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I am delighted that you have chosen to join Blackpool Sixth for the next step in your education and I would like to extend a very warm welcome to you.

Blackpool Sixth is an inclusive, caring, supportive and aspirational college as confirmed by Ofsted during our most recent inspection. Students achieve outstanding success due to the quality of our teaching, learning and support, our high expectations, strong core values and dedicated staff who go above and beyond for our students. This, combined with the invaluable support from parents and carers, make it a perfect environment for all our students to thrive and succeed.

Our aim is to provide students with a positive learning experience that helps them to make a smooth and confident transition onto their next step after Blackpool Sixth, whether this is university, employment with training, an apprenticeship or another route to support their future career.

I hope that you find this handbook a useful resource. You will find information about important matters, including student attendance, travel, college policies, student support and health and well-being.

Blackpool Sixth values a positive partnership between the college, our students and their parents/carers; effective communication, therefore, is very important to us. The parent portal gives parents/carers direct access to up-to-date attendance and progress data. Please also visit our website <https://www.blackpoolsixth.ac.uk> for regularly updated news and information about college events and activities.

Please do not hesitate to contact any member of staff should you need to – we are all here to help make your time with us as positive and successful as possible.

Wishing you every happiness during your time with us.

Nicola Craven - **Principal**

## Our mission and core values

**Our mission: Inspiring learning, developing character, building futures**

The core values which underlie everything we do as a college:

**Respect** – for ourselves, for others, for the rule of law, for the environment

**Excellence and High Aspirations** – striving to be the best we can be

**Support** – helping everyone to succeed

**Inclusion** – valuing everyone individually

**Integrity** – upholding our values

**Global Citizenship** – being active in improving our world and broadening horizons

**Enthusiasm** – learning because we love to learn, teaching because we love to teach

## Important dates for 2026 – 2027

**20th August** - GCSE results day

**20th August** – Enrolment for new students

**1st & 2nd September** – Induction for lower sixth (L6) and Foundation Programme students

**3rd September** – Normal timetable for all students

**16th September** – Welcome Evening for all parents/carers of new students

**16th October** - College closes to the public/students for the October half term at the end of the day

**19th October to 30th October**– Half term (college closed to students & public)

**2nd November** - College reopens following October half term

**10th November to 13th November** - BTEC Mock examination week

**17th December** – Students finish for Christmas (college closed to all over Christmas)

**4th January** – College opens for spring term

**18th January to 22nd January** - Mock examination week - U6 A Level/GCSE English and Maths students.

**2nd February**- U6 and Foundation Programme parents/carers consultation evening

**10th February** - U6 and Foundation Programme parents/carers consultation evening

**11th February** – Fully remote learning day where students learn from home - College closes to the public/students for the February half term at the end of the day

**12th to 19th February** – Half term (college closed to students & public)

**22nd February** - College reopens following February half term

**25th March**– Students finish for Easter

**12th April** – College opens for summer term

**19th April to 23rd March** - Mock examination week - L6 students BTEC (where applicable)/A Level/GCSE English and Maths

**3rd May** - May Day Bank Holiday

**5th May** – Building Futures Evening

**11th May** – L6 Parents/carers consultation evening

**19th May** – L6 Parents/carers consultation evening

**31st May – 4th June** Half term

**30th June**– Students finish for summer

## Study Programmes and entry requirements

All students will have a study programme which will include:

- Main area of study (A Levels, Level 3 vocational courses e.g. BTEC/CTEC/criminology/T Level, Level 2 BTECs and GCSEs, where appropriate).
- Progress mentor group session
- Progress mentor 1:1 review meetings
- Study sessions outside of timetable lesson time
- Course enrichment, e.g. course-related visits and visiting speakers from higher education and industry
- Extra-curricular activities e.g. enrichment activities and/or Career Academies
- Work experience, e.g. employability skills development, employer talks, work/industry placements or volunteering placements. Placements are an essential element, supporting skills development, for students progressing to routes other than higher education (HE), for those progressing to HE courses that require work placement, and for students on the Foundation Programme) and we encourage all students to seek and engage with placements as well as broader work experience. They are also a compulsory element of some BTEC courses and T Level courses.
- English and mathematics GCSE studies (where grade 4 has not yet been achieved)

In addition, study programmes may also include:

- Career Academies - in order to support their employability skills and knowledge in a specific sector/field, students have had the opportunity to apply to join a Career Academy and this will be confirmed at enrolment
- Additional qualifications (e.g. Community Sports Leaders Award)
- The Excellence Programme

Please see <https://www.blackpoolsixth.ac.uk/study-programmes/> for more information and entry requirements for the four different courses of study listed below:

The A Level Programme  
The Vocational Programme, including T Levels  
The Combined Programme  
Foundation Programme

## The Excellence Programme

Blackpool Sixth's Excellence Programme is specially designed to challenge and support our most ambitious students, empowering them to excel in their studies and prepare for entry to the country's most selective universities and competitive apprenticeships.

Students are selected to take part in The Excellence Programme based on their GCSE grades using an average GCSE point score of 7.0 or above.

Please see <https://blackpoolsixth.ac.uk/excellence/> for further details.

## Career Academies

All students have had the opportunity to apply to join a Career Academy in the application stage and this will be confirmed at enrolment, subject to them meeting specific criteria.

With exciting activities and projects and a focus on building employability skills and knowledge, Career Academies are open to lower sixth students and take place within the core day, with one timetabled session per week, for the duration of the year.

All students of the college also have opportunities to enrich their studies through a wide range of enrichment activities and societies, have access to an array of career resources and events, are encouraged to participate in work experience and have an opportunity for one to one appointments with our experienced Futures team. Please see the college website or Progress Mentors for further details.

## Independent/Study Session Time

Students should expect to spend **at least** four and a half hours on independent study every week for **each** of their subjects. (50:50 Strategy). Students will be set independent/study session tasks such as:

- preparation work for future lessons
- wider reading
- research tasks
- completion of homework or assignments
- coursework assignment work

Teachers, progress mentors and study advisers can help students to make effective use of their independent study time/study sessions.

## Enrichment programme - Societies

As part of Blackpool Sixth's commitment to developing and broadening students' skills and enjoyment of college life, we offer a varied programme of additional activities and societies to enrich their studies and support them in developing employability and life skills, including

sports, work placement, mentoring, leadership, volunteering, etc. Please see the college website or the student's Progress Mentor for more details.

