

COLLINGWOOD COLLEGE

**Collingwood Sixth Form
Policies, Procedures & Attendance
Booklet**



2020-2021

COLLINGWOOD COLLEGE
COLLEGE TERMS AND HOLIDAY DATES 2020-2021

TERM	FIRST DAY	LAST DAY
AUTUMN 2020	Tuesday 1 September	Friday 23 October
	HALF TERM 26 October – 30 October	
	Monday 2 November	Friday 18 December
CHRISTMAS BREAK 21 December – 1 January		
SPRING 2021	Monday 4 January	Friday 12 February
	HALF TERM – 15 February – 19 February	
	Monday 22 February	Thursday 1 April
	EASTER BREAK 2 April – 16 April	
SUMMER 2021	Monday 19 April	Friday 28 May
	HALF TERM 31 May – 4 June	
	Monday 7 June	Friday 16 July

The following is subject to change

INSET DAYS 2020-2021

All state schools have to provide 190 days education for students and a further 5 days for the academic staff known as INSET Days (In Service Training).

Tuesday 1 September 2020
Monday 30 November 2020
Friday 18 December 2020
Thursday 1 April 2021
Monday 28 June 2021

ACADEMIC REVIEW HALF DAY CLOSURE

College finishes at 1.25pm
Wednesday 21 October 2020

ACADEMIC REVIEW DAY CLOSURE

Wednesday 31 March 2021

EARLY CLOSURES

Wednesday 21 October 2020 - 1.25pm (coaches 1.35pm)
Thursday 1 October 2020 – 12.20pm (coaches 12.30pm) **SUBJECT TO CHANGE**
Thursday 8 October 2020 – 1.25pm (coaches 1.35pm) **SUBJECT TO CHANGE**
Thursday 17 December 2020 – 12.20pm (coaches 12.30pm)
Friday 16 July 2021 – 12.20pm (coaches 12.30pm)

Sixth Form Contact Information

Collingwood College, Kingston Road, Camberley, Surrey, GU15 4AE

Tel: 01276 457600 (ext 400)

www.collingwoodcollege.com/sixthform

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Mr Oliver Woods Post 16 Curriculum Leader Personal Tutor	o.woods@collingwood.surrey.sch.uk
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Ms Rickie Stevens Sixth Form Learning Mentor	r.stevens@collingwood.surrey.sch.uk
Mrs Emma Clelland IAG & Careers Advisor	e.clelland@collingwood.surrey.sch.uk
Sixth Form Absence Line	01276 457666

For all Sixth Form information; latest news, key dates and events please visit our website;
www.collingwoodcollege.com/sixthform

Welcome to the Sixth Form

This booklet will outline the Policies and Procedures in the Sixth Form. In the Sixth Form, we want to be able to treat you like an adult, so please familiarise yourself with the contents of this booklet. Life in the Sixth Form is very different and we really hope that you enjoy your time with us.

Sixth Form Personal Tutor

Your Sixth Form Personal Tutor:

- is the first port of call for staff concerned about you
- will monitor your academic progress
- is your confidante and adviser
- is your referee for UCAS, CVs, job interviews etc.
- is your guide through the tutorial programme
- is the most important link with home

You **must** attend all PT sessions and Seminar unless told differently by your PT.

Tutorial Programme/Seminar Programme

The Tutorial Programme is part of Sixth Form students' overall timetable and therefore, unless advised, attendance is **mandatory**. During this time the following activities will take place:

- Individual and Group Tutorials
- Seminars/Visiting Speakers
- Sixth Form Committee Activities
- Careers Advice/UCAS

Seminar Programme

Seminars are held every week and are compulsory. You will need to read the weekly bulletin and check notices on the Sixth Form website and plasma screens in advance to check which seminars you should be attending. This year, Seminar will be held on Wednesday period 3. A register will be taken, so unless instructed by the Sixth Form Personal Tutor team you must attend.

Beyond the Classroom – Enrichment

Although the main aim at Collingwood is to ensure success on your chosen courses, the philosophy of Collingwood emphasises an all-round involvement in College life.

Although the Sixth Form has a distinct College atmosphere, being part of one of the largest educational establishments in Surrey allows students to be involved in a wide range of activities. Many of these can allow Sixth Formers to take responsibility for younger students.

