



BLACKPOOL SIXTH



Essential Information for Parents/Carers 2011/12

Be Outstanding

www.blackpoolsixth.ac.uk



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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given in this College Handbook was accurate at the time of going to press, July 2011, but may, of course, be superseded in some respects during the academic year 2011/2012.



The Blackpool Sixth Form College

2011 - 2012

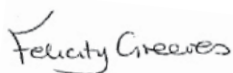
Introduction

I hope that you find this handbook 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 College Expects document gives 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/carers. 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
Principal



Our Values

The core values listed below underlie everything we do as a College:

Respect - for ourselves, for others, for the environment

Excellence and High Aspirations - being the best we can be, by striving to be more

Support - helping everyone to succeed

Inclusion - valuing everyone equally and striving to overcome any barriers to success

Global Citizenship - being active in improving our world and broadening horizons

Enthusiasm - learning because we love to learn, teaching because we love to teach

Integrity - acting according to our values and promises

Important Dates for 2011/2012

25th August	Enrolment for new students
26th August	Enrolment for new students
2nd September	U6 students return to College
6th September	Induction Day for new students
21st September	Welcome Evening for all new students and their parent(s)/carer(s)
24th – 28th October	Half term
23rd November	U6 and Level 2 Parents' Consultation Evening
30th November	L6 Parents' Consultation Evening
19th December	Students finish for Christmas
3rd January	College opens for Spring Term
13th – 17th February	Half term
15th March	Preparing for University Evenings (Upper Sixth)
29th March	HE Information Evening (Lower Sixth)
30th March	Students finish for Easter
16th April	College opens for Summer Term
7th May	May Day Bank Holiday
4th June – 8th June	Half term
27th June	Progression Evening (Lower Sixth)
5th July	Students finish for Summer

Courses and Course Structure

Admissions criteria to Lower Sixth courses for 2011-12

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

Pathway	Programme
1. Gifted & Talented Programme	4 AS courses plus Critical Thinking
2. International Baccalaureate	A broad based programme of six academic subjects and personal development
3. A Level Programme	4 AS courses plus General Studies, where appropriate
4. Advanced Applied Programme	BTEC qualification with one or two AS levels/GCSE resits
5. Dual Pathway (Level Two)	A BTEC Extended Certificate and Diploma course, equivalent to 6 GCSEs plus GCSE English and/or Maths, where appropriate

Pathway 1 – Gifted & Talented Programme

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. Students also study AS Critical Thinking which helps extend reasoning skills. It is well respected by top universities.

Pathway 2 – International Baccalaureate

For more information about the International Baccalaureate Diploma visit www.blackpoolsixth.ac.uk/ibdiploma

Pathway 3 – A Level Programme

Students will choose from a wide range of AS levels and also may take an Additional Studies course, usually General Studies.

Pathway 4 – Advanced Applied Programme

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.

Pathway 5 – 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.

COMMUNICATION WITH PARENTS / CARERS

Blackpool Sixth recognise the commitment parents make in supporting their daughter's/son's learning so we keep you involved and informed in a variety of ways.

Email

College is committed to improving the environment and will use paperless form of communication, where possible. Newsletters and progress reports will be sent to parents via email so it is important that the parents/carers keep College informed of any changes to their email addresses by sending the details to enquiries@blackpoolsixth.ac.uk

Newsletter

Every half-term you will receive a Parents' Newsletter which will provide you with updated information and news about college.

Website

There is a wealth of information and news items available on our frequently updated website www.blackpoolsixth.ac.uk.

Parent Portal

The Parent Portal is an online tool giving you direct access to your daughter's/son's up-to-date attendance and progress data. If you would like to gain access to the parent portal please indicate this on the enrolment form or download an application form from the College website and follow the instructions provided. Account details, including username and password will then be sent by email.

A Parent(s)/Carer(s) Welcome Evening

This gives 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 you in October and February. 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.

There will be a **Higher Education Information** Evening for the parent(s)/carer(s) of Lower Sixth students in March.

A Careers and Higher Education Progression Evening will take place in June to help 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.

Parents/carers are welcome to enquire at any time about their daughter's or son's progress or any other matter. Please either telephone College and ask to speak to your daughter's/son's Personal Tutor or contact the member of staff directly via email.

