



Essential Information

For Students
And Parents/Carers

2010/11

Be Outstanding

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Mission Statement

**“Inspiring learning,
developing mind and character,
building your future.”**

Please note:

The information given in this College Handbook was accurate at the time of going to press, July 2010, but may, of course, be superseded in some respects during the academic year 2010/2011.



The Blackpool Sixth Form College

2010 - 2011

Introduction

I hope that you find this handbook both useful and helpful. You will find a range of information about some important matters, including student attendance, travel, College policies and health and welfare matters.

College is a very welcoming, supportive and friendly place in which to study. Students achieve outstanding results. This is in part due to the fact that we have high expectations of all students and staff.

Our Charter, College Expects document and Student Organiser give guidance to students regarding what is expected of them in terms of their studies and general behaviour. These also clearly set out the high standards that College sets for itself in order that students can achieve their full potential and receive the best support. We will provide an environment that helps students to make a smooth and confident transition to university, further training and a future career.

The College values the best possible partnership between College, students and parents. Communication with parents/carers is very important to us. We maintain regular contact via email, therefore it is important that parents/carers provide current email addresses. Every half term you will receive a Parents' Newsletter which will provide you with updated information and news about College. Please visit our website www.blackpoolsixth.ac.uk for regularly updated news and information. Please do not hesitate to contact any member of my staff at anytime, if you need to.

Felicity Greeves

Felicity Greeves
Principal



College Day

College is open from 8.00 a.m. until 5.30 pm each weekday during College terms.

Timetabled classes are generally arranged in sessions 1 to 6 but some activities, such as sport, drama and field trips take place outside these hours and special arrangements are then made for students to have whatever access to College facilities they need.

Timetable for Lower Sixth Students 2010/11

	1	2	3	4	5	6	
	8.45-9.55	9.55-10.15	10.15-11.25	11.30-12.40	12.40-13.30	13.30-14.40	14.45-15.55
Mon		BREAK			LUNCH		
Tue		BREAK			LUNCH		
Wed		BREAK			LUNCH		
Thu		BREAK			LUNCH		
Fri		BREAK			LUNCH		

Please note: there may be very minor adjustments to these timings but each student receives a personalised timetable when they join College.

Important Dates for 2010/2011

24th August	Enrolment for new students
25th August	Enrolment for new students
1st September	U6 students return to College
3rd September	Induction Day for new students
23rd September	Welcome Evening for all new students and their parent(s)/carer(s)
25th – 29th October	Half term
25th November	L6 Parents' Consultation Evening
30th November	U6 and Level 2 Parents' Consultation Evening
16th December	College closes for Christmas
4th January	College opens for Spring Term
21st – 25th February	Half term
17th March	Preparing for University Evening (Upper Sixth)
31st March	HE Information Evening (Lower Sixth)
8th April	College closes for Easter
26th April	College opens for Summer Term
2nd May	May Day Bank Holiday
30th May – 3rd June	Half term
23rd June	Progression Evening (Lower Sixth)
8th July	College closes for Summer

Courses and Course Structure

Admissions Criteria to AS Courses for 2010-2011

There are **four** possible pathways according to a student's GCSE results.

Pathway	Lower Sixth Programme
1. Gifted Advanced	4 AS plus Critical Thinking
2. Academic Advanced Programme	4 AS plus an Additional Studies Programme
3. Applied Advanced	BTEC qualification with one or two AS levels/GCSE resits plus, where appropriate, an Additional Studies Programme
4. Dual Pathway (Level Two)	A BTEC Extended Certificate and Diploma course, equivalent to 6 GCSEs plus GCSE English and/or Maths and, where appropriate an Additional Studies Programme

Pathway 1 – Gifted Advanced

This programme is for students who achieve mainly A* and A grades at GCSE. Students have an extensive choice of AS levels. There are specific tutor groups for Gifted and Talented students to ensure that they benefit from spending time with other very high ability students. All students also study AS Critical Thinking which helps extend reasoning skills. It is well respected by top universities.

Pathway 2 – Academic Advanced

Students will choose from a wide range of AS levels and also take an Additional Studies course (see below), usually General Studies. The Additional Studies course is regarded as an important part of progression to the Upper Sixth, as well as allowing students to discuss current and controversial issues.

Pathway 3 – Applied Advanced

Students will choose from a wide range of Btec Level 3 courses and the more applied AS levels. In some cases a GCSE in English or Maths will be taken instead of an AS level. Where appropriate, students will complete a course from the Additional Studies Programme (see below).

Pathway 4 – Dual Pathway (Level 2)

This is an opportunity for students to improve their GCSE results. It is the first of a 3-year course leading to Advanced level. Students will choose 2 vocational pathways, equivalent to six GCSEs. In addition, students on the Level 2 programme will take GCSE English or Maths if they have not already achieved at least a grade C and study a course chosen from the Additional Studies Programme (see below).

TUTORIAL PROGRAMME

We have a very effective tutorial system at College, offering support and guidance beyond the classroom environment. Every student meets with his or her Personal Tutor at least once a week. Students discuss their progress with their tutor and agree targets for improvement with action plans. You will also develop an Individual Learning Plan, looking at career and higher education choices as well as various aspects of personal and academic development.

ADDITIONAL STUDIES PROGRAMME

Most students study a course from the Additional Studies Programme as well as their AS Level or BTEC subjects. The Additional Studies Programme includes the following courses:

- Critical Thinking
- General Studies
- Intermediate Certificate in Personal Finance
- Sports Leadership Award
- GCSE Art & Photography
- Seven Habits for Highly Effective People (Covey)
- LAMDA (Drama)
- ABRSH (Music)

The Additional Studies Programme helps students to develop self-confidence. It is designed to develop their study skills and communications skills. Your Enrolment Advisor will explain which course is most suitable.

