



Scarborough
Sixth Form College



Sept '11

Parent/Guardian

GUIDE

**To
Scarborough
Sixth Form
College**

**Tel: 01723 380700/380762 Student
Services**

Fax: 01723 367049

Dear Parent/Guardian

The information set out below is to give you a guide as to our expectations of your son/daughter during their time at College. It should be useful if you wish to contact us either now or in the future. In addition, your son/daughter will be given a much fuller Student Handbook containing detailed information about the College and the services that it provides; please take the opportunity to look at it.

Students are expected to take responsibility for their actions whilst at College although we recognise that the change towards independence is a gradual one. Parental involvement and support is still crucial to their success and the College welcomes your partnership in your son/daughter's continuing education.

Important Dates for 2011 - 2012

Welcome Evening - meet the Principal and your son/daughter's Guidance Support Tutor - **Wednesday 21st September 2011**. Parents' evenings will take place on **Thursday 1st December 2011** and **Tuesday 6th December 2011** and will provide an opportunity to meet both subject and Guidance Support Tutors in order to discuss progress and any concerns. You will receive a letter of invitation prior to each event. If, however, you have any particular concerns before that time, for example about how your son or daughter is settling in to College, please do not hesitate to contact his or her Guidance Support Tutor.

For parents/guardians of students in the Upper Sixth the next Parents' Evenings are as above but again we welcome your contact before that if you have particular concerns.

Further parents' evenings will be held on **Thursday 22nd March 2012** and **Tuesday 27th March 2012**.

Commitment

Being a student at Scarborough Sixth Form College means a commitment to all parts of the College programme. This means 100% attendance at all lessons, tutorials and X Factor activities as timetabled and meeting the requirements of teachers and tutors in respect of work schedules, homework and coursework.

Students unwilling to make this commitment will not be successful. Please see the enclosed list of authorised and unauthorised absences in the attendance information booklet. Please also ask to see a copy of Sixth Form Expects and the Student Handbook with which all students are issued.

Timetable

Your son/daughter will receive their timetable on entry to the College (a typical student timetable is at the back of this booklet). Some students find it difficult to adjust to this at first, but Guidance Support Tutors and Subject Tutors will give every support in helping your son/daughter settle into using their time effectively. After the first Term it is rare for students to have problems with this.

Guidance Support Tutor group

Each student is in a Tutor Group of about 20 students, led by a Guidance Support Tutor who is the main point of contact between the College, students and Parents/Guardians. There are two Tutorials per week, one of 15 minutes and the other of 30 minutes where communication of general college activities and administrative procedures take place as well as activities aimed at broadening horizons, discussing issues and preparing for progression to employment and/or university. There is a strong emphasis on individual reviews with the Guidance Support Tutor. Tutorials are regarded as an essential part of a student's commitment to College and are important in helping them to stay on track with their studies, monitoring their attendance and general progress.

Individual Learning Needs (ILN)

Time is built into the timetable for students to attend ILN sessions arranged by departments. For instance, these may include challenging work to stretch a student to gain a high grade or perhaps preparatory work for a difficult topic coming soon. This will vary for each student and may last $\frac{1}{2}$ a term or be for a year. We expect that this extra opportunity will really help students realise their full potential.

Functional Skills

All students will be expected to undertake a course of functional skills in IT at level 2 if they have not already achieved a similar qualification. Good IT skills are now expected by most employers and Higher Education institutions.

Confident use of IT also enables a student to make full use of the College's excellent computing facilities and to enable access to a wide range of resources at all times. Students have free access to the Internet and can apply for an e-mail address. Students must sign to say they have accepted the College policy on the responsible use of the College network and Internet.

Assessment & Monitoring

Reporting on Progress: Student progress is regularly monitored in terms of achievement and effort. Each half-term a student will be given two grades for each subject studied:

Achievement is given as a letter in the form of the grade the student will achieve at the end of the course, if recent progress is sustained.

Effort is given as numbers 1-4. The highest (1) is given when students fully meet all expectations of the relevant tutor and all work is completed to a good standard and on time, and is followed up appropriately. Grade 4 is given when a student's effort is consistently well below that required.

Students are given grades by their Subject Tutors throughout the year. In addition to this twice a year (in December and July) a Progression Review is produced for all courses, after discussion with the student. The December reviews are given to your son/daughter to show you and the July reviews are sent home.