Personal Tutors or Head of Departments will get in touch with parent(s)/carer(s) from time to time, and particularly if there is any reason for concern about a student's work or well-being, attendance or punctuality.

A member of the Reception team may telephone parents/carers to seek information about any student who is absent for more than three days without a valid explanation.

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



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, tutorials 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 2011/12

	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: each student receives a personalised timetable when they join College.

RECEPTION

Reception is located on the ground floor of the main building and is staffed from 8.15am to 5.30pm. Enquiries can be directed to Reception in person, or by telephone, using the main College number 01253 394911.

ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance at lessons is crucial to the success of our students. We rigorously monitor attendance at all lessons and other timetabled activities using an electronic register system. Parents/carers will be informed if students show a pattern of missing sessions without explanation or if they show poor punctuality.

Parents/Carers are able to view the up-to-date attendance records using the online Parent Portal (see the College website for further details).

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 Reception 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 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. College will support individuals following a period of absence and the team of learning mentors will quickly get students back on track.

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.

Long-term sickness

Where a student is absent from College for an extended period of time, arrangements can be made for students to keep in contact with learning. A Doctor's Certificate/Letter is required for such an arrangement to be put in place. Each case of long-term sickness is considered individually, by the Head of Additional Support.

TERM TIME HOLIDAYS

Losing vital weeks of study through taking a holiday has been shown to result in students underperforming in both January/summer exams and in BTEC coursework.

College therefore does not permit holidays during term time and will refuse to re-admit a student who takes an unauthorised holiday.

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

EMERGENCY CLOSURE OF COLLEGE

Very occasionally College has had to be closed for an unforeseen emergency, such as a severe weather conditions. On such occasions the College Leadership Team will make every effort to inform students and parents/carers using a range of media, including the College website, text messages, email and the announcements on the local radio stations (Radio Wave and Radio Lancashire). We will make every effort to get messages out as early as possible to avoid students having to begin their journey.

SAFEGUARDING CHILDREN AND CONFIDENTIALITY

The care and wellbeing 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 has achieved 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 external agencies such as social services or the Police, 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 if you are worried at all about the well being of your daughter/son.

Any students who are now, or ever have been, in care or students who are living independently should speak to a member of staff in the Focus Centre who will offer practical support and advice. There may also be additional financial support for students in this position.

SAFETY AND FIRST AID

Blackpool Sixth is a very safe and secure learning environment. In the unlikely event that students have an accident (or a near miss) at College, they should report it to the member of staff in charge or to Reception. If necessary a First Aider will be contacted.

Students who are feeling unwell may seek assistance from any member of staff or from Reception. A First Aider will be called to attend to them if necessary.

TUTORIAL PROGRAMME

Every student in the college has a Personal Tutor or Coach and is a member of a tutor group. Tutoring is an integral part of students' learning and development and supports them to succeed on their programmes of study and progress into further/higher education, employment or training



The Tutorial Programme aims to develop students ability to monitor and improve their own academic progress, to research and plan for moving on after College. It also helps students to acquire a greater awareness of social, health and economic-related issues.

During tutorials/coaching sessions students will explore career and higher education choices, make applications for their next step after College and develop their essential employability skills.

Students will meet with their Personal Tutor/Coach at least once a week as part of a group and also have regular individual tutorials to discuss their progress and agree targets for improvement.

ADDITIONAL SUPPORT FOR STUDENTS

College will provide support for students who have any additional needs. This support often begins before students enrol with us. Possible support concerns include mobility and wheelchair access, visual or hearing impairment, dyslexia, dyspraxia and medical conditions such as diabetes or epilepsy.

We are able to deal with other types of need, as and when they arise. All students are given an initial assessment of support needs at the start of the course. This identifies those who would benefit from extra help and improves their chances of success.

If you think your daughter or son will have additional support needs during her/his time at College, then you should contact the Head of Additional Support on the usual College telephone number or you can send an e-mail to learnalert@blackpoolsixth.ac.uk

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 Head of Student Services. All allegations of bullying will be investigated sensitively and appropriate action will be taken.

MINIMUM TARGET GRADES (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. The aspiration for students should be to at least achieve their MTG.

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 and where progress appears to be falling below minimum expectations students will be directed to attend academic support tutorials (ASTs). In addition, specialist Learning Mentors may provide extra support.

