



AN INCLUSIVE LEARNING COMMUNITY LIVING OUT GOSPEL VALUES

# PARENT HANDBOOK

## 2018-19

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## Introduction

As the parent or guardian of a sixth form student, this booklet has been designed with your particular needs in mind.

The College places high value on your involvement and we are aware that a number of items of useful information and guidance provided to students within College are also of use and importance to parents.

At the start of each academic year, every student is familiarised with a Student handbook found on the web-site: **[trinitycatholiccollege.org.uk](http://trinitycatholiccollege.org.uk)**. This gives information on all aspects of sixth form life and work and as such is an invaluable source of reference. It is the first port of call for anyone wanting sixth form information.

The College prospectus also provides basic information on individual subjects and you will also receive termly newsletters and other regular communications while your son or daughter is enrolled at College.

The Parents' Handbook aims to bring some essential information to your notice and provide you with your own guide to sixth form. It is by no means comprehensive and if you wish further details or clarification, you may wish to ring the college.

Please do not hesitate contact me if you need advice, or if there is an issue that you wish to discuss.

Mr N Smith  
Head of Sixth Form

## College Details

**Address:** Trinity Catholic College and Sixth Form  
Saltersgill Avenue  
Middlesbrough  
TS4 3JW

**Tel:** (01642) 298100

**Fax:** (01642) 819624

**Email:** Please use form on 'Contact Us' page of college website  
[trinitycatholiccollege.org.uk](http://trinitycatholiccollege.org.uk)

**School Type:** Voluntary Aided School  
Specialist College of Technology, Maths & Computing

**Age Range:** 11 – 18

**Hours of opening term time:** 08.00am – 18.00pm

## The College Year 2018 – 2019

### Autumn Term

Monday 5th September 2018 – Thursday 26th October 2018  
Monday 5th November – Friday 21st December 2018

### Spring Term

Monday 7<sup>th</sup> January 2019 – Friday 15<sup>th</sup> February 2019  
Monday 25<sup>th</sup> February 2019 – Friday 5<sup>th</sup> April 2019

### Summer Term

Tuesday 23<sup>rd</sup> April 2019 – Friday 24<sup>th</sup> May 2019  
Monday 3<sup>rd</sup> June 2019 – Friday 19<sup>th</sup> July 2019

## Important Dates

### 2018

September 27th	Y12 Parents Information Evening 6pm - 7pm
October 3rd	Y13 UCAS Information Evening 6pm - 7pm
October 11th	6 <sup>th</sup> Form Open Evening (for Y11) 6.00pm – 8.00pm
November 7th	Y12/13 Parents Evening 4.00pm – 6.00pm
December*	Y12/13 Christmas Celebration Mass/Liturgy
w/c 13th November -	Y12/Y13 Assessment Week 1

### 2019

January 15th	Y12/Y13 Parents Evening 4.00pm – 6.00pm
w/c 5th March	Y12/Y13 Assessment Week 2
March*	Y12/Y13 Parents Information Evening - Exam preparation and revision time
April*	Easter Revision Programme
June 18th - 29th	Y12 Progression Exams
June*	'AS' Students move to A2 courses
June*	Y13 Leavers Mass and Dinner
July*	Y12 End of term Celebration
August*	'A Level Results Day

**\*Date to be confirmed**

## Members of Staff for 2018 – 2019

Head of Sixth Form	-	Mr Smith
Pastoral Leaders	-	Mrs Harrington Y13 Mrs Donnelly Y12
Year 12 Tutors	-	Miss Hedley Mrs Tose Mr Saccone Mrs Drummond-Gardner Mr Miller Miss Gibson
Achievement Centre	-	Mrs Allick

## Parent/College Contact

We welcome your involvement as parents/guardians in the life of the College and the opportunity to work with you towards the success of our students. If we have concerns about your son/daughter's progress, we will certainly wish to discuss this with you and, where necessary, will contact you to arrange a meeting.

If you wish to discuss anything with us, please contact Mr Smith, Head of Sixth Form.

## Timetable

The timetable is designed to provide students with as much flexibility as possible. Students enrol immediately after their GCSE results and will negotiate individual programmes of study in consultation with a senior member of staff. This timetable may well be different from every other student in the College.