There are also Parents' Evenings, the dates of which are shown on the enclosed Calendar, and we ask your son/daughter to arrange appointments for you. We prefer them to accompany you if possible.

Staged Referral System

We have a staged system of support and discipline, which aims to deal with problems before they get serious. Parents would not normally be actively involved until at least stage two and sometimes stage three, as we try to work primarily with the student, viewing College as the stepping stone between dependence and independence. More information about this system is available in the student handbook.

Private Study

Although students do not have to be in College when they have study periods and are free of time-tabled commitments we do expect **at least 4 hours of private study and homework per week, per subject**, from full-time students. Even when all the work set has been completed, there will be background reading, re-working of notes and revision, so that students should never be in a position where they claim they have no work to do at home. If possible, students should have a quiet area at home where they can work without interruption.

Helping your son/daughter: There will be times when your son/daughter has doubts over their course. The way this is expressed varies; it could be poor attendance or comments like it is too difficult or blaming the quality of the teaching. Please help us by contacting the College, normally the Guidance Support Tutor in the first instance, to ensure adequate support is provided. Often the longer term view helps - young people with higher qualifications are more likely to have

- Higher incomes
- More varied employment and lifestyle
- More secure job (studies clearly show this)
- More to give back to the community in terms of medical, environmental and charitable actions

What will help your son/daughter be successful?

- High levels of attendance
- A sensible and realistic approach to their social life
- Asking for help and support when necessary
- Keeping on top of homework
- Being involved in more than just the academic courses; such as sport, student council, Duke of Edinburgh Award etc

What will get in the way of your son/daughter being successful?

- Poor attendance, including taking holidays in term-time
- Excessive part-time work (**over 10 hours a week** and there is clear evidence their academic results suffer)
- Poor organisation of notes/completion of homework

What can you as the parent/guardian do to help?

- Look out for signs of poor attendance - extra copies of the timetable from your son/daughter are available through Student Services at College. We rarely cancel lessons, so be suspicious of that excuse.
- Ask to see their folder to check if it is organised into separate subjects and sections.
- Do they know when homework/assignments are due in? If not, why not?

Communication with parents/guardians

We view education as a partnership between students, parents and the College. Parents will be contacted at times throughout the academic year, both with standard mailings and if there is thought to be a cause for concern. Likewise we would encourage you to make contact with us whenever the need arises.

We will telephone or text parents and share information about attendance, grades, and concerns generally **unless** we have information or a feeling that to do so would not be in the best interests of the student.

Careers Education & Guidance

The College careers service is designed to help all students whether they intend to seek employment, go on to Higher Education or take a Gap Year after they complete their studies. Help, advice and information is available from the College Careers Specialist based in the Guidance Support Centre. The **Careers Library** is based in the Guidance Support Centre and is available for use during college hours for research. A comprehensive package on computer based Careers Resources is available on all college computers for use by students. Appointments for interviews with **Careers Advisers** from the local Connexions Centre in Scarborough can be made via the College Careers Specialist and take place in college. A comprehensive programme of Careers Education and Guidance is delivered through **Guidance Support Tutors** as a part of the **Tutorial Programme**.

Examination Results: All students (or parent on their behalf) can ask for a remark of examination scripts. This must be done through the College Examination Officer, Shirley Woodcock. Fees must be paid in advance of the query going to the board and will be refunded if the appeal is upheld. **It is important to recognise grades and marks can go down as well as up.**

X Factor (Extra-curricular activities)

All lower sixth and level two students may choose at least one additional course or activity. Upper sixth students are also encouraged to continue with something as they can gain new skills or experiences that could make them more confident or interesting to future employers or university admissions tutors. Students have a wide range of courses to choose from, such as; voluntary work in the community; work experience in schools or other work places; a choice of arts and crafts; sports; exercise; music or the performing arts. The majority of courses run on a Wednesday afternoon or Thursday lunchtime.

Expectations: Absence

If students know in advance of a planned absence, for example for university interviews or open days, they should inform Student Services in advance. If students are ill or have good reason not to attend College they or a parent are expected to inform the College, there is a direct line to Student Services (**380700/380762**).

If students fail to meet these responsibilities in that there are two or more days of unexplained absence, or if attendance in any one month drops below the level at which we become very concerned, you will usually be informed by telephone or letter by the Guidance Support Tutor. Continuous poor attendance, without good explanation, may jeopardise their position in the College. Students whose attendance falls below 90% can be asked to leave and this has happened to some in the past. If a student has poor attendance in the first year he or she may not be allowed to progress to the second year.

Part-time Employment: Every year a number of students spend unrealistically long hours working in part-time employment. Whilst the College accepts some students may need to work for funds and that they gain useful skills through employment, this has to be kept within reasonable limits. Certainly if students are in employment in excess of **ten hours** per week then their studies will be adversely affected and we must question their priorities.

Holidays: These should not be arranged during term time. Experience and national research has shown them to be very disruptive to a student's education given the short nature of the courses here. Parents going on holiday are therefore asked to consider whether they can make alternative arrangements to leave their son/daughter at home so that their studies are not interrupted, though it is appreciated that this is not always possible or convenient. **The college does not authorise any holidays during term time.** Students taking holidays that is not with their family during term time may and have been asked to leave College. First year advanced level students begin their A2 level work following AS level examinations, as well as beginning university applications and having progression reviews. Presence in College until the end of the College year is essential. Please note that A2 courses start in June of the first year.

Miscellaneous

Financial Support: Details of financial support available are given in outline in the Student Handbook. Further information can be obtained from Student Services.

Social Events and Trips: The Student Union Executive organises various events including fundraising events and parties. These **are not** official College events and **will not have** staff supervision if held out of college. Students who attend parties are responsible for ensuring that they attend College the following day.

Parent/Guardian Concerns

Any concerns you may have about the College, or our procedures, should be addressed, in the first instance, to your son/daughter's Guidance Support Tutor or to the relevant member of the teaching staff. If you don't wish to do this, or you feel the issue is serious, please refer to the appropriate person in the College Management Team, depending on the nature of your concern. We hope to resolve issues informally. However, a formal complaints procedure is available on request from Student Services Help Desk or the Principal's Personal Assistant.

College Management Team:

Principal	Tom Potter
VP Curriculum & Quality, for Course/Teaching issues	Marcus Towse
VP Student Services, for Tutoring/Guidance issues	Rowan Johnson
Director of Resources	Linda Jeffreys

We hope your son/daughter has an enjoyable and successful career at Scarborough Sixth Form College and look forward to meeting you at one of the above events.

Rowan Johnson (Mrs)

Vice Principal (r.johnson@s6f.org.uk)

STUDENT SERVICES

The Sixth Form Way

“Our vision is to
serve the community by delivering
outstanding educational success
and developing the social
and personal skills of all of our students”

Our Aim:

S S F C
A **S**uccessful, **S**upportive *and* **F**riendly **C**ollege
**PROVIDING HIGH QUALITY EDUCATION
& ENABLING SUCCESS FOR**
Students, **S**taff, *the* **F**uture *and the* **C**ommunity

Our Beliefs:

A distinctive **ETHOS** of
Equality, **T**rust, **H**appiness, **O**penness *and* **S**upport

If you have any queries on the above points, your son's/daughter's attendance, progress or activities at College at any time during their stay here, please do not hesitate to get in touch. In the first instance, please contact your son's/daughter's Guidance Support Tutor through Student Services (380700/380762 - direct line)

STUDENT'S TYPICAL TIMETABLE 2011 - 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00	C1 BTEC MEDIA 10	D1 BTEC MEDIA 20	E2 AS ICT 30	A2 AS PSYCHOLOGY 40	B2 50
10.00	E1 AS IT 11	F1 21	D2 BTEC MEDIA 31	B2 41	A2 AS PSYCHOLOGY 51
11.00	L5 12	L6 22	32	L1 TUTOR 42	L2 52
11.15	D1 BTEC MEDIA 13	E1 AS ICT 23	C1 BTEC MEDIA 33	F2 43	C2 BTECH MEDIA 53
12.15	U3 14	U2 24		44	L3 54
12.30	TUTOR	ILN		X FACTOR 33	GENERAL STUDIES
12.45	15	25	U4 34	45	55
13.00	L2	L4		U2	L6
13.15	16	26	U3	46	56
13.30	U4 17	U1 27	35	Briefing	L4 57
13.45	A1 AS PSYCHOLOGY 18	B1 28	F1 38	D2 BTEC MEDIA 48	E2 AS ICT 58
15.15	B1 19	A1 AS PSYCHOLOGY 29		C2 BTEC MEDIA 49	F2 59