CHANGING A SUBJECT

Students are expected to show a commitment to their studies and continue with each of their chosen courses for the entire academic year. Occasionally, though, 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.

Students may be permitted to transfer courses during the first four weeks - if there is room in the proposed new subject. Any student that has concerns about their course choices should speak to their Personal Tutor or Head of Department.



INDEPENDENT STUDY

Students have an individual timetable that will include some sessions each week when they are not timetabled for classes. These "Directed Study Time" periods offer students an opportunity to organise their own work and to use the outstanding facilities at College to complete independent study.

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

PART TIME WORK

Part-time work has benefits to students in terms of additional finance and an opportunity to further develop the essential skills that future employers value such as improving communication skills, team working skills and problem solving.

Research has shown that part-time work can also improve the academic performance of students but only if they are working no more than 8 hours per week. Working more than 8 hours per week has a significant negative effect on their performance at College.

We recommend, therefore that students should not take on more than **eight hours** of part-time work per week during term-time.

EXTERNAL EXAMINATIONS

Most AS and A2 courses each consist of two module examinations per year. For some AS courses, students sit the first module exam in January and the second unit exam in May/June. AS and A Level modules can be re-taken and the highest mark awarded will count.

Provided students have attended College regularly and worked to the best of their ability, they will take their examinations free of charge. However, the demands of College 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.

Students whose attendance drops below 90% may be required to pay for their exam entry fees.

EXAMINATION RESITS

Examinations can be re-taken but the College will only pay for the examination entry fee for the first attempt. 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.

EXAMINATION STUDY LEAVE

There will be short periods of study leave to offer students the opportunity to prepare for external examinations. Study leave consists of one half day immediately prior to each examination, excluding a Monday morning exam.

CHANGE OF CIRCUMSTANCES

It is important that all our records are fully up to date. Students should inform Student Services of any change in personal circumstances, for example home address, email address or telephone number.

PROGRESSION TO YEAR TWO

Lower Sixth to Upper Sixth

Students are required to achieve a pass (a grade E or higher) in **at least 3 subjects** at AS level or equivalent BTEC passes to progress to the Upper Sixth.

Students will also need to demonstrate satisfactory attendance and commitment during their first year at College.

Only very rarely will Upper Sixth students be permitted 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.

Dual Pathway (Level Two) to Lower Sixth

Students will need to demonstrate satisfactory attendance and commitment during their first year at College and meet the entry requirements for the level 3 courses that they have applied to join. Please refer to the prospectus or the College website for full details of entry requirements.



FYi – THE LEARNING CENTRES

FYi (For Your Information) is the name given to our fully equipped Learning Resource Centres. The state-of-the-art facilities have been carefully designed to aid students' learning and put an extensive range of resources at their disposal in a modern and comfortable environment.

The FYi, FYi Express and Focus Centre are great places to access our virtual learning environment, First Class and iLearn, which offer interactive help and course information 24 hours a day. Please note that food and drink are not permitted in the FYi or FYi Express with the exception of bottled water.

The FYi Learning Centre is open each day between 8.00 am and 5.30 pm during term time and 8.30 am to 4.30 pm during the holidays.

STUDENT SERVICES

There is a wide range of student services available, tailored to meet individual need. Friendly, supportive and dedicated staff are available from 8.20 am to 5.00 pm each day to offer information, advice and guidance on any issue that is causing a concern to students. Student Services offers the following guidance & support:

- welfare issues
- counselling
- careers & UCAS
- enterprise and employment
- sport and enrichment
- work experience

Further details about how to access the support available will be given to students during first few weeks at College.

STUDENT FINANCIAL SUPPORT

The Government has recently announced plans for a new bursary scheme to replace EMA. These are subject to a consultation process.

Students who are currently receiving the maximum weekly EMA payment of £30 may be eligible for £20 per week bursary from September 2011 until the end of the 2011/12 academic year.

There are 5 parts to the financial support available to new students in 2011-12:

- 1. Guaranteed Bursary** of £1,200 for students in most need
- 2. Income-assessed Bursary** of £700 for students who meet the Free School Meals criteria
- 3. Transport Bursary** of £160 for students who have a household income between £16,190 and £20,817 and who live more than one mile from College
- 4. Subsidised Transport** – for students who live more than three miles from College
- 5. Access Fund** – an emergency fund for students who experience short-term financial hardship and are struggling to meet costs associated with College

Any student experiencing financial hardship is entitled to apply for financial support, however there will be an assessment undertaken to ensure that support is provided to those most in need.

