in education when students need to develop the skills of self-management, self-discipline, independence and responsibility in order to progress successfully into the world of work or Higher Education and as such, we have structures in place to help you with this.

Alongside academic study, there are opportunities to develop skills, confidence and independence through meeting new people, engaging in new opportunities and leading by example. We have a brand new dedicated Sixth Form Centre for your exclusive use and for individual private study.

We are an inclusive Sixth Form and will provide support to all students to enable you to achieve your very best, whether a student currently attending the College or a student joining us for the very first time, we are very much looking forward to working with you.

Here are some reasons why you may have chosen CLCC Sixth Form:

1. Wide choice of subjects: We offer more than 25 A-Level subjects
2. Results: In 2018-19 we achieved our highest ever overall ALPS grade of a 4 and over 40% of all grades being at the highest levels A*-B. Our highest achieving student achieved 4 A* grades and an A! This isn't just a one off. In 2017-18 our A-Level students achieved 27 A* Grades!
3. Support: Studying with us means that you are supported by our existing Pastoral Support through the House System as well as a Personal Tutor and Sixth Form Support Team.
4. Facilities: We have a number of Sixth Form only areas for you to study, eat and socialise. Keep an eye on our social media pages for updates of our new Sixth Form Centre!
5. Specialist Teachers: Our A Level Teaching Team are all specialist staff many with many years of experience of teaching A Level and Level 3 qualifications
6. University support: If you plan to progress to university, our experienced staff will provide you with a comprehensive programme of support: from helping you to choose an appropriate course through to securing your place.
7. Established links: In addition to having established links with Oxford, Cambridge and other Russell Group universities, we also offer a dedicated Tutorial programme to help students apply for selective Higher Education courses.

8. EPQ: We have successfully delivered the Extended Project Qualification for many years. Join in with this successful programme and study a project of your choice – from Serial Killers to Jellyfish! You will be offered to sign up for this course within the first few weeks of the Autumn Term.

9. Enrichment: There's more to College life than studying. Enrichment opportunities include Mentoring, Student Leadership opportunities, Subject Support, Prom Committee, Press Committee or Gardening!

10. Progression: Our experienced staff will support you in ensuring that your next step after Sixth Form at CLCC fits perfectly with your ambitions: be it university, an Apprenticeship or securing employment in your chosen field.

The College Day

An example of a Yr12 Timetable (please note there is consultation ongoing regarding the college day)

	Reg 8:30-8.45	P1 8:50-9.50	P2 9.55-10.55	P3 11.15- 12.15	P4 12.20-1.20	Lunch 1.20-2.00	P5 2.00-3.00
Mon	12LSM	Business			Maths		Community Placement
Tues	12LSM	Business	Maths	Computing	Maths		Business
Weds	12LSM		Business	Maths	Computing		Maths
Thurs	Assembly	Tutorial	Computing	Business			Maths : Yr7 enrichment
Fri	12LSM		Computing		Computing		

The Tutorial Programme and Careers Advice

CLCC Sixth Form has a dedicated careers function that provides information, advice and guidance for a number of pathways, such as university applications and applying to college places or to be considered for apprenticeships schemes including Degree Apprenticeships. We also co-ordinate careers days, university taster days and Careers Advisors are always available to book an interview with for one-to-one advice. Additional support for your ongoing success after CLCC can be sought from our careers and guidance teacher. Our wealth of knowledge and contacts throughout various industries means that whatever your ambitions are we can support you.

Tutorial sessions are developed to meet your personal, social, professional and financial needs. The programme is developed to provide support for your next steps applications, whether this is onwards towards University or on to an Apprenticeship. All of your personal skills and career needs can be met through this programme.

Community Placement and Enrichment Opportunities

These activities are mandatory and are part of your timetabled week. We believe that providing our students with opportunities to extend their skills and qualities beyond the classroom is paramount and enhances their wider appreciation, understanding and improvement of life skills. In Sixth Form we support students to secure a community and enrichment placement that either incorporates elements of their study programme or further develops their social and interpersonal skills.