Activities include:

- Duke of Edinburgh's Award Scheme
- Young Enterprise/Sports Teams
- Student Leadership
- Lesson Assistance and Paired Reading/Toe by Toe
- Peer Mentoring/buddying with younger students

- Open Evenings/Parents' Evenings
- Work Placements

Communication

Other than seeing you in person our main method of communication is by email. Additionally, key dates and important information will be sent to all students by email. The Sixth Form website and plasma screens will be updated on a regular basis. It is your responsibility to check your email and other sources on a DAILY basis and always respond when necessary. If you claim the 16-19 Bursary, your payment will be delayed if you fail to respond to emails relating to this.

Year 12 Work Experience

Preparation for university and employment is an integral part of the Sixth Form programme. Employability or work-readiness is becoming more and more important to universities and employers and by accessing work experience in relevant sectors out students can gain a real advantage when applying for university or work. In Year 12 we encourage students to take full ownership of the process, finding and organising their own work experience placements. Work experience occurs outside of term time, with many students finding placements over the half terms and school holidays.

16-19 Bursary Fund

The Government provides funding through the 16-19 Bursary Fund to provide a discretionary, cash limited fund which aims to provide financial assistance to young people whose access to, or completion of, education is inhibited by financial constraints. For eligible students the fund can help towards the cost of essential course related costs such as travel to College, equipment, books and essential educational trips during the current academic year.

Receipt of bursary is conditional on the student meeting agreed targets set by Collingwood College as detailed in the Bursary Agreement. This covers for example; compliance with absence procedures, standards of behaviour and learning outcomes. The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual application form. This is dependent on the funding available and the number of eligible students. The College will offer bursaries in the form of non-cash "in kind" payments where appropriate.

High Priority Group - a £1200 bursary will be made available to students who the Government has classed as vulnerable. These include:

- a) Young people in care
- b) Care leavers
- c) Young people in receipt of income support or Universal Credit
- d) Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or a Personal Independence Payment

Discretionary Bursary - can be applied for by families with a gross annual household income below £30,000. This includes:

- a) Job Seekers Allowance (income based)
- b) Pension Credit (guaranteed element)
- c) Employment Support Allowance (income related)
- d) Universal Credit / Tax Credit Awards

If you think you are eligible to apply for the bursary fund, please complete and return the application form and provide the evidence required to support the application to the Sixth Form Office by Friday 25 September 2020. The bursary panel will decide on eligibility and level of bursary award following receipt of all applications. Students will be notified by email and will be invited to attend a meeting with Sixth Form Student Services Manager to discuss the amount they have been awarded and how it will be paid.

If an application is unsuccessful, students will be told in writing. All students have a right to appeal against any decision made. Appeals must be made in writing to Mr Tanner, Co-Principal within 10 working days. If required, a meeting will be arranged with the Appeals Panel where the claim will be reassessed, and the student informed of the decision in writing.

Attendance

In the Sixth Form we expect 100% attendance from you. This applies to all lessons for which you are enrolled including; Seminars, Study Periods, Personal Tutorials, Super Curriculum, Enterprise Days and Academic Review Days. ***It is your responsibility to ensure you are registered for all your lessons and other non-subject based sessions as listed above.***

Based on the results achieved by students in previous cohorts, students with an attendance rate between 95% and 100% have achieved or exceeded their target grades. Where attendance drops below 95%, so do the grades in each subject. We are therefore very keen that every student in the Sixth Form maintains an attendance rate of 100%.

Monitoring Attendance

Attendance is monitored closely by your Subject Teachers and Personal Tutor. If we are not informed of the reason for any given absence, it will be marked as **unauthorised** and students will have a meeting with their Personal Tutor to discuss the issue. If at any time, we feel that your attendance has slipped below acceptable levels, we will be in contact with your parents or carers in an attempt to resolve the issue.

Offsite (non-contact periods)

Sixth Form students are expected to attend all time-tabled activities during the College day including lessons, seminars, Personal Tutorials, supervised or supported study periods and Enterprise Days. Attendance for these sessions is closely monitored. When you have non-timetabled periods during the College day, including breaks, we recommend that you remain on-site to complete independent study however you are free to leave the site subject to the consent of your parent and Personal Tutor.

You will need to sign in/out in the PT area if you leave the College before your last timetabled lesson.

Attendance Procedure

Step 1 – Automated Unauthorised Attendance Email

Every Monday morning an automated email will be sent to parent/carers and students highlighting absences for that cycle. For example:

Dear Parent/Carer and Student

Our system is showing that has an unexplained absence on the following

Please can you confirm the reason for this absence by '..... via email to;.....