All students are encouraged to take part in enrichment whilst at college. Most activities are free and open to any student. There will also be sports teams and academies, and many clubs and societies to choose from. It's a great way to enhance your job or university applications, as well as being a fun way to spend time with friends.

Some enrichment activities take place off college premises. Transport will usually be provided.

Progress Mentors will give further details during progress mentor sessions.

## Changing a subject

Students are expected to show a commitment to their studies and continue with each of their chosen courses for the entire programme duration.

Occasionally, students may find they have made an unsuitable choice for a variety of reasons. There is a course change window for new students from the beginning of the academic year to Friday 9th October. Any request for a course change outside of this window will only be considered in exceptional circumstances and can only be considered by a member of the senior leadership team.

Any student who has concerns about their programme of study and course choices should speak to their Progress Mentor in the first instance.

## Minimum Aspirational Grades (MAG)

Robust target setting is key to ensuring that teachers and students know and achieve their potential. Students are provided with a Minimum Aspirational Grade (MAG) at the start of their course. The MAG is based on the student's average achievement at GCSE (level 2). We have high aspirations for our students and the MAGs reflect this.

- **Level 3 subjects (A levels and level 3 vocational):** MAGs are calculated using a national data set that reflects the progress made by students in the top 25% of schools and colleges. This means that MAGs are, therefore, aspirational.
- **GCSE Maths and English:** The MAG for all students is a grade 4. Each year, we expect students to make at least one grade progress. For instance, if a student has achieved a grade 3 at GCSE the previous year then we would expect them to achieve a grade 4.
- **Level 2 BTEC courses:** The MAG for all students is a Merit.

Regular reports are available to parents/carers for all students, every half term. These are made available on CEDAR after each Common Assessment Point (CAP). There is a parents/carers evening for upper sixth, foundation programme students and those studying

GCSE English or GCSE maths. The parents/carers evening for the lower sixth is in May. Either side of these dates each student's performance is regularly monitored and, where progress appears to be falling below minimum expectations, students may be directed to additional learning activities, including independent learning, so they can improve their grade.

MAGs are grades which are set for students at the beginning of their course; all in-year assessments and common assessment points are mapped against these targets. It should be recognised that MAGs are 'end of course grades' and students might still be on the journey of achieving these.

## **Foundation programme and progression to Lower Sixth**

Progression from Foundation Programme to L6 is not automatic. Students studying on the Foundation Programme will need to demonstrate high attendance, a commitment to their studies and develop the skills they need for success at Level 3.

At the end of the Foundation Programme year students must have achieved the following in their level 2 studies to progress to level 3:

- at least a merit in their BTEC subject(s)
- make progress in their GCSE English and/or GCSE Maths, achieving at least 1 grade higher than their grade achieved last year
- Achieve a pass in their BTEC Level 2 Personal Growth and Wellbeing Course (If applicable)

## **Communication with parents/carers**

At Blackpool Sixth we recognise the commitment parents and carers make in supporting their daughter/son/ward's learning, so we aim to work in partnership.

Parents/carers are welcome to enquire at any time about their daughter/son/ward's progress, or any other matter. Please either telephone the college and ask to speak to the student's Progress Mentor or contact the member of staff directly via email.

Progress mentors, teachers, heads of department and other college staff will get in touch with parents/carers from time to time, and particularly if there is any reason for concern about a student's work, well-being, attendance or punctuality.

Students over 18 years of age are advised to inform their Progress Mentor if they do not wish college to contact their parents/carers.

In addition to the above, we keep parents/carers involved in a variety of ways:

CEDAR

Parents will be able to create an online account to access the college's student management system (CEDAR). This will give access to up to date information about attendance and progress as well as allowing parents to manage and update contact information.

All parents/carers who are named on the student enrolment form and who have provided a personal email address will receive an invite in the early part of the autumn term. This invite will come to the email address given by each parent/carer. Parents/Carers will set their own passwords for access to the system.

### Email

Key letters and progress reports will also be sent to parents/carers via email. It is important that the college is informed of any changes to email addresses by requesting an update of details via the CEDAR 'update details' section or sending the details to [enquiries@blackpoolsixth.ac.uk](mailto:enquiries@blackpoolsixth.ac.uk). Parents/carers are advised to check email preferences to ensure emails from the college do not go directly into junk mail folders.

### Website and social media

There is a wealth of information and news items available on our frequently updated website <https://www.blackpoolsixth.ac.uk> and on social media through the college's Instagram, Facebook and Twitter, accounts. @blackpoolsixth

## **Membership cards**

We take the safety of our students very seriously.

Access to Blackpool Sixth is via access controlled entrances operated by membership cards. All staff and students must wear their membership card visibly on a Blackpool Sixth lanyard around their neck whilst on the college site, in lessons and examinations, when using college facilities or when taking part in college activities. This helps us to ensure the safety of all members of the college and to confirm that only recognised visitors are welcomed onto the site. Anyone persistently not visibly wearing a membership card may face disciplinary action

Students who forget to bring their membership card to college will be asked to report to reception. They will be issued with a temporary membership sticker for the day.

Students must pay a £2 fee for a replacement lost membership card and lanyard. Replacement cards can be obtained from the student helpdesk based in reception.

Students who persistently forget or lose their membership card may face disciplinary action and may be required to pay a £10 deposit for a replacement card and lanyard, the deposit is refundable once the membership card or lanyard is returned.

## **The Blackpool Sixth day**

### Overview

Blackpool Sixth is open from 8:00 am until 4:30pm, Monday to Friday, during term time.

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

Students can view their timetable via CEDAR. Parents can also view their daughter/son/ward's timetable via CEDAR.

### Timetable for 2025/26

Students will typically have between 2 and 4 lessons per day, across a range of subjects, if students are studying more than one subject. Each single subject will typically have four 70-minute lessons. The images below provide two example timetables - an example timetable for a student studying three A-levels (example 1) and an example timetable for a student studying a combination of A-levels and vocational qualifications (example 2).