You must complete one hour of each Community and Enrichment activities.

Community Placement

This is something that supports **our local community**. Something outside of college that benefits others as well as yourself.

You should do one hour per week community placement.

- Working in a charity shop
- Supporting a local Scouting group
- NCS

These sessions are logged in the Student Planner and checked by your tutor regularly.

Enrichment Opportunities

These are opportunities that will support **your college**.

You must agree to work within one of the areas below for one hour per week.

- College Leadership (Head boy / Girl / Deputies)
- Supporting Department Roles (eg Department admin or supporting in lessons) – see your Head of Department
- Environment Society – See Mrs Challinor
- Well Being Ambassadors – See Mrs Challinor / Mr Thurston
- Sixth Form Ambassador – See Mrs Challinor
- EPQ - See Mrs Smith
- Rewards (eg supervising the Xbox Room) – See Mr Fox
- Prom Committee (Yr13 only)
- Library assistants – See Library Staff
- Reading Support – See your Head of House
- Duke of Edinburgh – See Mrs McDonald Brown
- Sports Leaders – See Mrs Rose

These sessions are logged in the Student Planner and checked by your tutor regularly.

Assessments and Achievement

Tips for Academic Success:

1. For assessments, know what you will be tested on. Ask your teacher for guidance on what the assessment is on.
2. Use past papers and even mark your own work with the mark scheme. This will help you to see what the examiner is looking for.
3. Use DTT – you or your teacher will diagnose your weaknesses, access some therapy or ways to make the improvements and get re-tested.
4. Keep your PLC's (Personalised Learning Checklist) up to date in a well organised folder. Be ready for Folder Checks in your subjects.
5. Plan activities such as mind maps, cue cards, make quizzes. Again, ask your teacher for support if you need some ideas of how to revise. Make use of online resources such as Seneca Learning.
6. Stick to your plans and timetables and reward yourself! Build in time away from studying to give yourself a break.

7. Plan in where assessments will be on a calendar so that you are revising for each subject as an appropriate time.
8. Use your revision guides, text books and workbooks to help you.
9. Don't put work off. Use your free periods to make sure that you are not working late at night.
10. Be resilient – you may not always get the grades that you want so try again. Find out where you went wrong and learn how to make it right.

Looking after your Well Being

At CLCC Sixth Form we strive to ensure that all students leave the college at the end of their studies not only with excellent examination results but also a resilient person.

Every morning we get a chance to be better. We commit to be a better person than we were yesterday. Better thoughts, better decisions, better actions. We commit to do our best for our college community, support each other and accept help when we need it.

Tolerance and communication are at the heart of friendship. Everyone in CLCC Sixth Form contributes by promoting a healthy and social environment for each individual to thrive in. We celebrate differences, communicate well and know how to support friends in accessing help they may need.

Our Space to Breathe Room located near Mrs Challinor's office is a quiet zone for you to collect your thoughts and sit for a while. We find this particularly important around exam and assessment times.

There are multiple ways of looking after your well-being, some are through practicing mindfulness during registration sessions, or asking for specific support through the Pastoral Support Team (email JMcDonald-Brown@clcc.college for a one to one appointment to discuss your needs). The Sixth Form student Well Being Committee run "Lets Talk" a support group for younger children in the college (DThurston@clcc.college for details).

If you are in need of immediate support or are seriously concerned about the welfare and well-being of another students please contact our college Safeguarding Leads: Mrs Challinor (KChallinor@clcc.college), Mrs Russell (KRussell@clcc.college) or Mr Thurston (DThurston@clcc.college)



CLCC Sixth Form

Student Partnership Agreement



Expectations

CLCC Sixth Form expects Sixth Form students to attend College every day from 8.25 – 3pm and be completing at least 3 A Levels (or equivalent). In addition to this each student must complete an in college leadership enrichment activity as well as a community placement outside of college for one hour per week for each activity. There is also a week long work experience in the Summer Term for Yr12 students. It is the students' responsibility to arrange this although we can provide details or suitable work places and for those students in receipt of a bursary we can organise your placement. There is a small charge for the work experience to cover a percentage of the overall cost of health and safety checks for all placements (Bursary students are funded by the college).