In Year 12 it is expected that students will embark either on a programme of 3-4 A Levels (Or BTEC equivalent), depending on their GCSE results. As a Catholic sixth form, an hour a week of General RE is also compulsory for all students. In addition, all students are required to re-sit GCSE classes in English and Mathematics, if they have not gained pass grades in Year 11. (This year grade 4)

The college day is divided into five teaching periods with a morning break of 20 minutes and a 50 minute lunch hour. Most students will have some non-contact time each day during which they are expected to **undertake independent study** in the college library, silent study area, or as directed as part of a planned Achievement Centre or Directed Study Programme.

In order that students broaden their experience outside of their academic subjects we ask that they gain invaluable work experience placements at appropriate times that will not have an effect on their studies. This is invaluable when applying for university or employment post-18 - all students are expected to attend their chosen activity every week. A work placement/work experience request form must be completed and signed off by Kathryn Donnelly/Fiona Harrington

Some teaching options are available during the lunch hour and after college. This applies particularly to revision sessions, clubs, recreational and extracurricular activities.

## Value Added

Statistically, the best single indicator of how a student will perform at AS and A level is their achievement at GCSE. A number of organisations have developed systems to enable schools and colleges to analyse A level value-added performance relative to GCSE.

The GCSE results of each student can be converted to an average GCSE points score by giving a score of 8 for an A\* grade to a score of 1 for a grade G. An average GCSE score of 5.5 therefore indicates that a student's average GCSE is halfway between a grade C and a grade B. This type of data is used in systems such as ALIS (A Level Information System) and ALPS (A Level Performance Systems) allowing the college to take into account the A level, relative to other sixth form colleges. It also allows us to identify which students have over achieved and those that have under achieved at A level and to predict realistic target performance levels for new students in college.

Grades at GCSE and A level cannot be directly compared. The national average data illustrates that students who average a grade C at GCSE will need to 'overachieve' in order to get better than a D/E grade at AS/A level. Further it predicts that students who achieve grade A\*/A at GCSE should not automatically assume that they will achieve grade A\*/A at A level.

## Progression from Y12 to Y13

The government changed the A level curriculum for September 2016 - most AS and A levels have been 'decoupled' meaning that AS results no longer count towards an A level as they have in recent years. Therefore, with guidance, students must make a decision as to whether they wish to complete a 1 year AS level (examined at the end of Y12 and not continued into Y13) or 2 year A level course (examined at the end of Y13 only) before being entered for / undertaking any exams. These decisions will be made through informed, mutual agreement with students mid-way through Y12. **In order to complete a 2 year A level, students will need to demonstrate satisfactory attendance (minimum 95%), and commitment to their studies.**

## Bursary Fund

16 to 19 Bursary schemes were introduced in September 2011 to replace Education Maintenance Allowance.

Bursary schemes provide help to young people who face financial barriers to participating in education, providing they meet the agreed standards of attendance and behaviour.

The type of help you could receive includes:.

- 1) Help with the cost of equipment, trips and expenses incurred in connection with your chosen course.
- 2) Termly cash payments (subject to attendance and behaviour)

## Bursary Eligibility

### The Enhanced Bursary

To be eligible for the enhanced bursary **you** must meet **all four** of the following conditions.

- 1) Attend Trinity Catholic College 96% or above
- 2) Be starting Y12, 13 or 14 in September 2018
- 3) Be aged between 16 and 18 on 31<sup>st</sup> August 2018
- 4) Belong to one of the following groups:
  - Be in care; or
  - Have recently left care
  - In receipt of income support
  - In receipt of **both** Employment Support Allowance and Disability Living Allowance

### The Standard Bursary

To be eligible for the standard bursary you must meet **all four** of the following conditions;

- 1) Attend Trinity Catholic College 96% or above
- 2) Be starting Y12, 13 or 14 in September 2018
- 3) Be aged between 16 and 18 on 31<sup>st</sup> August 2018
- 4) Living in a household with an annual income below £25,000 before tax and national insurance. Household incomes includes any benefits received such as Work Tax Credit and Child Tax Credit.

Priority will be given to learners with a household income of less than £17,000 applying for the standard bursary.