ADDITIONAL SUPPORT FOR STUDENTS

Many students, for a variety of reasons, need extra support if they are to succeed with their studies. All students are given an initial assessment of support needs at the start of the course. This identifies those who would benefit from an extra help and improves their chances of success. To discuss additional support needs please contact The Head of Additional Support, via the usual College telephone number and we will happily discuss your issues.

EQUAL OPPORTUNITIES

College celebrates and promotes diversity and equal opportunities for all. We aim to create an environment where students, staff and visitors are treated fairly, irrespective of race, ethnic origin, nationality, gender, disability, sexual orientation or religious belief. We hope to create a tolerant environment where everyone feels welcomed and valued as individuals and that their opinions, views and diversity will be encouraged.

College believes that everyone has the right to be treated with respect and does not tolerate bullying or harassment in any form. Please speak to any member of staff to report suspected instances of harassment or contact the Anti-bullying Officer. All allegations of bullying will be investigated sensitively and appropriate action will be taken.

MINIMUM TARGET GRADE (MTG)

Students are given a Minimum Target Grade (MTG) at the start of their course. The MTG is based on the student's average GCSE points score and is the minimum acceptable grade that should be achieved in each subject. The MTG is used to monitor the progress of individual students. We refer to MTGs in Progress Reports that are sent to parent(s)/carer(s) in November and March each year. Either side of these dates each student's performance is regularly monitored.

Students identified as at risk of not achieving their MTG are directed to attend additional subject tutorials and will be encouraged to maintain contact with a Learning Mentor to help develop a more efficient approach to learning.



PROGRESSION FROM AS TO A LEVEL (Lower to Upper Sixth)

Students must usually achieve a pass (achieve a grade E or higher) **at least 3 subjects** at AS level/BTEC to progress to the Upper Sixth. Only very rarely will Upper Sixth students be allowed to take up a new subject at AS level. However, a small number of students may need to pick up a new AS in order to realise their career ambitions.

CHANGING A SUBJECT

Students will usually be expected to continue with each of their courses for the entire academic year. It is therefore important that students make the right course choices from the outset.

Occasionally, however, students may find they have made an unsuitable choice for a variety of reasons. In such circumstances it may be possible to arrange a change of subject, within the first half term.

Students may be permitted to transfer courses - if there is room in the proposed new subject – but only until **Friday, 24th September 2010**.

Any student have any concerns about their course choices should speak to their Personal Tutor.

EDUCATIONAL MAINTENANCE ALLOWANCE (EMA)

The Educational Maintenance Allowance (EMA) scheme entitles eligible students to a weekly payment of up to £30 per week. Payments will be means tested and be paid directly into the student's bank account each week. The amount of EMA received depends upon household income:

<u>Up to £20,817 a year</u>	<u>£30 per week</u>
<u>£20,818 - £25,521 a year</u>	<u>£20 per week</u>
<u>£25,522 - £30,810 a year</u>	<u>£10 per week</u>

Students in receipt of EMA must have 100% attendance and punctuality in all sessions to ensure that weekly payments are made. Any absences must be reported in line with the Absence Procedure. Unsatisfactory effort and behaviour during lessons could result in students losing their EMA payment for that week.

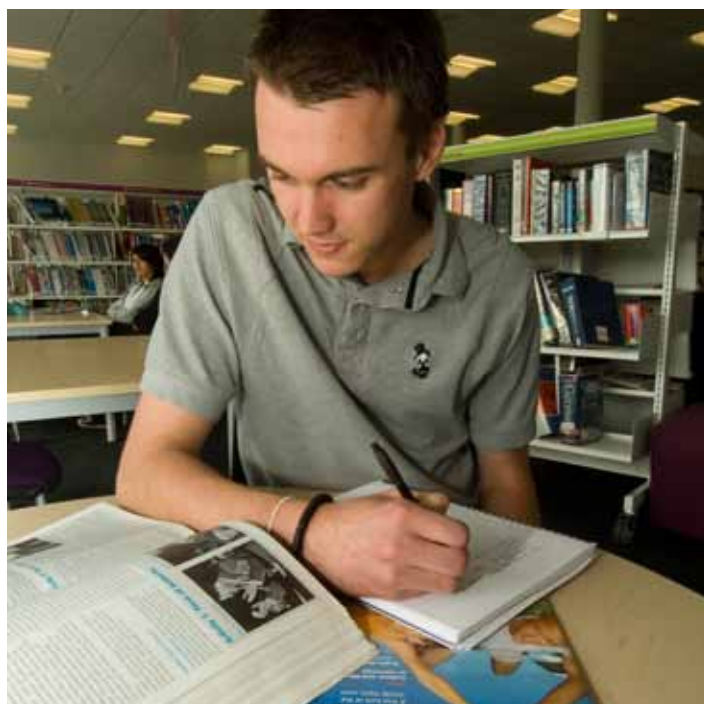
If you have a significant medical problem which affects your attendance. You should contact the EMA Administrator in Student Services for advice.

Applications should be made as early as possible so that students can receive confirmation of entitlement before starting College in September. Application packs are available from ema.direct.gov.uk or by telephoning the EMA Helpline 0800 121 8989.

Students wishing to take advantage of the EMA scheme should hand in their EMA Notification of Entitlement Contract Part 1 on Enrolment Day to the EMA Administrator.

TERM TIME HOLIDAYS

Losing vital weeks of study through taking a holiday has been shown to result in students underperforming in BTEC coursework and in January/summer exams. College will therefore not re-admit a student who takes an unauthorised holiday during term time.



For exceptional visits that will enhance your career prospects permission must be sought from the Principal at least one month in advance. Permission to engage in such an activity is at the discretion of the Principal.

HOME ADDRESS

Students should ensure they inform Student Services of any change of home address, or telephone number, preferably before it occurs.