You should attend College every day and where you cannot attend a class due to illness or other valid reason (hospital appointment, orthodontist, driving TEST) it is your responsibility to catch up with the notes before or after the absence, within a reasonable timescale.

You must not miss a class due to a driving lesson, but a driving (practical or theory) test is permissible. Holidays must be taken out of term time and we will not authorise any holiday within term time. You may leave the site for lunch but you must sign out then back in and return in time for lesson. Study time and home work is compulsory and failure to complete work may result in a student contract issued.

Where you are concerned about your studies or need personal support we want to help. Speak to your form tutor or the Sixth Form Team at the earliest opportunity, we are happy to help.

It is clear that students who have excellent attendance are far more likely to achieve excellent results.

Home Study

Home Study is granted to students who attendance and attainment is deemed acceptable by the tutor and Head of Sixth Form. Home Study comprises on 2 sessions per week where the student works from home. Home Study begins in October for Yr13 and in January for Yr12. Home Study privilege can be revoked at any time.

Eligibility for Home Study:

- Working at or close to Target Grade
- Attendance of 95% or above
- Completion of Enrichment and Community Placements

Attendance Target for Sixth Form is 97%.

Actions following poor attendance

Under most circumstances the following actions will be taken:

- **Below 95%** - standard letter sent home following a reasonable time period from the beginning of the year. This is to be done through tutors to ensure that there are no mitigating circumstances.
- **95-90%** - meeting of student and tutor/member of 16+ management team – student on contract
- **90% or less** – contact with parents/carers – student on contract

Actions to prevent poor attendance

Tutors to receive attendance lists at the end of each calendar month to be returned to Mrs Gosai with comments and evidence of any action that has been taken within 1 week.

Subject Teachers will contact home when students are persistently not attending classes within a reasonable timescale.

If a contract is renewed for a second term we will contact parents to inform that if attendance does not improve we reserve the right to charge a proportion of the exam fees as the Student Partnership Agreement has been broken by continued poor attendance.

Behaviour and Conduct

As young adults there is an expectation that your conduct is excellent at all times. CLCC behaviour policy applies to Sixth Form students as it does to younger children as we have the highest expectations of Sixth Form and will not tolerate poor behaviour.

A D5 (5 minute detention) may be issued following warnings by the teacher. If this is not attended, or the behaviour in class is severe and a student is sent to work elsewhere, a D15 (15 minute detention) is issued. If the D15 is not attended or the behaviour is so severe that Senior Leadership are called, a D60 (60 minute detention) is issued.

Students are not allowed to cycle anywhere on site and if they do so a D30 (30 minute detention) would be issued. A D30 may also be issued for lateness to lesson.

It is rare for a Sixth Form student to receive such penalty but they are available to staff to use.

Frequently Asked Questions

What if I miss a lesson?

You are expected to catch up with the work in your own time within a reasonable timescale. You may ask your subject tutor to support you or ask a friend to share their notes.

What if I am ill?

If you are ill, your parent or carer should contact the attendance office at the college on 01162 771555 and let us know why you are not in college.

Time off?

You should attend college every day 8.25am -3pm. The exceptions to this are:

Attending University Open Days – where you have informed college BGosai@clcc.college beforehand with evidence (a screenshot) of your appointment

Hospital / Orthodontist appointment – where you have informed college BGosai@clcc.college beforehand with evidence of your appointment

Driving Test (not lessons during timetabled lesson time)- where you have informed college BGosai@clcc.college beforehand with evidence (a screenshot) of your appointment

What should I wear to college?