Many thanks

Please ensure that the Personal Tutor has a response regarding the absences by the following Tuesday, failure to do so could result in loss of free time.

Step 2 – Personal Tutor Contact with Student

Should attendance fall below 90% within a 2-week cycle this will be addressed at the next available opportunity with the Personal Tutor. If necessary, attendance will be closely monitored for a period of time.

Step 3 – Attendance & Progress Meeting

Each half term we hold attendance and progress meeting for students whose attendance and/or progress is causing concern. These meetings are with the student, parents/carers and Personal Tutor. If parents/carers are unable to attend, the meeting will still go ahead, and the outcomes of the meeting will be communicated

The action points and result of the panel will be recorded via a contract between the student and the Personal Tutor. This could include detentions, loss of free time and additional study periods added to the student's timetable

We also reserve the right to charge the exam entrance fees if the students' attendance is less than 90%.

Step 4 – Senior Assistant Principal Attendance Meeting

Failure to adhere to the Step 3 Attendance Panel actions and/or contract will result in a further meeting with the student's parent/carers, Personal Tutor and the Assistant Principal. A letter will be sent home inviting the parents/carers to attend the meeting. The outcome of this meeting may involve students being asked to leave College as a result of their failure to meet our attendance requirements.

1. Illness

If you are unable to attend College due to illness, a parent or carer must call the Sixth Form Absence Line on **01276 457666** before 10.00am on each day of absence.

If you become ill during the course of the day, you must report to the Sixth Form Office. If you do not report in and miss a class, truancy rather than illness, will be seen as the cause of the absence. If you leave College due to illness, you must advise the Sixth Form Office before you leave. On your return to College following illness you must bring in a letter from your parent/carers or complete the **Sixth Form Sickness Absence Form** within 3 days.

2. Absence

If you are absent for one of the reasons listed below you must complete a **Sixth Form Authorised Absence Form** at least 48 hours in advance. This must be signed by your Personal Tutor so the absence can be 'authorised' and the register marked accordingly.

- 1) A medical appointment that cannot be arranged outside college hours (i.e. not a routine doctor's or dental check-up but a hospital appointment with a specialist that cannot be negotiated)

Evidence - Appointment card or letter

2) A religious holiday

Evidence - Letter from parent/carer

3) A visit to a University or College either to attend an open day or a career related interview (maximum of 5 per year)

Evidence - Letter from parent/carer or email/letter from University

4) A work experience placement which is an integral part of a course and for which the student does not receive a wage

Evidence - Letter from parent/carer or letter from appropriate organising body at least **one month** before the placement is due to commence

5) A need to look after a family member or other person for whom the student has a caring responsibility, (this cannot be a regular occurrence – nor can it be to care for someone for whom the student is not identified as a carer).

Evidence - Letter from parent/carer

6) Participation in a sporting, volunteering, performing or presentational activity as a representative of the College or at a significant level of achievement (i.e. regional or national competition).

Evidence - Letter from parent/carer or relevant teacher

7) Attendance at a funeral, bereavement of a close relative or friend

Evidence – Letter/phone call from parent/carer

The College **does not** authorise absences for the following reasons:

- Holidays, unless there are exceptional reasons
- Part or full time work which is not part of the student's programme of study
- Leisure activities
- Birthdays or similar celebrations
- Child-minding siblings or looking after people for whom the student is not identified as a carer
- Shopping
- Driving lessons or theory tests
- Dental appointments

On rare occasions there may be an exceptional circumstance for which an absence may be authorised for a reason that is not on the above list, the Senior Assistant Principal will advise you whether this is possible.

Teacher Absence

If your Subject Teacher is absent for your lesson, **you** must complete a paper register and hand it into the Sixth Form Office. Alternatively, you may register in person at the Sixth Form Office. Please ask the member of staff to update your attendance record advising them that your Teacher is absent.

Punctuality

Punctual attendance means that you must arrive at your lessons on time. Lateness is treated in the same way as an absence and will be sanctioned.

Standards of Behaviour

Behaviour towards each other and towards members of staff will be that expected of one adult towards another. You should expect the same in return.

Smoking anywhere in the College or within its vicinity is strictly forbidden. You must not stay around the entrance gates into the Sixth Form and must walk out of view of the College whilst smoking. You are not permitted to congregate in groups anywhere within the residential areas. Failure to adhere to these rules will result in an appropriate sanction.