Benefits available to learners with a household income between £17,000 and £25,000 may be subject to a reduction depending on available funds.

Full details of the bursary fund are available in the Student Handbook or you can contact the School Business Manager.

### Extreme Financial Problems

If you do not fall into either of the categories but are experiencing financial hardship the college may still be able to offer some financial help. Please speak to the School Business Manager to find out more.

## Tutorial Programme

Every student in the College is a member of a tutor group and, as a member of that group, participates in the Tutorial Programme as part of their programme of study. **This means attendance at tutorial times daily 8.30 – 8.40am and 1.45 - 2.05 is essential.**

## External Examinations

For most A levels from September 2017, examinations will take place as follows:

\* 1 year AS level - examined in Summer of Y12 and not continued into Year 13. This depends on the programme of study eg Business is now linear and therefore is 2 year programme but currently will be examined at the end of both years. Please ask pastoral staff for further information for an individual subject overview.

\* 2 year A level - examined in the summer of Year 13.

Exceptions may apply to BTEC courses. Again please ask pastoral staff for further information.

## Payment for Examinations

Provided students have attended College regularly and worked to the best of their ability, they will take their examinations free of charge. Parents will be notified if attendance and/or work are less than satisfactory and, in some cases, a charge may be made for entry to examinations. **\_It is College Policy that students who fail to turn up for exams will be charged for all missed exams unless there are extenuating circumstances.**

## **UCAS & Careers Information**

We have a comprehensive Information, Advice & Guidance programme in which all options after college are addressed including university, apprenticeships, and employment.

We have excellent links with local universities and those further afield and encourage students to participate in as many events as possible during their time in college. This could be anything from attending a Masterclass workshop at a University in a subject of your choice to attending a week long residential, staying in Hall of Residence. There is also extensive advice and guidance given on financial issues, such as student support, bursaries and scholarships which may be available. Students wishing to progress onto university post-18 are introduced to the UCAS (University & Colleges Admissions Service) process in Y12, however formal preparation for applications starts in the final term of Y12 - we aim to have all applications submitted to UCAS by the end of the first term in Y13.

The College has a well-resourced Careers Library, which is open for student use during the College day. Students' primary access to careers education is through the Tutorial Programme. As a college we have good relationships with key regional employers who provide work experience placements to our students. Those students who decide employment is the route for them will be given guidance when completing application forms and may choose to have a mock interview to ensure they are fully prepared. All of our students are given the opportunity to participate in numerous activities to develop key transferable skills that will help them in their future careers.

## **Student Welfare in College**

We wish to work closely with parents to ensure the success and well being of our students. The College maintains a strong commitment to the support and guidance of the individual student, primarily via the Personal Tutor with the support of senior staff including the Pastoral Leaders and Head of Sixth Form..

Part of the Progress Leader's role is to provide support to any students who may need guidance that is not directly related to their education; this could be social, financial or housing issues. They are able to provide one to one support and refer students on to agencies that may be best placed to help them.

## Communication with Parents

Parents are kept informed in a variety of ways. The school/college newsletter aims to keep students and parents informed about what is going on in the College. Formal letters may be used to update parents or to inform them of particular issues, events or developments. The College website and is also updated regularly with important news and events which also feed directly through to the Trinity Catholic College Facebook and Twitter feeds.

If particular problems occur during a student's time in College, parents will generally be contacted by telephone or letter as appropriate.

The school policy is that teachers must not give out their personal mobile phone number, private email address, home address or social networking profile to students or parents. If you wish to contact a member of staff via email, please use the form on the 'Contact Us' page of the school website.

## Use of Non-contact time

All students in the College will find that they have a certain number of lessons when they are not timetabled for classes. These "non-contact periods" offer them a chance to organise their own work and to study **in College**. The College provides a number of areas for private study, primarily the LRC and a dedicated sixth form silent study room. Practical subjects also provide areas for students to continue with their own work or to practise outside lesson times.

## Part time work

We recognise that many students have a part-time job and may gain personal and financial benefits from them. However, research shows that 5 hours part time work per week damages A level grades significantly. Part time work should not conflict with studies and definitely must not be undertaken during college hours. We strongly advise students not to undertake paid work on Monday to Thursday evenings in order to minimise the impact on their academic work.

## Trips and Visits

A range of educational and recreational visits are offered for which your consent is required. A generic consent form is issued at the beginning of the students' post – 16 studies and parents are requested to complete this and return it to college via their son/daughter.

The College will keep costs to a minimum. Parents will be informed of any trip or visit regardless of the age of the student, and students are expected to make up any missed work.

## Attendance and Absence

All students are expected to attend college every day from 8.30am - 3.00pm. It is essential that all students attend tutorial daily from 8.30am - 8.40am and 1.45pm - 2.05pm - this is the major point of contact for Personal Tutors and is the main route used for college communications. Absences are checked regularly and students who fail to attend registration either through absence from college or lateness to college can expect their parents to be contacted.

If students are absent we ask the student or their parent to telephone the college if at all possible before 8.00am. The college is a full time establishment and students are required to attend every week day and to attend all timetabled lessons. Absence must always be explained. Prolonged absence or unexplained absence will involve contact with parents and can result in discontinuation of a student's programme of study. The minimum attendance required is 96% and students must account for any unexplained absence.

Planned absence from the college must be authorised in advance by Progress Leaders. Students complete online a Leave of Absence form this should then be authorised by their Tutor and Progress Leader before being returned to reception.

In the event of any absence, planned or unplanned, it is expected that students make contact with subject teachers to catch up on work missed.

## Accepted Absences

- Observation of a religious holiday. Application must be made in advance
- Genuine sickness. Phone College by 8.00am at the latest each day of absence.
- Driving test – bring into college in advance the letter from the test centre confirming date and time.
- Work Experience which is an integral part of the course and for which you do not receive a wage. Confirmation from the relevant subject teacher is needed in advance (completed application form).
- Medical appointments which cannot be made outside lesson time.
- University Open Day visit or interview – bring into college the interview letter or dates of the Open Days (maximum of 4 visits).
- Job interview – bring into college in advance the letter from your prospective employer
- Interviews with college staff – bring into college in advance a note from the relevant person.
- Exams in accordance with college policy.
- An emergency situation involving a family member

## Some examples of absences which will not be authorised

- Holidays
- Looking after siblings
- Paid Work
- Birthday celebrations
- Shopping
- Leisure activities
- Driving lessons

## Holidays during Term Time

Sixth Form students' programmes are fast paced and demanding. Because of this, students **may not** take holidays during term time - they will not be authorised. If students require a leave of absence in exceptional circumstances during term time this request must be supported by parents. It will also involve consultation with the Head of Sixth Form and the completion of a Holiday Request Form.

It should be noted that there is no 'Study Leave'. The Y12 year runs from September to July and the Y13 year runs from September until all A level examinations are complete (usually sometime in June).

## What we expect of students

As well as appreciating student rights and opportunities, it is important that students have a clear understanding of their responsibilities, which will enable them to make a success of their time with us. We therefore expect that all students will:

- Accept responsibility for their own learning and academic progress with the support of their Tutor and subject teachers.
- Complete all set work to their best ability and by the required date, as well as giving appropriate time to background study, wider research and examination revision.
- Attend punctually all designated activities and explain any absences.
- Maintain an acceptable, courteous standard of behaviour at college and while engaged in activities associated with the college.
- Ensure that their behaviour and attitude never has a detrimental effect of the academic progress of other students.
- Follow the college Equal Opportunities Policy with regard to all students, members of staff and college visitors.
- Abide by the college policies including those of Health and Safety, ICT, Safeguarding, Illegal Substances', Smoking and Consumption of Alcohol and never knowingly endanger the health and physical well being of others.
- Respect and thus help to maintain the condition of the college buildings, property and general environment.

- Abide by any code of conduct issued during a college trip or visit.
- Follow any instructions and guidelines issued by the college.

*Students should accept as necessary any appropriate actions taken by the college if the above conditions are not fulfilled. Such action will obviously depend on the nature of the transgression and is likely to involve discussion with Parents/Guardians. A severe breach of discipline may result in students being dismissed from college for a given period or being permanently required to leave the college.*

All Students/Parents should read, sign and return the Student Learning Agreement, this was issued as part of enrolment and covers all expectations in full detail.

## **Illegal Substances**

No one is allowed to consume or possess illegal substances on college premises, or at any stage during the college timetabled day whether on or off site. Any student found using or dealing in illegal substances will be suspended pending an investigation, as a result, the student may be asked to leave the college. The police will be informed according to our legal obligations.

## **Smoking**

The college is a NO SMOKING/VAPING site

## **Fixed Term Dismissal**

The college is committed to the provision of first class learning opportunities for all students. It may be necessary, in a very limited number of cases, to exclude a student from the college as part of the college disciplinary procedure. This would normally follow discussion with student and parents, but the college will act in the best interests of all students and staff at the college.

## College Environment

In the interest of the whole college community, we request and expect students to maintain high standards of care for the physical environment at all times. In particular we ask students to observe restrictions regarding consumption of food and drink outside designated areas.

College students have set high standards of care for their environment in the past. In instances where students do not take due care of the college environment, it is college policy that individual students and their parents will be asked to pay for any repairs or corrective action necessary.

## Dress Code

The dress code of sixth form students was introduced after extensive consultation with students, staff, parents and governors. The code is appreciated by students and the college expects students to adhere to its agreed provisos.

Students dress should be:

- Inoffensive
- Clean
- Appropriate within an organisation which has students aged from 11 – 18 years.
- Appropriate to a working environment.
- Appropriately smart if the occasion demands it eg: Awards Night.

The following specific points should be noted:

- See-through tops, vest tops, crop tops, low cut tops none of these should be worn.
- Students should not wear very short skirts or low slung trousers which are too revealing.

If students fail to conform to this dress code, they will be referred, initially, to the appropriate Progress Leader. After a warning about any infringement of the dress code, students may be sent home. If rules continue to be flouted, students will be referred to the Head of Sixth Form who has a range of sanctions available, including fixed term dismissals.

Students will have the right to appeal to the Headteacher.

## Health & Safety

### Insurance

Students are covered for accidental injury whilst at college or on a college sponsored activity. Further cover is automatically taken when a trip is organised. Details of cover are available on request.

Students and parents are advised to ensure they have personal insurance arrangements for personal property. Students can be issued with a locker upon request; it is their responsibility to look after the key.

### Catering in College

Food and drink are available in the refectory. Meals and snacks are of good quality and are good value for money compared to other local options. The college operates a cashless catering system whereby students pre-load their account with credit via a 'loader' (located in the refectory) which is linked to their fingerprint. Vending machines stocking snacks and drinks accept cash for snacks and drinks and are available throughout the day. The college is committed to promoting healthy eating.

### Contacting Students

In an emergency, students may be contacted via the college switchboard (01642) 298100. It should be stressed that this provision is made for **emergency use** only and whilst every effort will be made to contact the student as speedily as possible we cannot guarantee to be able to relay a message.

### Security

Lockers are available at college for the storage of inexpensive personal property. A charge of £5 is made, returnable on presentation of the key. Students are advised not to leave expensive items in their lockers. If students do need to bring items of particular value into college they are advised to ask staff to help them arrange safekeeping. All exit doors can be opened from INSIDE but entrances are limited. Visitors to college go through a signing in procedure at the main reception.

### First Aid

The college has several members of staff who are qualified First Aiders. Students who are feeling unwell may seek assistance from any member of staff, from the general office or from Mr Smith. Students leaving the college because of illness should inform relevant staff by signing out at the main reception.

## **Safety Procedures**

The college has a full set of safety rules and procedures. Students are instructed to follow these rules and in an emergency to follow the instructions of members of staff. In the event of a fire or any other emergency, a bell will ring continuously and everyone will be asked to leave the building immediately using the nearest exit. Fire practices take place at regular intervals.

## **Parking for Parents**

Parking availability can be limited during college hours. At social events, cars can generally be parked on site. There will be limited parking available for parents at Parents' Evenings or Open Evenings. If parents or visitors have specific mobility difficulties they should contact the college in advance and special arrangements will be made.

## **Parking for Students**

Students with their own vehicles should park in the designated spaces outside the Student Entrance and not in the main staff car park in front of the main reception