#### Example 1

|           | 08:45 | Session 1         | 09:55       | 10:15 | Session 2         | 11:25 | Session 3        | 12:15 | Session 4         | 13:30   | Session 5                | 14:45 | Session 6                | 15:55 |
|-----------|-------|-------------------|-------------|-------|-------------------|-------|------------------|-------|-------------------|---------|--------------------------|-------|--------------------------|-------|
| Monday    |       | Politics<br>08:45 | break<br>20 |       | Politics<br>10:15 |       | Lunch<br>11:25   |       |                   | MOVE    | Biology<br>13:30         | MOVE  |                          |       |
| Tuesday   |       | Biology<br>08:45  | break<br>20 |       | Biology<br>10:15  |       | Lunch<br>11:25   |       | French<br>12:15   | MOVE    |                          |       |                          |       |
| Wednesday |       |                   | break<br>20 |       |                   |       | Lunch<br>11:25   |       | French<br>12:15   | Comfort | French<br>13:30          |       | Science Academy<br>14:45 |       |
| Thursday  |       |                   | break<br>20 |       |                   | MOVE  | Biology<br>11:30 |       | Lunch<br>12:40    |         | Progress Mentor<br>13:30 | MOVE  | Politics<br>14:45        |       |
| Friday    |       |                   | break<br>20 |       |                   |       | Lunch<br>11:25   |       | Politics<br>12:15 | MOVE    | French<br>13:30          | MOVE  |                          |       |

#### Example 2

|           | 08:45 | Session 1                     | 09:55       | 10:15 | Session 2                     | 11:30 | Session 3                     | 12:40 | Session 4          | 13:30 | Session 5          | 14:45 | Session 6                     | 15:55 |
|-----------|-------|-------------------------------|-------------|-------|-------------------------------|-------|-------------------------------|-------|--------------------|-------|--------------------|-------|-------------------------------|-------|
| Monday    |       |                               | break<br>20 |       |                               |       | Lunch<br>11:25                |       | Economics<br>12:15 | MOVE  |                    |       | Health & Social Care<br>14:45 |       |
| Tuesday   |       | Health & Social Care<br>08:45 | break<br>20 |       | Health & Social Care<br>10:15 |       | Lunch<br>11:25                |       |                    | MOVE  |                    |       |                               |       |
| Wednesday |       |                               | break<br>20 |       | Health & Social Care<br>10:15 | MOVE  | Progress Mentor<br>11:30      |       | Lunch<br>12:40     |       |                    |       |                               |       |
| Thursday  |       | Health & Social Care<br>08:45 | break<br>20 |       | Health & Social Care<br>10:15 | MOVE  | Health & Social Care<br>11:30 |       | Lunch<br>12:40     |       | Economics<br>13:30 | MOVE  |                               |       |
| Friday    |       | Economics<br>08:45            | break<br>20 |       | Economics<br>10:15            |       | Lunch<br>11:25                |       |                    | MOVE  |                    |       | Health & Social Care<br>14:45 |       |

In sessions where a student has no timetabled lesson, this time should be used for independent or directed study time. For example, students can work in our resource area (the FYi). If this "study session" falls at the start or end of the day a student can choose to come into college later or leave earlier.

## Reception

Reception is located on the ground floor of the main building and is staffed from 8:15 am to 4.15 pm, Monday to Friday during term-time. Enquiries can be directed to reception in person, or by telephone, using the main Blackpool Sixth number 01253 394911.

## Equality and diversity

Blackpool Sixth is committed to providing equal opportunities in employment and study aims to meet its obligations under the Public Sector Equality Duty (PSED) by having due regard to the need to:

- Eliminate discrimination, harassment, victimisation and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share a relevant protected characteristic
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it. The protected characteristics are:
  - Age
  - Disability
  - Gender reassignment
  - Marriage or civil partnership
  - Pregnancy and maternity
  - Race
  - Religion or belief
  - Sex
  - Sexual orientation

The College will mitigate against unconscious bias through training and create a culture where discrimination, harassment, bullying, and victimisation is totally unacceptable. Any problems will be dealt with quickly, thoroughly, and confidentially.

The college aims to promote respect for difference and diversity in accordance with our values. Promoting, celebrating, and valuing diversity and ensuring equality are at the heart of the college's core values. These encompass inclusion and opportunity, enthusiasm for excellence, respect and kindness and collaboration and community.

We recognise the diversity of our settings and are committed to:

- A culture where everyone feels a sense of belonging
- Approaches that reflect the varied needs of our students
- Ensuring that no policy, practice or decision creates unfair disadvantage
- Responding to lived experiences and feedback from staff, students and stakeholders

## Acceptable use of computers

We have outstanding IT facilities for students that are used inside and outside lesson time to support and enhance learning. Blackpool Sixth has a very clear Acceptable Use of Computers Policy which each student agrees to the first time they log in to the student portal. Failure to comply with the policy could result in disciplinary action being taken. During induction lessons all students are given information, advice and guidance about responsible and safe use of IT and the internet. See also "[Technology for learning - bring your own device](#)"

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. This filtering will also be active on any device loaned by the college to students. No filtering system can guarantee 100% protection against access to unsuitable sites, therefore, members of the safeguarding team monitor safe internet usage daily using log file reports.

## Cyber-security

IT and password security is becoming more important as online threats increase. To help improve college security, we implement a password policy and have introduced two factor authentication across many of our systems.

## Assessment Malpractice and Plagiarism

Assessment malpractice and academic misconduct including plagiarism and inappropriate use of Artificial Intelligence (AI) is fundamentally dishonest.

Assessment malpractice includes any action by staff, students or parents/carers that has the potential to undermine the integrity and validity of the qualification and the assessment of students' work and we take incidents very seriously.

The college has an Assessment Malpractice and Plagiarism Policy which is aligned to the [JCQ Malpractice guidance](#).

Blackpool Sixth is committed to ensuring that whenever subject teachers assess students' work it is done fairly, consistently and in accordance with the specification for the qualification concerned and that any incidents of assessment malpractice are minimised, identified and dealt with in an open, fair and effective manner.

The college is also committed to ensuring that work presented by students is their own, is authenticated in accordance with the requirements of the relevant awarding body and that due reference and acknowledgement is given to other information sources used.

Students found to be plagiarising work, or committing any form of assessment malpractice, potentially face disqualification from their current examination/assessment series. They also

risk being denied the opportunity to be re-entered for an examination for a period of time following the malpractice. Therefore, the purpose of the policy is to ensure that students and staff understand the importance of producing their own work, together with the procedures in place to prevent, monitor and detect the possibility of assessment malpractice including plagiarism.

All students will have guidance as to what constitutes plagiarism and other malpractice, including the use of AI, via their teachers and progress mentors as part of their induction programme. The expectations will be reinforced by teachers throughout the course.

The Assessment Malpractice and Plagiarism Policy will also be shared with all students and is available on the website and it is their responsibility to ensure they are familiar with these requirements. It details the following::

- What constitutes malpractice and plagiarism, including how AI can or cannot be used.
- How students will be informed about malpractice and plagiarism and how to avoid it
- The steps staff take to identify malpractice and plagiarism
- The consequences of malpractice and plagiarism
- The appeals process

## **Attendance and punctuality**

Regular and punctual attendance at lessons is crucial to the success of our students. We monitor attendance at all lessons and other timetabled activities using an electronic register system.

Parents/carers will be informed if students show low attendance, declining attendance, a pattern of missing sessions without explanation or if they show poor punctuality. Poor attendance and punctuality could lead to disciplinary action in line with the attendance policy and the positive behaviour policy. These policies are available on <https://blackpoolsixth.ac.uk/policies/>

Students are able to see their attendance on CEDAR. Parents/carers can also view up-to-date attendance records using CEDAR.

## **Term time holidays**

The college does not authorise holidays in term time, as even short breaks can significantly disrupt learning, affect progress, and undermine future outcomes. This policy applies from the point of enrolment. Students and their parents/carers are asked to plan holidays outside the published term dates.

## Absence procedures

At Blackpool Sixth, we expect that parents/carers will use the CEDAR Parent Portal, or email [student.absences@blackpoolsixth.ac.uk](mailto:student.absences@blackpoolsixth.ac.uk), to notify college of all absences before 8.30 am on each day of the absence.

There are 3 types of absence:

- **Authorised** - absence due to an authorised reason as noted in the college's attendance policy.
- **Known absence** - absence due to a reason not noted as an authorised absence in the college's attendance policy, but the reason has been reported to college
- **Unknown absence** - absence where no reason has been reported to the college

Reported student illness, unless supported by a doctor's note, will be classed as a known absence.

A list of example authorised absence reasons (providing college is notified in advance and appropriate evidence provided) are available as part of the college's Student Attendance Policy. This is on the policy page of the college website <https://blackpoolsixth.ac.uk/policies>.

### Maintaining learning during/following absence

Whatever the reason for absence, it is the student's responsibility to request and complete the work missed as quickly as possible. This is key to minimising the impact of absence on learning and progress.

Staff will support students to do this through various methods. This can include signposting to online resources, additional support or other catch up sessions. This will usually be communicated via email. It is the student's responsibility to request any missing resources and to maintain contact with the college.

It is recognised that during absences due to illness or injury, a student may not be able to engage with learning (a student's health is always the priority), but they must maintain communication with the college during periods of absence.

If students do not take active steps to catch up on missed work, they will fall behind with their studies and may face disciplinary action in line with the positive behaviour policy.

## Long-term sickness

The college will make reasonable adjustments to support a student to maintain learning during periods of long-term sickness or medical conditions through the Fitness to Study procedures (see <https://blackpoolsixth.ac.uk/policies/> for further details on our SEND and Fitness to Study policies)

## Change of details

It is important that all our records are fully up to date. Students and parents/carers can advise of a change of details via the 'update details' section in CEDAR. For example: home address, email address or telephone number.

## Safeguarding and confidentiality

Blackpool Sixth is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All staff will be carefully selected using recruitment and selection procedures designed to emphasise our commitment to safeguarding. All posts, including volunteers, are subject to enhanced Disclosure and Barring Service (DBS) clearance.

Safeguarding and protecting the welfare young people involves:

- protecting them from maltreatment, abuse and/or neglect;
- preventing impairment of mental or physical health;
- taking action to enable all young people to have the best outcomes.

Blackpool Sixth actively promotes health awareness amongst students. Each member of the 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.

Blackpool Sixth staff cannot offer absolute confidentiality to students. There are clear situations when it is essential that staff share information with parents/carers and/or 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.

A student should talk to their progress mentor or any member of staff if they have any concerns about their safety/well-being or the safety/well-being of others.

If anybody else has any concerns about any safeguarding issues, please speak with or contact any member of staff. The safeguarding and child protection policy is available on <https://blackpoolsixth.ac.uk/policies/>.

## Young People in Care, Care Leavers, and Young Carers

If you are a young person in care, a care leaver or a young carer, we are committed to meeting your needs in a sensitive and confidential way that is right for you. It is important that this is disclosed to college so that we can offer this support. There may be additional financial assistance available as well as academic and personal support. For more information about the support we offer for any students who are now, or ever have been, in care/looked after, or students who are living independently please contact our Additional Learning Support team via [als@blackpoolsixth.ac.uk](mailto:als@blackpoolsixth.ac.uk).

## **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 Blackpool Sixth, they should report it to a member of staff nearby 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 the Focus Centre. A first aider will be called to attend to them if necessary. Parents/carers will be contacted if a student is too ill to remain in college. In this situation we expect parents/carers to make appropriate arrangements to transport the student home safely or to meet the student at the hospital if a first aider has decided that further medical treatment is needed.

## **Progress Mentors**

All students are allocated a Progress Mentor who will offer support and guidance throughout their time at Blackpool Sixth.

Progress Mentors will help students to settle into college quickly, monitor their academic progress, personal development and attendance, and support students with applications for positive progression after college. The Progress Mentor is central to everything students do and is an initial line of support for students whilst at college. Progress mentors are located across college in student support 'hubs'.

Every student is a member of a Progress Mentor group and attends a weekly group session. Progress Mentors deliver the pastoral curriculum, which is an integral part of students' learning and development. It supports them to succeed on their programmes of study, prepare for adulthood and progress into higher education, apprenticeships or employment with training.

Students will also have one-to-one meetings with their Progress Mentor to discuss academic progress, personal development, and agree individual improvement targets.

## **Learning Support and Inclusion Department**

Blackpool Sixth provides support for students who have special educational needs and/or disabilities. We support students with a variety of needs, relating to mobility and wheelchair access, visual or hearing impairment, dyslexia, dyspraxia, communication needs and medical conditions such as mental health conditions, diabetes or epilepsy.

The Learning Support and Inclusion Department is based in the Focus Centre at college and students are welcome to speak to a member of the team if they have any concerns. If a parent/carer feels that support may be needed at Blackpool Sixth, please contact the ALS team on 01253 394911, or email [als@blackpoolsixth.ac.uk](mailto:als@blackpoolsixth.ac.uk)

## **FYi – The learning resource centre**

FYi (For Your Information) is the name given to our fully equipped Learning Resource Centre. The state-of-the-art facilities have been carefully designed to aid students' learning. The FYi is a quiet place for students to study with an extensive range of resources for their use in a modern and comfortable environment. There are thousands of books, access to computers and a dedicated area to use your own devices. The centre also provides 24-hour access to university-style databases for use at home and college for both students and staff.

FYi Study Advisors support students' learning by helping them to find and use information so they become independent learners ready for life after college. They can also assist with developing study skills throughout the year covering areas like organisation, exam techniques, time management, revisions skills and stress busting. This service is designed to enhance the support given by the Progress Mentors as part of the pastoral curriculum.

Please note that food is not permitted in the FYi; however, drinks are allowed as long as they are secured with a lid. We ask that you leave the workspace clean and tidy for the next person's use. Bins are provided for your litter throughout the area. We also ask students to keep mobile devices on silent or vibrate. Don't forget your earphones! We ask that if you need to listen to audio on your device, please use headphones to help minimise disruption to others.

The FYi is open each day between 8:00 am until 4:30 pm on Monday to Friday during term time. The FYi is closed during the holidays and on all bank holidays.

## **Careers education, information, advice and guidance**

The college's pastoral curriculum provides all students with next steps information. Students also have access to our Level 6 qualified Careers Advisor for one to one personal career guidance meetings.

Separate careers events, visits and guest speakers are organised at appropriate times of the year. These events offer students the opportunity to meet university representatives as well as apprenticeship and training providers and local and national employers. The college is dedicated to fulfilling the 8 Gatsby Benchmarks to ensure it has the core dimensions of a good career and enterprise provision for all students.

Individual advice and guidance on choosing career paths, apprenticeships, employment with training and higher education/university courses is available from our Futures Team, situated in the FYi.

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

## Work experience

Work experience and virtual work experience opportunities provide students with valuable insight into their chosen career paths and help them develop the skills and knowledge needed to strengthen future job, apprenticeship, and university applications.

A wide range of face-to-face and virtual opportunities are promoted through our dedicated Careers Google Classrooms, email communications, social media channels, and website. Students interested in taking part in any opportunity should arrange a meeting with the Work Placement and Employability Officer to discuss the placement and receive further information and guidance.

## Work placements

Students who have a work/industry placement module attached to their subject will have to undertake and evaluate a work placement as an integral part of their study programme. This requirement of work placement will count towards their final grade and it is imperative that all necessary hours are completed in line with the awarding body's guidance at the time. Students undertaking work/industry placement within their subject will be guided and supported by their teacher/s and the Work Placement and Employability Officer. Please note, where students are undertaking work placement with young children or vulnerable adults a DBS will be required and is payable by the student.

Students are encouraged to source their own placements, where possible, and should be proactive in communicating with the placement's point of contact prior to starting any hours. Before any work placement that takes place students need to contact the Work Placement and Employability Officer in plenty of time to ensure that all essential health and safety arrangements have been made and so employers and students fully understand their roles and responsibilities throughout the process. Parents/carers will be required to sign a consent form if the student is under 18 years of age.

## Financial support & subsidised transport

If you choose to study at Blackpool Sixth, we will do everything possible to support you. There is a range of financial support available to you during your time studying with us. Depending on eligibility, the college may provide help with meals, transport, course-related costs and much more. The level of support you are eligible for will be based on your household's financial circumstances.

See the college website <https://www.blackpoolsixth.ac.uk/student-support/financial-support/> for full details of each tier of financial support and the application process.

Please do not hesitate to contact a member of the Student Finance team either via email on [financialsupport@blackpoolsixth.ac.uk](mailto:financialsupport@blackpoolsixth.ac.uk) or call 01253 307096 (direct line) or via the college switchboard on 01253 394911 if you have any questions.

### Subsidised transport support

Blackpool Sixth recognises that the cost of transport is a major concern for some young people and their families. Our subsidised transport schemes not only help with transport costs to and from college but could also provide unlimited travel throughout the day, including evenings and weekends and during the college holidays.

Please see <https://www.blackpoolsixth.ac.uk/student-support/transport/> for up-to-date information about subsidised transport. If you have any questions, please do not hesitate to contact the student finance team via email on [student.finance@blackpoolsixth.ac.uk](mailto:student.finance@blackpoolsixth.ac.uk) or 01253 394911.

## **A Cashless College**

Blackpool Sixth is a cashless college, students can pay by card at all tills.

Students/parents/carers wishing to load funds onto a student's membership card to use at the college's catering outlets can register for an online account (ParentPay). Instructions of how to sign up for a ParentPay account are sent to parents/carers via email at the start of the academic year.

The ParentPay shop can also be used to pay directly for items such as bus passes and college trips (please note - an account is not required for payments on the ParentPay shop).

## **External and mock examinations**

### External examinations

**IMPORTANT** - please note that external examination dates are set nationally by the Joint Council for Qualifications and awarding organisations and cannot be moved by the college.

#### A levels

- For the majority of A level subjects, students will be required to sit external examinations during May and June of their final year of study.
- Art, textiles, photography, graphics and fine art practical examinations take place between March and May of the final year of study.
- Modern foreign language oral examinations also take place between March and May of the final year of study.

#### GCSEs

- Students who have not gained a grade 4 in GCSE English and mathematics are required to continue studying these qualifications. The college will determine whether a student is entered for the external examinations in the November or the summer exam season dependent on initial assessment and progress.

## Level 2 and Level 3 BTECs and Level 3 CTEC qualifications

- The majority of RQF BTEC and CTEC qualifications incorporate an external examination or assessment element which may be either computer based or a traditional exam question paper. Depending on the qualification this may be an exam with scheduled exam dates set by the Joint Council for Qualifications (JCQ) or the relevant department will choose the exam window which best fits their teaching schedule.

## T Levels

T Level external assessments are split into two parts. The core component is sat at the end of year one and includes two formal exams as well as an employer set project. The second part is a synoptic assessment based on the occupational specialism of Adult Nursing. This consists of 4-5 pieces of coursework that are externally marked. The exam dates/windows are set by the exam board (NCFE) however the employer set project times are set by individual tutors and spaced out over a total of 16 hours.

## Exam Timetables

Students are provided with individual examination information on CEDAR in advance of the relevant exam season. If a student has more than one external examination timetabled at the same time, the examinations team will arrange for them to be taken at an alternative time on the same day and advise the student of the new exam start times. This is likely to mean a student has to remain in supervised isolation during the day and will be advised to bring food and drink for lunch periods spent under supervision. Students will be individually notified if they are affected. Students can revise between exams in isolation periods but this must be from hard copy notes.

## Unauthorised items in an exam

Electronic communication/storage devices including mobile phones are not permitted in examination venues and disqualification is a risk if a student is found to be in possession of unauthorised items or materials. Students are also required to remove their watches prior to entering the examination rooms. Both analogue and digital clocks are provided in the majority of examination rooms.

For both external and internal examination days, students must wear their membership card in order to enter examination venues. Badges, pins and ribbons must be removed from the membership lanyard before entering the exam venue. Students are also expected to attend examinations with appropriate resources such as black pens, pencils, rulers and calculators if appropriate, as the college does not routinely provide this equipment. The resources required are listed on individual examination timetables issued to students prior to the examination events.

Students are advised to wear appropriate clothing when sitting an examination or external assessment as outerwear is not permitted unless there are exceptional circumstances such as extreme low temperatures.

## Mock examinations and formal assessments

A level students will sit mock examinations in both years of study. Students studying GCSE English and mathematics will also sit mock examinations.

The majority of BTEC/CTEC subjects have an element of external assessment and the type and timing of assessment varies across the different subjects. Students studying BTECs/CTECs will be appropriately prepared for these external assessments and this may include a mock exam. This will be discussed with students by their subject teachers during induction.

The mock examinations are organised and delivered to a high level of rigour to mirror the summer external exam season. Students will have only one opportunity to sit mock exams during each mock event and absences are recorded. The aim is to provide students with a realistic experience of sitting exams to help them and their teachers to assess progress and plan improvements.

## Examination study leave

Students are able to take the morning before an afternoon exam as study leave. For morning exams, there is no study leave, as they have the evening beforehand to prepare. Study leave is not allocated for practical examinations.

From after May half term break, upper sixth students go on full study leave, only coming in to attend their examinations as needed.

## Examination certificates and vocational coursework

The rising costs of postage have made it prohibitive for Blackpool Sixth to post examination certificates to students at the end of their studies. Students will receive communication as to the certificate collection process and the timeframe in which this will take place once they are received from the awarding body, usually during the Autumn term after a student has completed their programme of study at Blackpool Sixth. Email reminders are sent but the college can only retain the certificates for a limited period before the certificates are destroyed. It is important to inform the college of changes to personal contact details so as students can be informed of when certificates are available for collection.

Overseas students can make a payment for certificates to be sent by recorded delivery to their home address once they are available. Students should contact the examinations office, via email on [exams@blackpoolsixth.ac.uk](mailto:exams@blackpoolsixth.ac.uk), for further information.

Vocational and A level coursework will be retained in college when a programme of study is complete and cannot be released to students until the end of January in the academic year after certification.

**Any coursework that has not been collected by the end of the following January will be destroyed appropriately.**

## Examination and non-examination assessment appeals

### Coursework/non-examination assessment (NEA) marks

Students will be informed of their coursework/NEA marks prior to them being submitted to the awarding bodies. Whilst the college is very confident in the robustness of its internal marking processes, it fulfils its duty to provide access to an internal appeals process. This internal service attracts a financial cost of £50 per appeal. More detailed information is made available to students when the NEA window is approaching relevant to their course.

### Post Results Services

Awarding bodies provide students with opportunities to submit applications for enquiries about results (clerical checks and reviews of marking) and access to scripts (photocopies or originals). These external services are available for a short period from results release and attract a financial cost. More detailed information is available from the examinations office from the day results are published.

### Malpractice, plagiarism and use of AI - Essential Information

Blackpool Sixth is committed to ensuring that whenever subject teachers assess students' work it is done fairly, consistently and in accordance with the specification for the qualification concerned and that any incidents of assessment malpractice are minimised, identified and dealt with in an open, fair and effective manner.

Students must submit work for assessments which is their own, ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Students are expected to reference their work and acknowledge information sources used.

Students are also required to provide a signed and dated authenticity statement with every vocational assignment brief to acknowledge that the work produced is their own and that they understand the penalties that will be imposed on students who do submit plagiarised work. Students completing Non Examination Assessments (NEA) must have signed the candidate declaration record (CDR) for the work to be accepted.

Students may be able to use AI during the learning phase and teachers will guide them about how to use this appropriately, for example in undertaking research or in giving them ideas about how to construct a piece of work. Care should be taken however as AI generated material may not be reliable. However, in terms of assessment any use of AI

which means students have not independently demonstrated their own attainment is likely to be considered malpractice.

Assessment malpractice and academic misconduct including plagiarism and inappropriate use of Artificial Intelligence (AI) is fundamentally dishonest and the college takes this very seriously, complying with JCQ guidance and awarding organisation expectations in relation to this. We expect compliance from all students and will take appropriate and required action if students do not comply.

Students found to be plagiarising work, or committing any form of assessment malpractice, potentially face disqualification from their current examination/assessment series. They also risk being denied the opportunity to be re-entered for an examination for a period of time following the malpractice.

Pressure on staff to increase a grade when the evidence does not justify it may also be seen as malpractice and centres are required to record such instances and report them to the awarding organisation.

All students will have guidance as to what constitutes plagiarism and other malpractice, including the use of AI, via their teachers and progress mentors as part of their induction programme. The expectations will be reinforced by teachers throughout the course.

Malpractice by students includes but is not limited to the following (a fuller list is identified in appendix 2 part 2 of Suspected Malpractice Policies and Procedures 1 September 2025 to 31 August 2026):

- plagiarism, including unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
- collusion: working collaboratively with others, beyond what is permitted;
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- being in possession of unauthorised confidential information about an examination or assessment and failing to report this to a centre or awarding body
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic

- dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, MP3/4 players, pagers, or other similar electronic devices;
- behaving in a manner so as to undermine the integrity of the examination.

Further information about assessment malpractice and plagiarism can be found within our policy on the college website.

## **The 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.

The courtyard and other outside areas are available for students to relax and socialise. Any other activities taking place in the outside areas, such as ball games or large group activities, must be approved and risk assessed in advance by a member of staff.

## **Sustainability**

The college is working hard to ensure it meets government targets for carbon emissions and all students are encouraged to consider the impact of their behaviours on the environment and to take positive actions to help us achieve our targets. Please engage with the college "5 a day" campaign and other initiatives to help the environment.

## **College opening times**

The college is open to students from 8am. Students may use the FYI or other public areas of the college for private study prior to lessons starting or between lessons.

After the last lesson of the day the FYI is available for private study until 4:30pm. Students waiting for a bus or to be collected should wait in Cafe 6, Costa or Reception areas.

The college closes to students at 4:30pm, unless staying for a college organised activity.

## **Security**

The safety of all students, staff and visitors to the college is a priority and students should remain vigilant and report any concerns to a member of staff. Only those that have a genuine reason to be at the college are allowed on campus. All visitors must sign in at reception and all visitors, staff and students must wear their ID lanyard/badge that must be visible at all times. Any student found to have let an unauthorised person or persons onto the college campus will be subject to disciplinary action.

## Bicycles, motorcycles and cars

Blackpool Sixth actively promotes sustainable travel alternatives, specifically public transport and cycling. The college is well served by public transport with bus stops directly outside the college. The Layton train station is a 15 minute walk away.

Students are encouraged to use bicycles as a means of transport to and from college. Covered, secure cycle racks are available at the rear of the site. The Estates team will give rear gate access rights to those students cycling. 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. Students must not leave their push bikes in other areas as these may be removed if they present a hazard to others. Students may apply for access to the cycle racks using the Google Form on Student Central.

For motorcyclists, 2 motorcycle bays are available. Motorcyclists must follow the same procedure for car drivers and register for a permit via the induction process, see below.

Limited car parking is available for students in the college “side” car park (around 100 spaces) on no account should students park in the front, rear or sports hall car parks which are designated for staff, visitors and disabled blue badge holders. To ensure the safety of everyone at college, limit congestion and to reduce the impact on our neighbours, students are encouraged to use alternative transport. Students in their first year at college are **not** permitted to drive to college until after the May half term break in their first year. Please note if first year students are found driving to college prior to May half term the college may refuse a permit request in the future. The procedure to obtain a permit described below must be followed.

For students wishing to drive to college, the college operates a permit scheme for parking and all vehicles must be registered with permits displayed at all times. Please note that the college permit scheme does NOT guarantee a parking space will be available. To register for a permit students must complete an application form which is available on the student portal. Once an application is received students will be contacted to arrange an induction at which time their driving licence /pass certificate will be checked and students are also asked to show proof of insurance.

Students must ensure they obtain a permit prior to driving to college, in exceptional circumstances parking will be made available to students for a maximum of one week before the induction takes place however permission must be obtained from the estates department failure to comply may result in students having a permit request denied.

***Please note: the college cannot accept responsibility for the theft, loss or damage of any bicycle, motorcycle or vehicle brought on to campus. Students are reminded that any accident on college grounds must be reported to the Estates department.***

## Catering facilities

High quality meals and snacks are available from The Store, Café Six, Relish, The Deli and Costa throughout the college day. There are also a number of vending machines around campus. All meals are freshly cooked on campus and are competitively priced.

Blackpool Sixth is committed to promoting healthy eating so a range of healthy, vegetarian and vegan options are available from all outlets. Special dietary requirements can be catered for if notice is given. Allergen information is available at each outlet.

Blackpool Sixth is a cashless college, students can pay by card or online. Students wishing to pay online can register for an online account at any time by talking to the Student Finance team.

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.

## Illegal substances (including alcohol)

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/carers will be informed in accordance with the 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 substance misuse policy is available on <https://blackpoolsixth.ac.uk/policies/>.

## Smoking & vaping (e-cigarettes)

### **Blackpool Sixth is a smoke and vape free campus**

The Blackpool Sixth Form College is committed to the health and wellbeing of all staff, students, visitors and contractors. We believe that everyone within our campus has the right to a smoke and vape free environment and that Blackpool Sixth is a safe and healthy learning and working environment. Blackpool Sixth is committed to eliminating the risks associated with tobacco smoke and vaping on campus, and to reduce the visibility and normalisation of smoking and vaping.

Smoking and vaping is, therefore, not permitted within the boundaries of the campus, including car parks, buildings, paths, lawned areas, doorways and the pavement directly in front of the college.

Any student(s) smoking or vaping on campus will be reminded by a member of staff about our expectations. If this behaviour continues, despite the warning, disciplinary action will be taken in line with the college's positive behaviour and disciplinary policy.

Our smoke and vape free campus aims to support members of the college who wish to give up smoking or vaping. Anyone who wants to quit smoking or vaping is advised to access

expert help from local services:

- [NHS stop smoking services](#)
- [Smokefree Blackpool](#) and [SmokeFree Lancashire](#)
- [Lancashire Quit Squad](#)
- NHS Smoking Helpline on 0300 123 1044

## **Dress to college**

Blackpool Sixth 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 the college's high standards and expectations.

In line with our core value of respect, students who wear clothing which could cause offence to others (e.g. clothes that are too revealing or display offensive slogans or images) will be asked to cover the item of clothing up or will be sent home to change.

Students are expected to remove coats, hoods and hats when entering a classroom, learning space, exam room or meeting. Reasonable adjustments will be made, where relevant.

For security purposes, it is important that all members of the college are clearly identifiable. Blackpool Sixth, therefore, requires all staff and students to wear their membership card while on the premises and while representing college offsite.

## **Concerns and complaints**

We want all students to be very happy at Blackpool Sixth; it is a very pleasant and friendly environment in which to learn. If you have a concern or complaint then please allow us an opportunity to address this by following the procedure below. Please do not use social media to air a grievance as this does not give us an opportunity to respond.

A concern or complaint should be raised in the first instance with the person or area concerned, as soon as possible after the incident. This may be a student's teacher or other member of staff. The member of staff dealing with a concern or complaint will make every reasonable effort to resolve it promptly at the local level as soon as possible.

If the concern or complaint cannot be resolved, a formal complaint in writing should be made to the Vice Principal - Curriculum & Progression. The college will respond within two working days to indicate that an investigation is being undertaken and aim to conclude an investigation and respond within ten working days of receiving a formal complaint.

Compliments are also appreciated and used to inform our practice, and may be received verbally or in writing. They may be received directly by the individual in receipt of the praise

or by a direct line manager. College staff will seek to share compliments in a genuine and generous manner.