Mobile phones/iPods should not be used in class unless agreed by the Subject Teacher. If you are using your phone/iPods without permission, it will be confiscated and handed in to the Sixth Form Office until the end of your lessons that day.

Dress Code

We are always judged by external appearances. Whilst your individuality is respected, you are asked to think about the 'public perception' of the College at all times.

Try, as far as possible, to ask yourself whether or not you would wear your College clothes in a place of work. Work clothes tend to be clean, smart and give a business-like impression. You should not wear the following clothing whilst in College;

- Very short skirts
- Very short shorts
- See through tops
- Cropped tops
- Clothing showing offensive logos or language

If your clothing is deemed inappropriate for College, you will be sent home.

Social Code

Sixth Form students should respect all members of the College, the Community, its buildings and site. In particular, common sense, courtesy and consideration for other people should guide behaviour in the Sixth Form.

Behaviour towards each other and towards staff will be that expected of one adult towards another. You should expect the same in return.

All members of Collingwood have a shared responsibility for maintaining the College environment. Smoking anywhere in the College or within its vicinity is forbidden. Students must not loiter around the entrance gates into the Sixth Form, as mentioned above.

All students are responsible for maintaining the Common Room and Quiet Study Areas.

Study Code

In joining the Sixth Form you have contracted to:

- attend all lessons, Personal Tutorials and seminars;
- arrive at lessons punctually;
- to be fully prepared for that lesson, with all appropriate equipment;
- to give priority to College work, completing assignments punctually and maintaining a regular programme of personal study;
- attend personal tutorials when requested;

You may be required to attend after College sessions or other forms of intervention if you fail to meet deadlines. If you are continuously missing from, or late to lessons, fail to give in homework or exhibit poor behaviour in class, you will be sanctioned appropriately. If you do not attend lessons and study revision sessions, you could be withdrawn from an exam.

You are responsible for completing your subject reviews. In the event of staff absence, you are expected to adhere to the attendance code.

If you terminate the course prior to completing any examination requirements you will be responsible for reimbursing the College for the examination/course registration fees and the return of any books/resources issued.

You will be expected to be familiar with, and adhere to, the Charter on the Use of Computers, which is displayed around the College.

Supervised Study

All Year 12 students will have 9 additional supervised study periods allocated to their timetable. Students will be expected to register with the Sixth Form Learning Mentor in the Sixth Form Study Centre where attendance will be monitored. Failure to attend supervised study periods will affect overall attendance.

Student Intervention

As the academic year progresses, staff will increasingly be offering a range of additional activities or interventions to support students. If a student is not achieving their target grades in one or more subjects, additional intervention may be allocated to their timetable until target grades are met. These interventions may include revision or catch-up classes, extra 1:1 or small group sessions, focused individual target setting and/or additional supervised study periods to student timetables.

Study Leave

Sixth Form students do not have a scheduled block of Study Leave. When an exam is scheduled for the morning you must attend all your afternoon lessons. If you have an exam in the afternoon, you are not required to attend the morning lessons immediately prior to the exam. This time must be used to revise for the exam.

Transportation Code

When crossing the A30 please set an example to the younger students by using the footbridge or the pedestrian crossing.

If you are a motor vehicle driver, please park your vehicle in the Collingwood Gymnastics Centre car park (this is the only available parking). Permits are required and are obtained from the Sixth Form Services Administrator. These will be issued on a priority basis. You are not permitted to park in any of the staff parking areas around the campus. **Please do not park in any residential areas or Curtis & Staub gym.** Collingwood College accepts no responsibility for your vehicle or its passengers.

Where to go for Help

Advice and communication links between the students, Personal Tutors and other staff will be provided by the Personal Tutor Team. Information and letters will be held by the Sixth Form Services Administrator. It is your responsibility to check your e-mail on a daily basis, the Weekly Bulletin and the plasma screen for urgent messages.