COLLEGE EXPECTS

It is important that students have a clear understanding of our requirements, which will enable them to make a success of their time with us. We therefore expect all students to:

- Attend all timetabled lessons
- Arrive on time for all lessons and other meetings including tutorials and enrichment activities
- Bring essential equipment to lessons
- Report all absences to the Attendance Unit before 10.30am on each day of absence
- Organise your time effectively to meet deadlines
- Complete all work to the best of your ability
- Seek help when you need it
- Treat all members of College with respect
- Play your part in maintaining a safe, healthy and litter-free College environment
- Report inappropriate behaviour
- Act in accordance with the Acceptable Use of IT Policy and the FYi Code of Conduct
- Arrange and plan for holidays outside term time. College will refuse to re-admit a student who disregards this requirement.

Students should accept that College will take disciplinary action if the above conditions are not fulfilled. A significant breach of discipline may result in a student being suspended from College for a given period or being permanently required to leave College (see Disciplinary Procedures).

ATTENDANCE AND PUNCTUALITY

Students are expected to **attend all lessons and any other timetabled activity regularly and punctually** as this is fundamental if a student is to derive full benefit from College membership. The attendance of students at lessons and other timetabled activities is recorded electronically. Parent(s)/carer(s) will receive detailed information about attendance statistics periodically through the year, and at any other time on request.

Students are expected to arrive in good time before the beginning of their first timetabled lesson or activity and may leave after their last session of the day. Students who arrive at any lessons more than ten minutes late without a very good reason will **not** receive their EMA payment for that week.

Unless their parent(s)/carer(s) notify the Head of Student Services that they do not agree, students may leave College premises during any interim period in which they have no timetabled lesson, provided that they remain present for all their timetabled lessons and activities and when required by staff for any other reason. Clearly, in such cases, students must accept the responsibility for doing most of their self study at home.

We discourage students from considering gaps in their timetables as 'free' sessions, but refer to them as directed study sessions which they should use to visit the FYi. Parents/carers can support us by encouraging students to stay on site and keep on top of their workload during these times.

The demands of examination courses are considerable and to guarantee examination entry paid for by College, a student must record a minimum lesson attendance of 90% in each subject unless there are special circumstances.

Below 85% attendance in any subject and the student must pay the examination fee for that subject in full and in advance of the exam entry being made.

ABSENCE PROCEDURE

At the Sixth Form we expect students to let Subject Tutors know in advance if they are going to be absent from classes due to a scheduled appointment. Students should also inform The Attendance Unit in Student Services so that absences can be logged on our registration system. For unforeseen absences, we expect students, or their parent/carer, to either text or telephone College before 10.30 am on each day of absence.

Texts should be sent to **88020**. The text must start with **B6absent** followed by a space and then the student's name and a brief reason for absence.

Authorised absences – if College is notified in advance

- A Medical appointment which cannot be arranged outside College hours (appointment card or appointment letter must be presented to the Attendance Unit).
- A religious holiday (a letter from parent/carer should be submitted to the Attendance Unit).
- Visit to university to attend an open day/interview; a career related interview or audition (appointment letter must be submitted to the Attendance Unit).
- Unpaid work experience placement relevant to course (Personal Tutor or Subject Tutor must inform the Attendance Unit).
- Occasional extra-curricular activity giving significant personal achievement (must be authorised by Head of Student Services).
- Attendance at a funeral of a close relative (a letter from parent/carer should be submitted to the Attendance Unit).
- Attendance at court or an appointment with a legal adviser (appointment letter must be submitted to the Attendance Unit).
- A driving test (appointment letter must be submitted to the Attendance Unit).

Note: Routine medical appointments (e.g. Doctor, Optician and Dental appointments) should be made outside timetabled sessions and are not considered as authorised absences.

Authorised unforeseen absences

- An emergency family situation (a letter from parent/carer should be submitted to the Attendance Unit).
- Transport problems with no alternative solution (inform the Attendance Unit on arrival at College).

Examples of unacceptable reasons for absence

- Holidays.
- Part or full-time work which is not part of the student's programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings.
- Shopping.
- Driving lessons.
- Driving Theory Test.

Whatever the reason for absence, it is very important, and the student's responsibility, to complete the work missed as quickly as possible. Students are expected to collect work from their subject tutor to prepare for the next lesson.

Students who feel unwell whilst in College should report to Student Services where they will be asked to sit quietly for 45 minutes whilst members of staff contact parent(s)/carer(s) to decide whether or not it is appropriate to let them go home. If symptoms persist and students are permitted leave, they will be marked absent for any sessions missed.

Student illness, unless supported by a Doctor's note, will be classed as an unauthorised absence.

Students eligible for EMA will lose their week's payment if College's absence procedures are not followed.

Long term sickness

Where a student is absent from College for an extended period of time, EMA will not normally be paid. However, each case of long term sickness is considered individually, and it may be that where a student is able to study at home for a minimum of 12 hours per week and be in regular contact with College staff, the EMA may be payable. A Doctor's Certificate/Letter is required for such an arrangement.

PART TIME WORK

Some students have part-time jobs and gain personal and financial benefit from them. However, students should not take on more than **eight hours** of part-time work per week during term-time periods. Studies have shown that working more hours than this may have a significant negative impact on academic performance.

INDEPENDENT STUDY

Students should spend at least four hours on homework each week for each of their subjects. This will include research for assignments and extra reading as well as set homework and directed study tasks.



EXTERNAL EXAMINATIONS AND STUDY LEAVE

Most AS and A2 courses each consist of 2 modules. For most AS courses, students sit the first module exam in January and the module 2 exam in May/June. AS and A Level modules can be re-taken and the highest mark awarded will count.

Examination Study Leave

Study leave consists of one half day immediately prior to each examination, excluding a Monday morning exam, Key Skills exams and Covey exams.

Resits

To arrange resits students should go to the Examinations Office **within two weeks** of the results being published in August and **within 3 working days** of results being published in March.

EMERGENCY CLOSURE OF COLLEGE

Very occasionally College has had to be closed for an unforeseen emergency, such as severe weather conditions. On such occasions the College Leadership Team will endeavour to inform Radio Wave and Radio Lancashire, as early as possible, who usually make the necessary announcements, to avoid students having to begin their journey.

COMMUNICATION with PARENTS and CARERS

Whilst we recognise the increasing maturity and independence of our students, we also recognise the commitment parents/carers make in supporting their daughters and sons at College. Parents/carers are kept informed in a variety of ways.

Parent Portal

The Parent Portal is an online tool giving you direct access to your son's/daughter's attendance and progress data. If you would like access to the Parent Portal please complete the relevant section of the application form giving details of email addresses.

A Parent(s)/Carer(s) Welcome Evening held on Thursday 23rd September

This gives all parent(s)/carer(s) an opportunity to establish personal contact with their daughter's or son's Personal Tutor, learn more about College and the demands of the courses and raise any concerns.

Attendance Reports

These will be sent to the parent(s)/carer(s) of every student in October 2010 and February 2011. Attendance data is also included in the Progress Review reports.

Progress Review Reports with details of each student's progress, effort, attendance and current achievement are sent to parent(s)/carer(s) in November and in March. These follow one to one discussions between the student and his/her Subject and Personal Tutor.

Consultation Evenings are held each year towards the end of the Autumn Term when parent(s)/carer(s) may come into College to consult with individual Subject Tutors. Students are expected to accompany their parent(s)/carer(s) to the Consultation Evening.

Dates for Consultation Evenings:

Lower Sixth students	-	Thursday, 25th November 2010
Level 2 students	-	Tuesday, 30th November 2010
Upper Sixth students	-	Tuesday, 30th November 2010

A Careers and Higher Education Progression Evening on Thursday 23rd June 2011 helps to confirm students' decisions about their futures through a discussion involving the student, the Personal Tutor and the parent(s)/carer(s). Representatives of all the universities in the North West are available for consultation at this event.

There will be a **Higher Education Information Evening** for the parents of Lower Sixth students on Thursday 31st March 2011.

If parents wish to enquire at any time about their daughter's or son's progress or any other matter, they are most welcome to telephone or to ask to see the student's Personal Tutor or Head of Department.

The Personal Tutor or Head of Department will get in touch with parent(s)/carer(s) whenever necessary and particularly if there is any reason for concern about a student's work or well-being, attendance or punctuality.

A member of the Attendance Unit will telephone to seek information about any student who is absent for more than three days without an explanation.

Students must inform the Head of Student Services if they do not wish College to contact their parent(s)/carer(s).



STUDENT SERVICES

Student Services is located next to the main College Reception and is the focal point for all advice, guidance and financial support. It is open from 8.20 am to 5.00 pm each day. The Student Services Team includes:

- Head of Student Services
- Deputy Head of Student Services
- Welfare Officer
- Careers and UCAS Coordinator
- EMA Coordinator
- Work Placement Officer
- Enterprise and Employability Officer
- Sport & Recreational Development Officer
- Connexions Personal Adviser

Further details about how to access the support available in Student Services are given in the Student Organiser. Every student is issued with a personalised Organiser at the beginning of September. They are expected bring them to every lesson and record the submission dates of all assignments.



TRANSPORT SUPPORT

Blackpool Sixth Form provides a significantly subsidised transport scheme for all students living outside a 3-mile radius (as defined on the College's map). This scheme not only helps with transport costs to and from College but also provides unlimited travel throughout the day, including evenings and weekends.

The subsidised travel costs have remained at the same level since September 2007 and the charges listed below will remain in place throughout 2010-11 subject to the transport operators maintaining their current pricing structure.

Students living outside a three-mile radius may purchase the following:

Blackpool Transport

1. **Nine one-month All Zone or Central Zone bus passes for £35** each (the price, if purchased outside College is £54.50 and £46.50 respectively) for unlimited travel within the Blackpool, Fleetwood, Thornton-Cleveleys, Bispham, & Lytham St. Annes areas.

2. **Nine one-month North Zone Bus Passes for £35 each** (£38.50 outside of College) for students who live Over Wyre. This price includes the cost of a bus from Poulton centre to College.

For an additional £6 per month students living Over Wyre can purchase an All Zone bus pass instead of a North Zone so that the pass can also be used for social travel throughout the Fylde at any time.

Stagecoach

Students from Lancaster, Garstang, and Preston (areas served by Stagecoach buses 42, 61, 68) can purchase 10 four-weekly "Goldrider" tickets for £32 each (if purchased outside of College the price is £88) The Goldrider ticket provides unlimited travel throughout Lancashire, on any Stagecoach bus, for the 28 day period.

Students living in Fleetwood and Thornton-Cleveleys (areas covered by the Stagecoach 84 bus service) can purchase a Megarider ticket (for £12 weekly or £45 monthly) direct from the bus driver. A portion of this cost will be subsidised by College.

The Fylde Villager

Students living in Kirkham, Wesham, Elswick and the surrounding villages (areas served by the 75, 76, 80 & 82 bus service) can purchase a Fylde Villager Network bus pass at a significantly reduced rate. This is currently priced at £55 per half term.

ACCESS FUND

Students may be able to claim additional funding from the Access Fund if they experience financial hardship during their time at College. The fund is there to help cover the costs of attending College, such as textbooks, course materials, CRB checks and essential course-related visits. Further details and application forms are available from Student Services.

LOCKERS

Lockers are available for a hiring fee of £10 for one year plus a £10 deposit which is refundable on return of the locker key. Locker keys are issued at Student Services.

A limited number of bicycle lockers are available and can be hired from Student Services at a cost of £10 per year. A £5 deposit is required which is refundable at the end of the year.



MONEY and VALUABLES

Theft or damage to property is very rare at College, but it is wise for students to be both properly insured and careful over the security of their property. The lockers are provided to assist students with this.

If it is necessary for a student to bring a large sum of money or any valuable item of property to College, it may be handed in at Student Services for safe keeping.

PLEASE NOTE we do work hard to ensure that College is a safe and secure environment for all. However we cannot accept responsibility for the theft, loss or damage of any personal property of students, staff or visitors which is brought on to the site.

BICYCLES, MOTORCYCLES and CARS

Bicycles should only be left in the special lockers or the racks at the front of College. Students are responsible for leaving bicycles securely locked and for their legal roadworthiness. Police make random checks of bicycles at all colleges and schools.

Although it is not a legal requirement, students bringing bicycles are strongly advised to insure them and to register them with the Police.

Motorcycles may be ridden to College by students holding a current motor-cycle driving licence. Motorcycles should be parked in the marked areas of the car park. Students should give details of the make, model and registration number of their motorcycles to Student Services, so that they can be contacted easily if a problem arises.

Vehicles should be driven at no more than 5 mph on College site.

There are signed parking bays for those with disabilities at the rear of College. These spaces are marked on College map located on our website.

PARKING PERMITS

There is a FREE Parking Permit scheme in use at College. Drivers need to register their vehicle(s) and sign to agree to the safety guidelines. An annual permit will be issued with an adhesive pouch for display on the windscreen. Student Parking Permits are available from Student Services.

Permits must be displayed on the front windscreen of a car, or in a prominent position on motorcycles and scooters. Any vehicles not displaying a valid Parking Permit will be clamped.

Please note, that, although there is a sophisticated CCTV system in operation, College cannot accept responsibility for the theft, loss or damage of any bicycle, motorcycle or car brought onto College site.

Parents or others parking briefly to bring or collect a student are asked not to park close to the car park entrance as this causes congestion and the risk of accidents.

There is parking available for students but the car parks do become full, particularly in the summer term. To limit congestion and for environmental reasons students are encouraged to make use of alternative transport including car sharing.

ENRICHMENT PROGRAMME

Excellent facilities exist for sport, both within and outside College, and the record of College students both individually and in teams is impressive.

Throughout the course of the year over fifty different sports and activities are available. The full list of activities can be found on the College web site.

Each first year student will be timetabled for one compulsory session each week of sport or other enrichment activity until the end of the Spring Term 2011. Students may also choose to take additional sessions and many do this.

There are Enrichment pathways in:

- Performance and Excellence (sport and academic)
- Volunteering and Leadership
- Work Experience and Career Aspirations
- Recreational Activities

WORK EXPERIENCE PLACEMENTS

A work experience placement gives students an insight into their chosen career and the experience needed to improve their chances of making successful job applications in the future. Students are free to arrange their own placements but they must contact the Work Placement Officer in Student Services before starting their placement to ensure that they are covered by the necessary insurance.

The Work Placement Officer will offer assistance to source a suitable placement. Students are required to complete a Work Experience Student Pack, available from Student Services, and the parent(s)/carer(s) will be required to sign a consent form.



ACTIVITIES OUT OF COLLEGE

Some Enrichment activities take place off College premises. Students may be asked to make their own way to these activities or, where possible, transport will be provided.

Some activities inevitably involve obvious hazards (e.g. rock climbing, canoeing, trampolining) and are subjected to risk assessments to ensure that the perceived hazards are as controlled as possible. Such activities are, of course, only undertaken under the supervision of qualified instructors.

Parent(s)/carer(s) should inform their son/daughter's Personal Tutor if they do not wish their son or daughter to take part in any particular activity, for whatever reason.

STUDENT COUNCIL DANCES

Students' dances are organised by the elected Student Council, although College management is consulted over dates and times, so that dances are normally only held at the end of a term or during a holiday.

As in other colleges or universities, neither College management nor the tutors can be responsible for the arrangement or any supervision of a students' dance.

College tutors would **not** usually attend a students' dance, except possibly the Leavers' Ball.

The Student Council, in consultation with the local Police Community Support Officer, acts most responsibly in endeavouring to make certain that all aspects of management (the bar etc.) will be properly within the law and the event is exclusive to Sixth Form College students and their personal guests.

Having done their best to take such precautions, the Student Council must rely on the students to conduct themselves responsibly.

The licensee of any premises used for the dance must be responsible for ensuring that the requirements of the law are met.

Each student must clearly accept full responsibility for his or her own behaviour and safety, and for meeting the requirements of the law.

SAFEGUARDING CHILDREN AND CONFIDENTIALITY

The care and well-being of all young people in College is of paramount importance. College takes seriously its legal responsibility with regard to The Children Act 2004.

College actively promotes health awareness amongst students and is currently working towards a Healthy College status. Each member of College community has an individual responsibility for health and safety. We have trained first-aiders on site at all times and access to a First Aid room.

College staff cannot offer absolute confidentiality to students. There are clear situations when it is essential that staff share information with their colleagues, for instance when there is suspicion or evidence that a student is in danger of being harmed or abused.

Please contact the Head of Student Services if you have any suspicions that a student is in danger of harm or abuse.

Any students who are now, or ever have been, in care should speak to a member of staff in Student Services who will offer practical support and advice.

ILLEGAL SUBSTANCES, SMOKING AND ALCOHOL

Any student found using or dealing in illegal substances will be suspended pending an investigation, as a result of which the student's place at College may be withdrawn. The Police will be informed according to our legal obligations.

College is an entirely smoke-free site, including paths, car parks and lawned areas. It is illegal to smoke inside College premises. A Smoking Cessation Advisor is available in Student Services to support any students wishing to go smoke-free.

Any students found consuming alcohol, or under the influence of alcohol, whilst at College may be subject to immediate suspension until the circumstances have been fully investigated. Parents will be informed in accordance with College's Disciplinary procedures.

The College's Substance Misuse Counsellor, in Student Services, will provide confidential support to students with drug or alcohol related problems.

SKATEBOARDING and ROLLER BLADING

These activities are banned from College premises as they constitute a danger to other students and the activity is not covered by our insurance.

MOBILE PHONES

To avoid interruptions to learning, students are expected to switch off mobile phones when entering a classroom or Learning Resource Centres. In emergencies, students can be contacted by telephoning the main Reception on 01253 394911.

DRESS to COLLEGE

Students should be dressed appropriately, to fit in with College's high standards and expectations and with its concern to create a pleasant, but purposeful, atmosphere.

The College is a community of staff and students who work and study together within an atmosphere of mutual respect. It is important therefore that all members of College are clearly identifiable whilst on premises and that anything which could interfere with the clear communication needed for learning be avoided. College, therefore, requires all staff and students to keep their faces uncovered while on College premises and while representing College offsite.

DISCIPLINARY PROCEDURE

Disciplinary action is occasionally necessary in cases of poor attendance at lessons; failure to complete and submit work, including meeting coursework deadlines; inappropriate behaviour etc.

There are 4 disciplinary levels:

Stage 1: Personal Tutor holds a formal meeting with the student and a **Stage 1 Behaviour Plan** is agreed and signed. A letter is sent to the parent(s)/carer(s) informing them of the concern and of the agreed actions.

Stage 2: Student attends a formal interview with their Head of Department and a **Stage 2 Behaviour Plan** is agreed. A **Stage 2 Formal Warning** is issued and a letter is sent to the parent(s)/carer(s) informing them of the concern and of the agreed actions.

Stage 3: Student attends a meeting with the Head of Student Services. Parent(s)/carer(s) will be invited to attend a meeting. A **Stage 3 Behaviour Plan** is agreed and signed. A **Stage 3 Formal Warning** will be issued.

Stage 4: Student attends a **Formal Disciplinary Hearing**. Parent(s)/carer(s) will be invited to attend the hearing. The student may be suspended or excluded from College pending the results of an investigation.

At each disciplinary stage progress will be monitored weekly and failure to meet the agreed targets will result in further disciplinary action.

Students involved in disciplinary action have the option to take part in a six week Behaviour Programme (BP). Students successfully completing a BP will move down a disciplinary stage. Students may only complete one BP at each stage in the disciplinary process.

A student has the right to appeal against a Stage 2 or Final Formal Warning. She/he must do so in writing to the Deputy Principal within five working days of notification of the warning. An appeal hearing will normally be held within five working days of receipt of such a request.

The full Disciplinary Policy and Appeals Procedure can be found on the College Website.

COMPLAINTS

Concern or dissatisfaction should be raised in the first instance with the person or area concerned as soon as possible. This may be a student's tutor or other member of staff. The member of staff dealing with a complaint will make every reasonable effort to resolve the complaint promptly.

If the complainant cannot be resolved, a formal complaint, in writing, should be made to the Deputy Principal.

The full Complaints and Compliments Policy is available on FirstClass.

CHARGES TO STUDENTS FOR COLLEGE ACTIVITIES

Although most aspects of a student's education are provided at state expense, College does have to make charges to students for certain additional activities.

The Governors, the Principal and the staff believe that the education of our students is much enhanced by the many opportunities which are offered for activities and excursions out of College, although they may not always be an essential part of any course. The Governors are most grateful to the staff who organise such activities and recognise that appropriate charges to students who choose to participate must be made. Charges must also be made for certain aspects of some subject courses, so that opportunities for students are not limited by the level of Government funding.

The Education Reform Act 1988 requires the Governors to publish their policy in these respects.

The following is the Statement of the Charging and Remissions Policies of the Governing Body of The Blackpool Sixth Form College for 2010/2011.

Although the Governors believe that parents will support this policy they must draw parents' attention to these details, to avoid misunderstanding. The order in which the items are given is that in which students will experience that aspect of College organisation and the particular activity concerned during their course.

Students experiencing financial hardship may be able to claim funding from the Access Fund to cover some of the charges listed below. Further details and application forms are available from Student Services.

Amenities Contribution

On Enrolment all new students are asked to pay an Amenities Contribution. This is £30 for Lower Sixth students and £20 for Level 2 students. The money collected goes into the Student Amenities Fund which **subsidises** a wide range of enrichment activities and facilities that are of great benefit to all students in College.

Examples are: travel costs for teams and university visits
membership of external organisations for student groups
additional facilities for students eg bike lockers, common room furniture, additional equipment for some enrichment activities, some support for student excursions and the Student Organiser.

Membership Card

The Membership Card, which is used as an identity card and as a swipe card for information, may also be used in an increasing number of shops etc. where discounts are available to our students. Students are requested to carry their membership card (swipe card) with them at all times. The replacement of a lost Membership Card must be paid for by the student at a cost of £1.00.

Files, paper and printing and photocopying

Students are expected to provide their own stationery.

Students may carry out photocopying on the photocopier in the Learning Resource Areas at a cost of 5p per A4 sheet. Alternatively, they may lodge it for completion with the Reprographic staff in the Print Room at a cost of 10p per A4 sheet in black and white or 20p in colour. A3 prices are double the A4 prices.

Students will be allocated an initial budget of £10 to cover printing costs. Printing will be charged at 3p per sheet for black and white printing and 20p per sheet for colour printouts. Students who use up their entire £10 quota will need to buy extra credit. Printing credits can be purchased at the Fyi counter.

Enrichment Activities

Some of these activities involve outside, commercial organisations and so a charge has to be made to students. Such charges are clearly publicised in advance and there are always other, non-chargeable options available at every stage of the year.