The college's complaints policy is available on <https://blackpoolsixth.ac.uk/policies/>.

## **Disciplinary procedures**

Blackpool Sixth expects all members of the college to:

- act according to the core values and expectations
- 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, failure to meet coursework deadlines, inappropriate behaviour etc. The aim of the disciplinary process is to help students to improve their performance and prepare for the world of work.

Staff will always aim to resolve any concerns at an early stage, informally, through early intervention and support. However, there are times when formal disciplinary action will be necessary.

In instances of alleged gross misconduct, or where a student has not demonstrated improvement following formal disciplinary action, a review of college place meetings may be arranged. The outcome of a review of college place meetings may be that a student's college place is withdrawn.

The full positive behaviour policy and disciplinary procedures are available on <https://blackpoolsixth.ac.uk/policies/>.

## **Other policies and Governance**

Blackpool Sixth is a member of the Coastal Collaborative Trust. As part of this Trust, the college follows a range of policies and procedures that support transparency, accountability, and high standards across all aspects of our work. For further information about the Coastal Collaborative Trust and its policies/governance arrangements, please visit [cctrust.uk](https://cctrust.uk). Other key policies at [blackpoolsixth.ac.uk/policies](https://blackpoolsixth.ac.uk/policies/) .

## **Charges to students for college activities**

Blackpool Sixth believes 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.

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. Although the Trustees believe

that parents/carers will support this policy, they must draw parents/carers' attention to these details to avoid misunderstandings. Further details of the Charging and Remissions Policy can be found on [cctrust.uk](http://cctrust.uk).

Students experiencing financial hardship may be able to claim financial support to cover some of the charges listed below. For further information about the financial support available and the application process, please go to <https://www.blackpoolsixth.ac.uk/student-support/financial-support/>

#### Membership card

Students are issued with a free membership card and lanyard at the start of term. Students must pay a £2 fee for a replacement for a lost membership card and lanyard. Students who persistently forget or lose their membership card may be required to pay a £10 deposit for a replacement card and lanyard, the deposit is refundable once the membership card or lanyard has been returned.

#### Lockers

A limited number of lockers are available for a hiring fee of £20 for one year. This includes a £10 deposit which is refundable on return of the lock. Payments are made at the Student Finance Office and combination locks are issued at the Estates Office.

#### Files, paper and pens

Students are expected to provide their own stationery. Paper, pens, files etc. can be purchased from the Blackpool Sixth print room/shop (Refill) located in the Brock building.

#### Printing and photocopying

Photocopying is available in the print room/shop (Refill) at a cost of 5p per A4 side and 10p per A3 side. Colour photocopying is available at a cost of 10p per A4 and 20 per A3 side. Scan to email is also available at no charge.

All students will receive a computer printing quota worth £15, allocated in three instalments of £5 (one per term). Printing will be charged at 3p per sheet for black and white A4 printing, 5p for double-sided A4 printing, 20p per side for A4 colour laser printouts and 40p per side for A3 colour laser printing. Students who use up their entire quota, in any one term, will need to buy extra credit – printing credits can be purchased from Refill.

Students taking designated art subjects (graphics, photography or BTEC fashion or art) that require significant amounts of colour printing, will receive an additional allowance at key points in the year where coursework demands are high.

Please note that these limits are imposed as part of our sustainability policy to help reduce our carbon footprint. The allowance is calculated to cover the typical demands of coursework, homework and other course-imposed printing. It may be that students taking specific combinations of subjects exceed this allowance. In such instances, students may

need to buy additional credit. Students experiencing financial hardship may make an application for support from the Access Fund.

Students are able to make use of services in the print room, which is known as Refill. Here, high quality photo printing is available, along with while-you-wait photocopying so that students and staff are able to have their smaller copying and print jobs completed whilst they wait at the desk.

The cost for glossy printing is £2 for A3 glossy and matte photo prints, £1 for A4 glossy, matte, acetate and transfer paper photo prints, 40p for glossy prints and 30p for 6×4 glossy prints.

Glossy printing facilities are available in the Visual Arts department.

Refill offers a stationery shop where students are able to purchase any stationery that they may require for their studies. Art, textiles and media supplies are also available as well as a laminating and binding service for final coursework. Refill offers very low cost quality items and is usually a far cheaper alternative to purchasing stationery and other supplies elsewhere.

Refill is open 5 days a week from 8:30 a.m. to 1:20 p.m. with the exception of Thursday where it will open at 10 a.m.

### Enrichment activities

Some of these activities involve external 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 throughout the year.

### Educational visits

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

### FYi (Learning Resource Centre)

Books can be renewed twice before they must be returned. Failure to return books on time will mean subsequent borrowing of resources (e.g. books, DVDs), will not be allowed until all the books are returned.

### Application fees for higher education (UCAS)

UCAS (University and Colleges Admissions Service) makes a charge for participation in the scheme and the student pays this at the time of application. The current cost (2027 entry) is £34.50 for up to 5 choices.

#### Interviews and open days for higher education and employment

In the case of visits to Open Days which are specifically organised by college, all participating students share the cost of the travel equally and this may be subsidised. Students who choose to attend other Open Days or interviews under their own arrangements must meet all the expenses involved.

#### Disclosure and Barring Service check (DBS)

Students undertaking work placement with young children or vulnerable adults will need a DBS check to go out on a work placement. The cost of the DBS check can vary year on year, please contact the Head of Learning Resources and Careers or the Work Placement and Employability Officer for the current cost.

Payment is made by the student when they complete the DBS process and evidence of identity is confirmed.

#### College property

Students may be charged for any loss or damage caused, whether deliberately or accidentally, to any textbook, laptop, tablet or other equipment/property belonging to Blackpool Sixth 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 a member of the Senior Leadership Team.

Wilful damage to Blackpool Sixth property would be deemed gross misconduct and may result in permanent exclusion and, if appropriate, a formal prosecution.

## **Technology for learning - bring your own device**

We encourage all students to bring a digital device (laptop or tablet) to lessons to help blend classroom and online learning.

For more details and guidance about suitable devices please visit our website:

<https://www.blackpoolsixth.ac.uk/technology-for-learning/>

We recognise that circumstances vary and are here to help. If you are concerned about providing a laptop or tablet, please visit our [financial support](#) page to learn about how we can assist, including potential loan devices. If you would like to discuss this, please speak to your Progress Mentor as your first point of contact.