Blackpool Sixth will ensure that financial support is implemented in the fairest possible way to the maximum possible benefit of students who need financial support in order to succeed in their studies.

See the Financial Support leaflet for more information or contact a member of the Student Services team on 01253 394911.

ACCESS FUND

The purpose of the Access Fund is to financially support students who are experiencing short-term difficulty meeting the costs associated with their learning. The fund is used primarily to provide support towards:

- Course costs / materials / textbooks / college trips
- General financial hardship
- Travel support

If you or your family find yourself in financial hardship, you may be entitled to financial help from the College. Evidence of hardship will be required.

Further details and application forms are available from Student Services.

TRANSPORT SUPPORT

Blackpool Sixth recognises that the cost of transport is a major concern for some students and their families. We 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 may also provide unlimited travel throughout the day, including evenings and weekends.

Students living outside a three-mile radius may purchase subsidised bus passes from Student Services at a significantly reduced price.

ENRICHMENT PROGRAMME

As part of the College's commitment to developing and broadening students' skills and enjoyment of Sixth Form life, we offer a varied programme of additional activities to enrich their studies.

All first year students select one enrichment activity that they attend throughout the first term at College.

A varied programme of Enrichment Activities will be published. In the course of the year over fifty different sports and activities are available. There is an expectation that all students take part in extra-curricular activities such as sports, work placement, mentoring, leadership, volunteering etc.

There are three main enrichment strands in:

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

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.

CAREERS ADVICE AND GUIDANCE

The tutorial programme provides all students at College with careers advice and guidance. The College also has a Careers Centre (FYi Futures) which is centrally located in the Learning Resource Centre. The FYi is extremely well stocked with Careers and HE resources and copies of prospectuses of all of the UK Universities. It also provides access to a variety of careers databases and online resources which are available on the College network.

Separate careers events and visits are organised at appropriate times of the year. These events offer students the opportunity to meet university representatives as well as local/national employers and training providers.

Individual advice and guidance on choosing career paths and university courses is available by booking an appointment with a Connexions Advisor. Appointments are made at Reception.

Students can access support with applications, CV preparation and mock interviews from local employers as well as College staff.

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 need to contact the Work Placement Officer before starting their placement to ensure that all essential health and safety arrangements have been made. Parent(s)/carer(s) will be required to sign a consent form.

The Work Placement Officer will offer assistance to source a suitable placement.

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 the Student Finance Office.

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

MONEY AND VALUABLES

College is a very safe and secure environment and theft or damage to property is very rare. However it is wise for students to be both properly insured and careful over the security of their property.

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 the Student Finance Office for safe keeping.

PLEASE NOTE we do work hard to ensure that College is a safe and secure environment for all. However we do not 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

Blackpool Sixth actively promotes sustainable travel alternatives, specifically public transport and cycling.

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 and car sharing.

Students are encouraged to use bicycles as a means of transport to and from College. Covered cycle racks are available at the rear of College. Students are responsible for leaving bicycles securely locked and for their legal roadworthiness. Students are strongly advised to insure them and to register them with the Police.

Motorcycles may be ridden to College and 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 Reception, so that they can be contacted easily if a problem arises.