Casual clothing is acceptable. However, clothing must be appropriate for a learning environment ie no inappropriate slogans, shoulders must be covered, no cropped T-shirts and shorts must be a suitable length. Footwear must be suitable for safe movement around the college eg no flip flops.

Where can I get help if I am struggling with work?

Here at CLCC 6thForm we pride ourselves on supporting students through their courses. Your first conversation should be with your subject teacher. Your tutor can also help and the Sixth Form Management Team are also available to support you.

Where can I get help if I am struggling emotionally?

Mrs McDonald Brown is our Pastoral Support Lead who will provide guidance and support. Email her to make an appointment. JMcDonald-Brown@clcc.college

Can I get financial help?

Bursary is available to students whose Parent is on a reduced income or students who are in care. You can receive help with transport and help with payment for visits and textbooks. If you think that you might be eligible please see Mrs Gosai who will arrange for the relevant forms to be available to you.

Lunch time arrangements

It is most beneficial for students to remain in college and make use of our Fuel Bar and social spaces. If you choose to leave site at lunch time, please make sure that you sign out in Main Reception and sign back in with plenty of time for the afternoon session.

What is a student contract?

A student may be placed on contract where there are concerns about attendance, punctuality or work rate. A contract is usually over a half term and improvements must be seen over the half term. Parents are given a copy of the contract. Failure to make the improvement within a reasonable time may result in the student being asked to leave the college or to pay for their examinations.

Can you explain PDP sessions? Do I have to attend?

Personal Development Programme (PDP) sessions are designed to explore the wider curriculum. Universities and employers require that young people have additional skills such as presentation skills and these are taught within the PDP programme. Other essential learning takes place such as exploring financial issues, global issues and sex and relationships education. They are compulsory sessions.

In addition, we deliver next steps support in UCAS applications and apprenticeship applications. Failure to attend PDP sessions will mean that you are not prepared for your next steps applications.

Enrichment and Community Placement

It is part of your Student Partnership Agreement that you commit to attending 1 hour each week of in college leadership (enrichment) and 1 hour each week of community placement (usually outside of college). Your tutor will keep records of this. The purpose of this is to ensure that you receive an experience of a workplace throughout your time at CLCC Sixth Form and you develop a skills set that employers and universities want to see.

What is EPQ?

The EPQ is an extended and advanced project carried out over a year which offers students a free choice of topic, so they can explore an aspect of a subject they are studying or a area in which they have a personal interest. You will have the opportunity to research an area, create a 5000 word project and a presentation on an area that is significant to you, either because it fits in with career aspirations, a hobby, a subject that you feel passionate about or something that has really sparked your interest! The EPQ is worth half an A-level and is looked highly upon by universities.

When should I think about next steps?

Before you begin Sixth Form you will begin planning for your next steps. You will need to make sure that you are taking the right courses to allow you to continue your studies further. Mrs Challinor will discuss this during your interview. If you would like a careers interview at any point in Sixth Form please contact Mr Holmes, our Careers Lead, who will make an arrangement for you CHolmes@clcc.college

In the final term of Yr12 we will be looking at University applications during PDP sessions. You are advised to visit university open days before applying to a university.

You should be aware that universities require evidence of skills other than those you learn in a classroom. This is why we insist upon community placement, enrichment and work experience.

For students wishing to study medicine or apply to Oxford or Cambridge there are different deadlines and examinations that you need to take. Mrs Challinor needs to be informed of your ambitions as soon as you start CLCC Sixth Form in order to ensure that you are supported in your next steps.

Useful numbers and contacts

School Telephone Number - 0116 2771555

Mrs Gosai – Sixth Form Admin BGosai@clcc.college

Mrs Challinor – Director of Sixth Form and Safeguarding Lead for Sixth Form KChallinor@clcc.college

Mrs McDonald – Brown – Sixth Form Pastoral Support JMcDonald-Brown@clcc.college

Mr Holmes – Careers CHolmes@clcc.college