Educational Visits

Several departments organise excursions out of College to supplement and enhance the teaching carried out in the subject. The cost of travel is shared equally by all participating students and is often subsidised by the Student Amenities Fund. Most of these visits do not involve overnight accommodation, but, for those residential visits that do, an additional charge is made to students for board and lodging.

Students who have difficulty in meeting the expense incurred for educational visits, should consult a member of the Student Services team.

For all excursions out of College parents are required to complete an indemnity form to confirm their agreement with, and their understanding of, the arrangements.

Theatre visits

Visits to theatres are organised regularly. These are usually evening performances and participation is open to all students. In the case of productions of set texts, students studying these are strongly advised to attend.

Participating students pay the cost of their theatre seats, generally at a discounted rate, and an equal share in the cost of travel.



Fyi (Library and Learning Resource Centre)

Fines are charged at the rate of 5p per item per day for overdue loans, which is less than the current rate in public libraries. The maximum fine per item is £1.50. Nevertheless, no student needs to incur fines, as renewal facilities for books or tapes are available. Revenue from fines is used for the Learning Resource Areas.

Application fees for Higher Education

UCAS (University and Colleges Admissions Service) makes a charge for participation in the scheme and this is paid by the student.

Interviews and Open Days for Higher Education and Employment

In the case of those visits to Open Days which are specifically organised by College, the cost of the travel is shared by all participating students equally and this may be subsidised.

Students who choose to attend other Open Days under their own arrangements must meet all the expenses involved.

CHARGES FOR EXAMINATION ENTRIES

For all College courses leading to external examinations, the administering boards charge an entry fee.

College will pay the first examination entry fee of all students who satisfactorily complete their courses. Satisfactory completion of the course involves fulfilment of all required coursework assignments and attendance at 90% or more of lessons, unless there are special circumstances which justify an easing of this rule.

Students who do not complete a course satisfactorily may choose to enter the examination at their own expense and we may be prepared to arrange for them to take any such examination in College.

Students who have below 85% attendance in any subject will normally be required to pay for examination entry in that subject in order to be entered. Payment will be reviewed immediately prior to the start of the summer examinations.

Students who choose to take any examination more than once at College, or to retake an individual module of a modular examination, will have to pay the entry fee themselves. The exceptional case is the resitting of a module due to serious illness at the original scheduled time. Under these circumstances College would pay the examination fee.

Students may choose to take a GCSE examination in November before the full course is completed. In this instance, however, students will have to pay the entry fee themselves.

Failure to attend examinations for which College has paid will result in a student being invoiced for that amount.

Criminal Records Bureau (CRB) Check

Students undertaking work experience with young children or vulnerable adults will need an Enhanced CRB check to go out on a work placement. The cost of the CRB check is currently £36. Payment is made when students bring in the completed CRB form and evidence of identity to Student Services. It is possible to apply for funding from the Access Fund to help with the cost of this.

College property

Students will be charged for any loss or damage caused, whether deliberately or accidentally, to any text book, equipment or property belonging to College or to the fabric of the building itself. The amount levied will be either the full cost of replacement or repair, current at the time of the incident, or an appropriate amount, at the discretion of the Vice Principal (Information Systems and Estates).

Wilful damage to College property would almost certainly result in the student being asked to leave and, if appropriate, a formal prosecution.

FINANCIAL CONTRIBUTIONS FOR SPECIFIC SUBJECTS (in alphabetical order)

The following summary gives students advance warning of the required materials and resources for specific subjects.

In some cases, students may be recommended to purchase a textbook for personal use. However copies will be made available for students to use in lessons if needed.

Students experiencing financial hardship may be able to claim funding from the Access Fund to cover some of the costs listed below. Further details and application forms are available from Student Services.

Art, Textiles and Three-Dimensional Studies

A basic art pack of essential items used to complete tasks during the course is available for £10.00 (this is below cost price). Some students may need to buy additional materials to expand their ideas, this may in turn create extra costs. Art materials are available for sale in the department shop at very competitive prices.

Graphic Design and Digital Photography

Students will be required to use CDR discs for storing work, a SD Memory Card, a 1GB memory USB Stick and a memory card reader during the course. Packs will be available at a cost of £20.00 for students without these resources. Students will be required to print various photographs during the course. Some of this cost is covered by a standard printing allowance. Students experiencing financial hardship may be able to claim funding from the Access Fund to cover some of the costs.



A Level Dance and BTEC Performing Arts

Students are required to purchase appropriate black clothing for taking part in practical work.

A Level Drama & Theatre Studies

Students are expected to buy copies of the set texts and scripts, which can then be annotated, kept and taken into the examination.

AS Level: one set text – approximately £8.00.

A Level: two set texts – approximately £8.00.

Electronics

Students complete a major project as part of the course. Students will need to cover the cost of any specialised and consumable materials. However it is possible to choose a project which involves very little expense or none at all.

English Literature and English Language

Students are expected to purchase their coursework and examination texts, which will be available at cost price.

It is recommended that students purchase the course textbook, the discounted cost of which is approximately £12.00. Copies will be made available for students to use in lessons if needed.

Textbooks may be sold back to the department at the end of the course (as long as they are maintained in a good condition).

French

It is recommended that students purchase the AS Textbook or the A2 Text book - £15.00 each. Copies of textbooks will be made available for students to use in lessons if needed.

Textbooks may be sold back to the department at the end of the course (as long as they are maintained in a good condition).

Upper Sixth students may wish to subscribe to a year's set of issues of the periodical, "Authentik" – approximately £14.00

Geography

Fieldwork is a compulsory part of the course and is specifically examined in one of the modules at AS. Students are expected to cover the cost of the travel and study guides involved at approximately £10-12.

German

It is recommended that students purchase the AS Textbook £15.00. Copies of textbooks will be made available for students to use in lessons if needed.

Textbooks may be sold back to the department at the end of the course (as long as they are maintained in a good condition).

Upper Sixth students may wish to subscribe to a year's set of issues of the periodical, "Authentik" – approximately £14.00

Graphics

Students are encouraged to make a contribution of £10.00 towards the cost of materials such as crayons, pencils, paper, marker pens and paints (used for the coursework) and materials such as wood, plastic, card, paints and A3 presentation folder, required for the project work. Project work printed out in colour 20p per A3 sheet.

Health & Social Care

It is recommended that BTEC Level 3 students purchase a course textbook (1 and 2) at a cost of £18 each. Copies will be made available for students to use in lessons if needed.

All BTEC students participate in work placement as part of the course. Students will be asked to contribute £12 to the cost of a College branded polo shirt and name badge.

Students undertaking work experience with young children or vulnerable adults will need an Enhanced CRB check to go out on a work placement. The cost of the CRB check is currently £36. Payment is made when students bring in the completed CRB form and evidence of identity to Student Services. It is possible to apply for funding from the Access Fund to help with the cost of this.

History (Modern)

In the AS year, students are recommended to purchase two textbooks, the first at approximately £12 and the other at approximately £11. In A2, it is recommended that students purchase a text book at approximately £13. Copies of textbooks will be made available for students to use in lessons if needed.

Law

It is recommended that students to purchase a text book for the A2 course - the cost is approximately £15. NOTE : It is not advisable to purchase books until the course has started as it is likely that more up to date books will be published in the summer. Copies of textbooks will be made available for students to use in lessons if needed.

Mathematics

GCSE students must have a calculator for every lesson. AS students must have a calculator for the Core 2 and Decision modules. It is highly recommended that students purchase a graphical calculator (Model - Casio fx9) It is recommended that A2 Mathematics students purchase a textbook - £20.00. Copies of textbooks will be made available for students to use in lessons if needed.

BTEC Media Production

Students will be required to use blank DVD RWs, blank cassettes and a 4GB memory stick. Packs will be available at a cost of £8 for students without these resources. 4GB memory sticks are available to loan for the year for a deposit of £10



Music, Music Technology and BTEC Music

Students are expected to provide their own manuscript paper and blank CDR's for the regular submission of coursework material. These items will be available from the College shop at competitive rates.

It is necessary for all students to purchase a pair of quality headphones to use in private study and recording/sequencing projects throughout the course. The music team will be able to recommend various types of headphones during the course induction. Students will also be expected to provide their own instruments and leads etc, for use in rehearsals, performances and studio recordings.

It is recommended that A Level Music Technology students purchase - "Apple Pro Training Series: Logic Pro 9 and Logic Express 9" by David Nahmani - £22.49

It is recommended that BTEC Music students purchase "ABRSM Music Theory Guide Part 1 & 2" - £5.95 each

Copies of textbooks will be made available for students to use in lessons if needed.

Physical Education

It is recommended that AS level students purchase "AQA AS Physical Education" (ISBN 978-1-84489-643-1). The cost will be approximately £13.00.

A2 students are recommended to purchase "AQA A2 Physical Education" (ISBN 978-1-84489-644-8). The cost will be approximately £19.00.

Copies of textbooks will be made available for students to use in lessons if needed.

Politics

Students are recommended to purchase a core textbook and will have the option to purchase "Politics PAL" mid-way through the year. Copies of textbooks will be made available for students to use in lessons if needed.

Psychology

It is recommended that AS students purchase – "AQA Psychology A" : Nelson Thornes ISBN – 978-0-7487-9823-0. £17.99 and A2 students purchase "Psychology for A2 Level": Cardwell, Clark and Meldrum ISBN – 978-0007255047. £21.99. Copies of textbooks will be made available for students to use in lessons if needed.

Sociology

AS level students are recommended to purchase a core textbook for home study. The title and cost will be confirmed during Induction.

A2 students are recommended to purchase "Sociology in Focus" for AQA – ISBN – 978-1902796758 at a cost of £18.99. Copies of textbook will be made available for students to use in lessons if needed.

Textbooks may be sold back to the department at the end of the course (as long as they are maintained in a good condition).

Spanish

It is recommended that students purchase the AS Textbook or the A2 Text book - £15.00 each. Copies of textbooks will be made available for students to use in lessons if needed.

Textbooks may be sold back to the department at the end of the course (as long as they are maintained in a good condition).

Upper Sixth students may wish to subscribe to a year's set of issues of the periodical, "Authentik" – approximately £14.00



Sport & Exercise Science or Sport (Sports Performance & Excellence)

Students are recommended to purchase one comprehensive textbook to support assignment work for either of these courses (see below):

BTEC National Sport Student Book (Heinemann £19.99)
BTEC National in Sport & Exercise Science (Heinemann £19.99)

Copies of textbooks will be made available for students to use in lessons if needed.

Students undertaking work experience with young children or vulnerable adults will need an Enhanced CRB check to go out on a work placement. The cost of the CRB check is currently £36. Payment is made when students bring in the completed CRB form and evidence of identity to Student Services. It is possible to apply for funding from the Access Fund to help with the cost of this.

Textiles

- see under Art

Theatre Studies

See A Level Drama and Theatre Studies

Travel & Tourism

Students are expected to participate in a range of educational visits including residentials (UK and abroad) as part of the course. The cost of travel and accommodation is shared equally by all participating students and is often subsidised by College.

Students who have difficulty in meeting the expense incurred for educational visits, should consult a member of the Student Services team.

Students undertaking work experience with young children or vulnerable adults will need an Enhanced CRB check to go out on a work placement. The cost of the CRB check is currently £36. Payment is made when students bring in the completed CRB form and evidence of identity to Student Services. It is possible to apply for funding from the Access Fund to help with the cost of this.

OTHER POLICIES OPERATED BY THE GOVERNORS

In keeping with Government directives, the College has an Equal Opportunities Policy including a Dignity at Work Policy and Race, Disability and Gender Equality Schemes in place. These are available on the College Website.



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