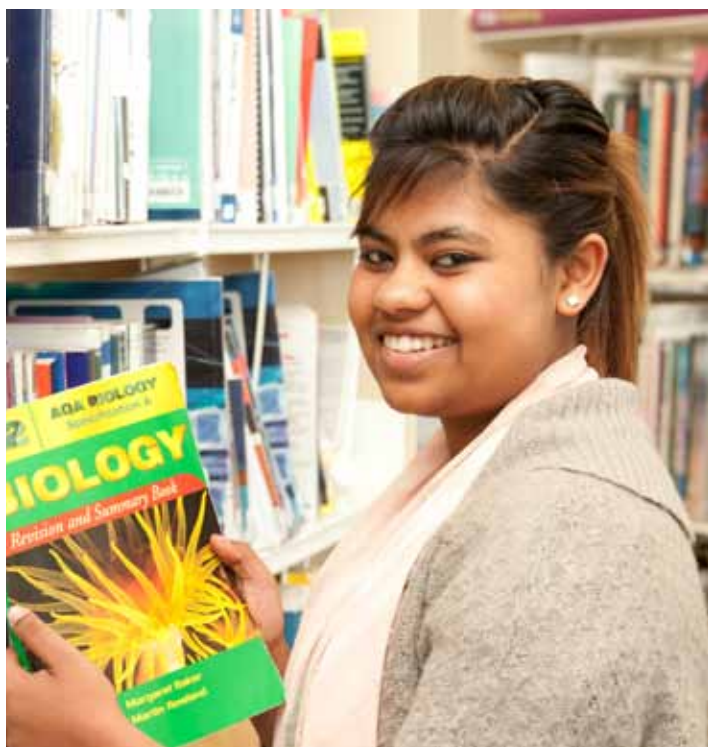
There is currently a FREE Parking Permit scheme in use at College. Car drivers need to register their vehicle(s) and sign to agree to the safety guidelines. An annual permit will be issued with an adhesive pouch for display on the windscreen. Student Parking Permits are available from Reception.

Permits must be displayed on the front windscreen of a car, or in a prominent position on motorcycles and scooters.

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. Before 8.45 am and after 3.50 pm please use the large layby next to Collegiate School.





CATERING FACILITIES

Food and drink are available from the Dining Room, The Shop, The Snack Shack and Starbucks.

Meals and snacks are of a high quality and are good value for money when compared to other local options. Vending machines for snacks and drinks are also available throughout the day near the College Shop.

College is committed to promoting healthy eating so a range of healthy, vegetarian and vegan options are available. Special dietary requirements can be catered for if notice is given.

Please note that all catering areas adopt a self-clear system and students are asked to clear away all their trays and packages as they leave.

COLLEGE ENVIRONMENT

Students have the benefit of first class specialist Sixth Form accommodation and facilities. We expect students to take care of their college and local environment. In particular, we ask students to observe restrictions regarding consumption of food and drink on carpeted areas and to place all litter in the appropriate bins provided.

ILLEGAL SUBSTANCES, SMOKING AND CONSUMPTION OF ALCOHOL

We are recognised as a Healthy College and we encourage all staff and students to make healthy lifestyle choices. 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 make a positive choice to go smoke-free.

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

Any student found in possession of, 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.



MOBILE PHONES

Blackpool Sixth is fully committed to using mobile technologies to enhance learning. To avoid interruptions to learning, students are expected to switch off or turn their mobile phones to silent when entering a classroom or Learning Resource Centres. Sometimes students will be asked to use their mobile phones to assist as part of the learning activities in the classroom.

In emergencies, students can be contacted by telephoning the main Reception on 01253 394911.

DRESS TO COLLEGE

The College is a community of staff and students who work and study together within an atmosphere of mutual respect. Students are free to dress as they please but they should fit in with College's high standards and expectations and with its concern to create a pleasant and purposeful atmosphere.

College expects students to carry their membership cards with them at all times. For security purposes, it is important that all members of College are clearly identifiable. College, therefore, requires all staff and students to keep their faces uncovered while on the premises and while representing College offsite.

DISCIPLINARY PROCEDURE

Blackpool Sixth expects all members of College to

- Act according to the core values and expectations (see the Expects document)
- Be challenged if students or staff fail to meet the core values and expectations

Repeated failure to meet the values and expectations or serious breaches may result in disciplinary action.

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. The aim of the disciplinary process is to help students to improve their performance

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 the 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 successfully meeting the targets of a Behaviour Plan will move down a disciplinary stage.

A student has the right to appeal against decisions made at Stage 3 or Stage 4. 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.

COMPLAINTS

We want your daughter/son to be very happy at College; it is a very pleasant and friendly environment in which to learn.

However if you have reason to make a complaint against the College and the service we provide then please raise the concern with the Head of Department of the area concerned as soon as possible. The member of staff dealing with a complaint will make every reasonable effort to resolve the complaint promptly.

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

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 the level of Government funding does not limit opportunities for students.

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 2011/12.

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 in the Focus Centre.

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 e.g. bike lockers, furniture in the social spaces, additional equipment for some enrichment activities, some support for student excursions e.g. coach fares.

Please note: Payment will be accepted by cash or cheque only. Cheques should be made payable to The Blackpool Sixth Form College.

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.

Photocopying is available in the Learning Resource Areas (FYI) 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.

All students will receive 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 all of their £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 in the Focus Centre.

For all excursions out of College parents/carers 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 CDs are available.

Application fees for Higher Education (UCAS)

UCAS (University and Colleges Admissions Service) makes a charge for participation in the scheme and this is paid by the student. Examples are UCAS for Universities, additional ones for Oxford and Cambridge, and NMAS for nursing courses. Each of the Music colleges charge an audition fee.

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 fulfillment 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.

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.

Students whose attendance drops below 90% may be required to pay for their exam entry fees

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.

Failure to attend examinations for which College has paid will result in a student being invoiced for the full entry fee for the missed examination and a £10 administration fee.

Any student who fails to attend an examination which they have paid for themselves, usually re-sits, will be invoiced to the amount of £10 to cover the administration costs.

Some absences may be considered as exceptional circumstances, in line with Joint Council for Qualifications (JCQ) guidelines. Students in this position will not be required to pay entry fees.

A copy of the Exam Absence Fee Policy is available for download from the College website.

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 £44. Payment is made when students bring in the completed CRB form and evidence of identity to the Work Placement Officer.

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 textbook, 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 (Resources).



Willful 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

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.

Business Studies and IT

Business Studies

Students wishing to purchase a textbook should seek advice from tutors.

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.

Economics

Students wishing to purchase a textbook should seek advice from tutors.

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.

English and Modern Foreign Languages

English Literature and English Language

English Literature students are expected to purchase their coursework texts *The Great Gatsby* and *Murmuring Judges* – the cost of both will be £8

French

It is recommended that students purchase the AS Textbook or the A2 Textbook - £15.00 each.

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 will be encouraged to subscribe to a year's set of issues of the periodical, "Authentik" – approximately £14.00

German

It is recommended that students purchase the AS Textbook £15.00.

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 will be encouraged to subscribe to a year's set of issues of the periodical, "Authentik" – approximately £14.00

Spanish

It is recommended that students purchase the AS Textbook or the A2 Text book - £15.00 each.

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 will be encouraged to subscribe to a year's set of issues of the periodical, "Authentik" – approximately £14.00

Humanities

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 £15. There is a possibility of an urban study of approximately £10-12. Also, students may choose to attend various conferences at roughly £25 each and purchase textbooks at £10.

History (Modern)

Students may wish to purchase the course textbook in the A2 year, which costs approximately £13. For the A2 coursework module, students may wish to purchase some academic books for their research, and a book list will be provided. However, copies of these will be made available in class.

History (Classical Civilisation)

Notes & Resources are available on FirstClass, however students can purchase a bound copy of materials for the course at a cost of £3. Other approximate optional costs are for the Chester Amphitheatre study visit £15, the UCLan archaeology day £5, the Wyre archaeology excavation visit is free, the Lowry theatre trip £15, Liverpool University Egyptology day £10 and overseas visit to Athens and Delphi .

Law

It is advisable to purchase a textbook for the A2 course - the cost is approximately £16

Politics

Students will have the option to purchase "Politics PAL" mid-way through the year at a cost of £6.00

Religion, Ethics and Philosophy

No purchases are required for this course. Some students may wish to purchase revision guides. Prices and sources will be discussed during the course.

Sport, Tourism and Health

Health & Social Care

It is recommended that students purchase the:

Level 2 - Btec First Health & Social Care £17.00
Btec Level 3 - Course textbook; 1 and 2 £18 each

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 £44. 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.

Physical Education

It is recommended that students purchase one textbook for each year of their study.

AS students "AQA AS Physical Education" (ISBN 978-1-84489-643-1). The cost will be approximately £13.00. Orders can be made during Induction.

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

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

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

It is recommended that students purchase one comprehensive textbook to support assignment work for either of these courses. Subject tutors recommend the following textbooks:

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

A range of other textbooks and other relevant publications are available in the FYi or departmental resource area. Subscription to appropriate periodicals is also available through the department.

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 £44. 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.

Travel & Tourism

Level 3 - Travel and Tourism - course costs (approximate) to include.

Year 1

Residential 1 - UK - £150

Residential 2 - UK - £150

Day visits – approximately £65

Year 2

Residential - Overseas £450 (approximately).

Core Text (recommended to purchase)

BTEC National Travel and Tourism, Book 1 by Gillian Dale, Heinemann (ISBN: 0-435445-88-1)

Level 2 Travel and Tourism

Day visits – approximately £45.00

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 £44. 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.

Mathematics

Mathematics

GCSE students must have a calculator for every lesson

It is recommended that students purchase an Advanced Maths Essentials for OCR textbook for each module.

AS students must have a scientific calculator, we strongly recommend the Casio fx-991ES

It is highly recommended that Further Mathematics students purchase a graphical calculator (Model Casio fx-9750 or Casio fx-9850)

Performing Arts

A Level Dance and BTEC Performing Arts

It is compulsory for all students to purchase appropriate black clothing and footwear for taking part in practical work. AS Dance students are also advised to purchase the following books:

“Essential Guide to Dance” 3rd Edition Linda Ashley Published 2008 - £23.99

“Ballet and Modern Dance” 2nd Edition Published 2002 Susan Au - £10.00

A Level Drama & Theatre Studies

It is compulsory for all students 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.

Both the AS level and the full A level specifications require many visits to dramatic productions at local and national theatres. Students will be asked to pay the cost of their theatre seats and an equal share in the cost of the travel. (approximately £50 per year).

Music, Music Technology and BTEC Music

Students are expected to provide their own writing paper and manuscript paper. Blank CDR's are also necessary items 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. Students are also recommended to purchase the following books:

A Level Music Technology - “Apple Pro Training Series: Logic Pro 9 and Logic Express 9” by David Nahmani - £22.49 and “Edexcel AS/A2 Music Technology Listening Tests, 2nd edition” - £21.95

A Level Music - “Edexcel AS Music Revision Guide” by Alistair Wightman - £11.00 and “ABRSM Music Theory Guide Part 1 & 2” - £5.95 each

BTEC Music - “ABRSM Music Theory Guide Part 1 & 2” - £5.95 each

Theatre Studies

See A Level Drama and Theatre Studies

Science

Biology

Students are recommended to purchase: CGP AS Biology Revision Guide for AQA, £17.99

Chemistry

Students are recommended to purchase: OCR Revise Chemistry (Heinemann), £17.99



Social Sciences

Psychology

Students are recommended to purchase the following textbooks:

AS level – “AQA Psychology A” : Nelson Thornes ISBN – 978-0-7487-9823-0. £17.99

A2 level – Psychology for A2 Level: Cardwell, Clark and Meldrum ISBN – 978-0007255047. £21.99

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

Sociology

Students are recommended to purchase the following textbooks:

AS level Title to be confirmed, due to new texts being published for new specification. Price £17-£20, dependent on publisher.

A2 level – Sociology in Focus for AQA – ISBN – 978-1902796758. £18.99

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

Visual Arts and Media

Art, Textiles and Three-Dimensional Studies

A basic art pack will be available at £10.00. All students are required to buy this at the start of their studies. This pack will supply the essential items they will need in order to complete homework tasks. 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 Art materials shop within the department at very competitive prices.

Students experiencing financial hardship may be able to claim funding from the Access Fund to cover some of the costs listed above.

Graphic Design and Digital Photography

A basic pack will be available at £20.00. All students are required to buy this at the start of their studies. The pack includes CDR discs for storing work, an SD Memory Card a 1GB memory USB Stick and a memory card reader. Students will incur additional costs throughout the course. Photographs and digital printouts must be documented in print format. Printing costs can range from £30.00 per unit studied upwards.

Students experiencing financial hardship may be able to claim funding from the Access Fund to cover some of the costs listed above.

Graphics

AS course £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.

A level course - £10.00 towards the cost of further similar materials.

Students experiencing financial hardship may be able to claim funding from the Access Fund to cover some of the costs listed above.

BTEC Media Production

Students are required to have a production pack which costs £8 and includes:

- A4 Lever arch file for their portfolio
- A4 ring binder for current unit work
- Pen
- Dividers
- A4 refill pad of paper
- 2 x blank DVD RWs
- 1 x blank cassette

A 4gb memory stick will also be required and are available to loan for the year for a deposit of £10

Students experiencing financial hardship may be able to claim funding from the Access Fund to cover some of the costs listed above.

Textiles - see under Art

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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