USEFUL TELEPHONE NUMBERS AND WEBSITES	
Surrey Children and Young People's Partnership – (www.surreycc.gov.uk/partnership)	03456 009 009
Surrey & Borders Partnership NHS Foundation Trust www.sabp.nhs.uk (CAMHS)	0300 55 55 222
Frimley Health NHS Foundation Trust (Frimley Park Hospital)	01276 604604
Family Lives – national charity providing help and support in all aspects of family life www.familylives.org.uk)	0808 800 2222
Surrey County Council (www.surreycc.gov.uk)	0300 200 1004
The following telephone numbers offer direct access for students:	
Acorn (Community Drug & Alcohol Services) - Guildford	01483 450256
i-access Drug & Alcohol Services	0300 2225 932
Childline (www.childline.org.uk)	0800 1111
CORAM Children's Legal Centre (www.childrenslegalcentre.com)	0345 3454 345
Citizens Advice Bureau (www.citizensadvice.org.uk)	03444 111 444
Crimestoppers (www.crimestoppers-uk.org)	0800 555 111
Frank About Drugs (www.talktofrank.com)	0300 123 660
Frimley Park Hospital (www.frimleypark.nhs.uk)	01276 604604
Kidscape (www.kidscape.org.uk)	0207 730 3300
Old Dean Youth Centre	01276 66225
Relate (www.relatewestsurrey.org.uk)	01483 602998
Samaritans (www.samaritans.org)	Freephone: 116 123
Youth Access (www.youthaccess.org.uk)	0208 772 9900
Youth Counselling Service, Surrey	0845 600 2516

The following websites offer information and support:

www.healthysurrey.org.uk/your-health/mental-wellbeing/camhs/
www.antibullying.net
www.bullying.co.uk
www.stopbullying.gov
www.kooth.com
www.anti-bullyingalliance.org.uk

The following websites offer assistance with revision:

www.s-cool.co.uk – Free GCSE revision and A-level revision website

www.bbc.co.uk/schools - free online study support resource for school-age students

www.schoolhistory.co.uk/ - On-line History lessons, revision, games

www.what2learn.com/home/examgames/science/ - Revision resources

www.revisioncentre.co.uk

www.revisionaid.co.uk

www.homelearning.org.uk/useful-resources/gcse-pod.html

Surrey Libraries

Surrey Libraries offers free fantastic sources of information all available on the web (such as Encyclopaedia Britannica, Oxford Reference Online). Their simple online service can be used to search catalogues, reserve items, use the Online Reference Shelf and of course to join the Library.

<https://arena.surreylibraries.org/web/arena/>

Student Contract



COLLINGWOOD COLLEGE

Student's Name:	Personal Tutor:
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By signing this form, I agree to the following:

1. I have read and fully understood the Policies and Procedures in this booklet.
2. I will attend all classes, including seminars and tutorials on my timetable.
3. I will provide an Authorised Activity Absence Form signed by my Personal Tutor with the appropriate evidence to cover absences.
4. I understand that if my Subject Tutor is absent it is my responsibility to ensure I am registered for the lesson.
5. It is my responsibility to access my emails and respond to any emails.
6. I understand that if I forge a parent/carer or Tutor's signature or telephone the College professing to be some else, disciplinary action will be taken.
7. I understand that if my attendance falls below 90%, I may be asked to leave College after a probationary period.

I have read the above and agree to the terms and conditions set out in the checklist above.

Student's Signature: _____

Date: _____

Parents/carers

I have read and understand the Policies & Procedures in this booklet. Please tick as appropriate.

I consent for my son/daughter to be off-site during non-timetables periods (including lunch) during the College day.

I do NOT consent for my son/daughter to be off-site during non-timetabled periods (including lunch) during the College day/

Parent/carer signature _____ Date _____

Personal Tutor's Signature: _____ Date _____

ICT POLICY AGREEMENT

ICT STUDENT ACCEPTABLE USE AGREEMENT

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in College. This Acceptable Use Agreement is designed to ensure that all students are aware of their responsibilities when using any form of ICT. All students are expected to sign this agreement in their planners and adhere at all times to its contents. Any concerns or clarification should be discussed with the College's ICT Systems Manager.

COLLINGWOOD COMPUTER NETWORK RULES

- I will only use my own login and password, and I will keep my password secret
- I am responsible for my files and understand that the College will check my files and monitor the websites I visit and the emails I send.
- I will only email people I know or those that my teacher has approved.
- My emails will be polite and sensible as they could be forwarded to unintended readers.
- If I receive an offensive e-mail, I will inform my teacher immediately.
- I will not give out any personal information in my email or over the internet, for example, my mobile number or address, or arrange to meet anyone I do not know.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not enter chat rooms or play internet games, at any time, without my teacher's permission.
- I will report any faulty equipment to my teacher immediately and will not rearrange the hardware or attempt to mend it myself.
- I will not download or install software on College computers.

If I break any of these rules, I know I may be stopped from using the College computers

User Signature

I agree to follow this Acceptable Use Agreement and to support the safe use of ICT throughout the College.

Students Name:.....

Signature:..... Date: