

# HILLS ROAD SIXTH FORM COLLEGE PARENTS' HANDBOOK

2016-2017



# Parents' Handbook 2016-17

College Website Address :  
[www.hillsroad.ac.uk](http://www.hillsroad.ac.uk)

College Telephone Number: 01223 247251

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Dear Parent or Guardian

Welcome to our Parents' Handbook. Whether you are a new parent, or one whose links with the College are more established, I hope that you will find the information contained in this Handbook helpful.

At Hills Road, we consider a successful partnership with parents as vital to the success of our students and to our sense of community. Our aim is that each student has a happy, successful and fulfilling time at Hills Road before moving on with confidence to the next stage of their lives, whatever that may be. We know that this is your aim too, and we look forward to developing a strong partnership with you that will help us to support your sons and daughters as individuals, and to recognise and develop their unique talents and potential.

The College has an Association of Parents and Friends and I would encourage you to become involved. It is an opportunity not only to support the College but also to give your views on various aspects of our work. You may wish to look at the Parents' section of the website; this can be found here.

I look forward to meeting you very soon.

Yours sincerely



Linda Sinclair  
Principal



## OUR PARTNERSHIP WITH PARENTS

The College expects that students will accept responsibility for their own learning and academic progress. Nevertheless, there is a continuing role for parents to play in that process and the College will liaise with parents accordingly, taking into account the needs of individual students.

To encourage your involvement we expect to provide:

- an early opportunity to visit the College to meet your daughter's/son's tutor
- this online Parents' Handbook explaining how the College operates
- an online, up to date, calendar of College events  
([enter username: hrsfc\portal, password: portal](#))
- electronic communication of other information via the email address/es supplied during enrolment<sup>1</sup>
- annual invitation to students' progress review
- regular progress statements as part of student progress review via email<sup>2</sup>
- prompt consultation with you if we need to discuss your daughter's/son's progress
- representation and the opportunity for involvement through the Association of Parents and Friends
- representation on the corporate governing body through the Parent Governor and Chair of the Association of Parents and Friends.

To help us, we ask you to:

- encourage your daughter or son to follow the [Code of Conduct](#) and expectations as outlined in their Student Planner.
- inform us if you become concerned about your daughter's or son's progress
- inform us of changes in personal circumstances (address/telephone number or domestic circumstances, etc.)
- contact us to inform us of an unplanned absence expected to last more than two days
- avoid any holidays in term-time
- respond promptly to College communications
- attend progress review consultations (February 7<sup>th</sup> – 10<sup>th</sup> 2017)



<sup>1</sup> Please note we rely on the accuracy of the information input during enrolment - if you are not receiving emails from us, please notify [studentservices@hillsroad.ac.uk](mailto:studentservices@hillsroad.ac.uk) of your correct email address.

<sup>2</sup> If you have not given us an email address you will receive this information via post.

## GENERAL INFORMATION

### Contact with the College

The initial point of contact to access information is through our Student Services Team. They will be able to help you with all student issues and advise you on matters large and small from lockers and lab coats to academic worries or pastoral concerns – please don't hesitate to contact our friendly and helpful team on **01223 278011**. **The Student Services Team are available from 8.30am – 4.30pm on this number or by email at [studentservices@hillsroad.ac.uk](mailto:studentservices@hillsroad.ac.uk)**

Main College reception is open from 8.00am to 5.30pm Monday to Thursday and 8.00 am to 5pm on Friday during term time; there is an answerphone so that messages may be left when Reception is closed or when the phone lines are busy. Reception staff can also help you with most queries and will direct your call appropriately.

### Reporting Absence

Students are expected to self-certificate any unplanned absences of between 1-3 days and are issued with guidelines on how to do this. Please see the table below for the instructions issued to students on how to account for their absences.

Absence	Action
If you have an unplanned absence from college for 1-3 days	Certificate your absence on the day of absence by logging onto the college system using remote access  Or email <a href="mailto:absence@hillsroad.ac.uk">absence@hillsroad.ac.uk</a> Or leave a message on <b>01223 278065</b> .
If you have an unplanned absence from college for more than 3 days?	<u>Ask your parents to contact the college, giving your name, <b>tutor group</b> and reason for absence.</u>  Email <a href="mailto:absence@hillsroad.ac.uk">absence@hillsroad.ac.uk</a> Or phone <b>01223 278065</b>
If you feel unwell whilst at college and unable to attend your lessons	Go to see the Student Services Team and sign out  <b>If you forget to sign out your absence will be unauthorized</b>
If you know you will be absent from college for a medical/dental appointment	Certificate your absence on the day of absence by logging onto the college system using remote access  Or email <a href="mailto:absence@hillsroad.ac.uk">absence@hillsroad.ac.uk</a>  Or leave a message on <b>01223 278065</b> .
If you attend a university open day  (maximum of 2 open days in College teaching time)	Certificate before the event or inform the Student Services Team ahead of time.
If you want to ask for up to 3 days off College, for an educational activity not organised by us, you need to discuss this with your tutor. This must be done with as much notice as possible.	Speak to your tutor.  Complete the planned absence form which your tutor can supply.
If you are late to a lesson but your teacher marks you absent?	Ask your teacher to amend the register or email your teacher asking them to amend the register  cc your email to <a href="mailto:absence@hillsroad.ac.uk">absence@hillsroad.ac.uk</a> <i>If the register is not changed within 48hrs go to see the Student Services Team</i>
If you are on a college trip or playing college sport and you are marked absent from lessons?	Ask the teacher organising the trip to amend the register or email your teacher asking them to amend the register  cc your email to <a href="mailto:absence@hillsroad.ac.uk">absence@hillsroad.ac.uk</a>  <i>If the register is not changed within 48hrs go to see the Student Services Team</i>
If you cannot find an appropriate option in the dropdown box to certificate your absence.  e.g. you are attending a funeral	Speak to a member of the Student Services Team

Please note that any routine medical and dental appointments should be made outside timetabled lesson times. It is understood that some specialist clinics allow slim flexibility regarding appointment times, but the expectation is that very little lesson time should be missed for medical appointments other than those for which there is no choice available.

In Year 13, we encourage students to attend Open Days at universities which they are interested in attending. Many universities provide a choice of dates for their Open Days including weekends and holiday times. Students are allowed to take up to two authorised absence days to attend Open Days in Year 13 but should otherwise plan their visits outside term time days.

### **What happens if a student is taken ill during the College day?**

If students are feeling unwell during the day and need to go home they must see the Student Services Team to sign out. Students are asked to 'phone the Student Services Team to confirm that they have arrived home safely. In some cases it may be necessary for the student to be collected by a parent/guardian or sent home in a taxi if they have some distance to travel.

If it is felt that a student need not go home, they can rest in the medical room until well enough to return to lessons.

On rare occasions, e.g. suspected fracture, a College first aider might accompany a student to the Accident and Emergency Department at Addenbrooke's Hospital unless the student prefers to be accompanied by a friend. Parents/guardians would be contacted immediately.

### **Can holidays be taken during term-time?**

No. Holidays during term time should not be taken. Experience shows that missing more than a week of term can have a significant impact on a student's progress, so we ask that term time holidays are avoided.

In exceptional circumstances where students need to be absent during term time for a maximum of three discretionary days, please ask your daughter or son to collect a Planned Absence form from their tutor at least one month in advance, which will prompt them about what to do to seek absence permission.

### **How does the College monitor the attendance of students?**

The College uses an electronic system for the recording of attendance. The Student Services Team use this data to review attendance weekly. If a student is absent from College they must enter the appropriate absence code in the electronic register. It is expected that this is done on the day of absence. Full instructions are given to students at induction. An acceptable reason must be given for all absences, otherwise the absence will be considered unauthorised.

The College will send a summary of attendance and punctuality for each Year 12 student to parents in October electronically. After that, such data will be included in the Progress Review information sent home at specific intervals (see below). Attendance and punctuality data are displayed on the student's ProPortal home page which parents can ask to see at any time.

### **Do I need to provide written notes for absence?**

Notes will not normally be required, as students will be asked to provide reasons for their absence through the electronic registration system. The Student Services Team will contact you if absences are a cause for concern, and may request confirmation of the reason for absence.

For any unplanned absences of more than 3 days, parents are asked to contact the College, giving your son's/daughter's name, tutor group and reason for absence either via email [absence@hillsroad.ac.uk](mailto:absence@hillsroad.ac.uk) or phone on **01223 278065**.

## The Association of Parents and Friends

Membership of the Association is free to all parents and guardians of current and former students of the College. Please look at the [College](#) website for information about events and committee meetings. The Association's income comes from the [Community Lottery](#), and from a variety of fund-raising events.

## The Parent Governor

One parent governor represents parents on the College's Governing Body, and is able to put forward the views of parents at Corporation meetings. If there is an urgent matter that you wish to share with the Parent Governor, you may contact her/him via the PA to the Clerk to the Corporation, Ms Julie Francis, on 01223 278023.

## Internet and E-mail

All students will be asked to accept the College's rules for the use of College computer equipment and IT facilities. A copy of the "College Policy on Acceptable Use by Students of College IT Facilities" can be found [here](#) with an outline of the key elements listed later in this Handbook. The Internet is a valuable educational resource, and the College is committed to developing students' use of IT in ways that will enhance their learning.

## Parking at the College

There is a public multi-storey car park off Clifton Road, a short walk from the College. If you require a disabled parking space, please contact Reception (01223 247251) or the Guidance Office (01223 278011) prior to your visit so this can be arranged.

Please do not drive onto the College site if you are delivering or collecting your daughter or son, as turning in the entrances to the site is a hazard to students and other pedestrians. Students may be picked up or set down in Purbeck Road, however waiting is not permitted as the road has to be kept clear for emergency access at all times.

There is **no parking** for students on the College site (which includes Purbeck Road and the Sports Centre) nor on the streets surrounding the College which have become extremely congested in recent years. Students are encouraged not to drive to College by car unless there are exceptional circumstances; in which case, they must complete a form which is available from the Student Services Team. The students will then be issued with a parking sticker for the car. Students are asked, when parking, to respect the rights of local residents and observe legal parking restrictions.

Generally, the use of private cars to carry students on College business is not allowed. However, there may be extenuating circumstances in which it is sensible to use a private car to carry fellow students, in which case the following rules apply:

- students who drive fellow students in their own car are responsible for ensuring their passengers' safety, that their vehicle is roadworthy, that they have an appropriate licence and that insurance cover for carrying the students is in place
- The type of journeys envisaged include taking fellow students to sports fixtures or on educational visits. *(Any casualties requiring hospital treatment should be taken to hospital by taxi or ambulance, not by private vehicle)*
- If a student is to transport fellow students in their private vehicle they must complete and sign a certificate (available from the member of staff concerned who will download the form from the Staff Sharepoint site) before the journey can be undertaken



## STUDENT SUPPORT - QUESTIONS AND ANSWERS

At the heart of the College is our belief in the value of each individual student and that the College's responsibility is to help each one to realise their potential.

### **How does the tutorial system work?**

Tutorial support is provided by a specialist team of eighteen tutors, led by the Deputy Principal (Ms Jo Trump), the Director of Student Support (Mr Glen Taylor) and the Heads of Year Mrs Lucy Edevane for Year 12 and Ms Katrin Thomas for Year 13.

Tutor groups are arranged by year group, and contain about twenty four students. Each group has regular timetabled tutorial periods. Attendance at all lessons and tutorials is monitored by the Student Services Team through our electronic registration system, with concerns being referred to tutors as appropriate. Tutors are available to see students individually at times when they are free of lesson commitments.

Tutors have their own rooms in the Tutorial corridor. Mrs Jane Elsey, a member of our Student Services Team is a qualified BACP Accredited Counsellor and is able to offer short or longer term counselling to students. In addition to this the Student Services Team is also able to offer the support of the Wellbeing Co-ordinator. In addition there is the opportunity of referral to external counsellors if requested.

### **How are students helped to adjust to Advanced Level study?**

#### **Subject Workshops – Supporting Learning:**

All departments schedule subject 'surgeries' or workshops in addition to normal timetabled lessons. These will support students who, for example:

- are not yet achieving their potential
- need help to improve skills such as essay structure or numerical work
- are having difficulties with understanding current or past work

**Study Skills:** A skilled team of specialist staff is available to offer one-to-one help in skills such as spelling, grammar, handwriting, algebraic manipulation, graphical interpretation, and planning and managing time. In addition, the study skills team are there to listen and to help with a whole range of challenges students might be experiencing. The team can assess students for examination access arrangements or help to organise an independent full diagnostic assessment out of college.

**Supported Independent Learning Service (SILS):** The Student Support Officer runs the Supported Independent Learning Service from 9am-4pm every day and is available to all students to help with time and workload management. If any student is feeling overwhelmed with managing their workload or with any other aspects of College life that they might be finding challenging, then they are asked to drop in to see the Student Support Officer currently based in P056, or to speak to their tutor about a referral to this service. Regular timetabled slots support some students very effectively by providing structure to their independent learning sessions.

**Wellbeing Co-ordinator:** This year we have introduced a new role of Wellbeing Co-ordinator to support all students in securing a healthy sense of wellbeing that supports successful study and, just as importantly, supports positive self identity. Our Wellbeing Co-ordinator is available for advice and 1:1 drop in sessions on a daily basis.

### **How do you help students to organise their work?**

Students receive a Student Planner (incorporating a diary) each year. This contains important information about the College and is also used for recording homework, independent learning expectations and dates when work is due.

### **How do you help students with learning difficulties and/or disabilities?**

The College welcomes all students who meet the normal admissions criteria and is committed to ensuring that all reasonable adjustments are made to ensure that students with additional support needs are able to achieve their potential. Wherever possible, we will discuss the resources and help that are appropriate with the student, parents or carers, and professionals who have previously provided support, before the student enrolls at the College. If your daughter or son has a learning difficulty or disability which has not already been discussed, please contact your daughter's/son's tutor or contact Ms Sara Halliwell, (01223 278008) Head of Study Skills.

### **How does the College monitor the progress of students and inform parents?**

This is done through the Progress Review system.

In November and February of Year 12, the College conducts Progress Review discussions. Students discuss their progress with subject staff and then their overall progress with tutors. Parents / guardians are invited to join their son or daughter in the Progress Review discussions taking place in February. A further tutorial Progress Review (without subject consultations) is completed in June/July of Year 12. Information is sent to parents electronically at the end of each Progress Review round.

In Year 13, subject progress reviews take place in February, and parents are encouraged to attend. Following the recording of Progress Review information by subject staff, students discuss their progress with tutors.

You will be alerted to these progress review meetings in advance and your daughter or son will make an appointment for you to see the appropriate subject staff. Tutors are available if there is a specific need to see them, although the primary focus is on meeting subject staff.

In order to ensure that students are on track to achieve in their A level exams at the end of two years, all Y12 students will be sitting an internal A level equivalent exam in each subject at the end of Y12. Some students in Summer 2017 will be sitting external AS level examinations in a few subjects where the format still includes an AS level.

Students will need to pass both their internal Y12 exams and any external AS qualifications they have taken in order to be able to continue to the second year of that subject. For students who do not pass internal exams next Summer, we will be talking with you and with them in the last week of June next year about the alternatives that could be offered. This could include some fast-track, A-level-in-a-year options for those students for whom original choice subjects have not worked out as they hoped. For students whose programmes include external AS levels, these conversations may take place after results in August 2017.

For a link to a full version of the Progression Policy, please click [here](#).

### **How is progress measured and how are assessments made?**

Your son or daughter's progress will be measured in relation to their performance at GCSE. On the basis of their incoming results in Year 12, we generate the average grades that might be expected at A level for students with that overall GCSE profile. Typically these average grades are shared with students in November of Year 12 and are used as part of our tracking software, with progress measured at key progress review points across the two years.

In terms of assessment, the College has been researching the effectiveness of assessment practices and is increasingly using 'flipped learning' and formative assessment techniques. Flipped learning requires students to have done much of the base-line learning and enquiry work before they encounter the higher order materials and challenge in the classroom. This means that a considerable amount of assessment will be taking place formatively with teaching staff assessing at the beginning of lessons how much students have assimilated from their pre-lesson assignments and adjusting the learning activities in the classroom according to student need.

Increasingly the College is trying to limit the use of extended writing tasks to assess what students know and is focusing instead on the quality of what is written using shorter written pieces and greater opportunities for individual and small group feedback. This means that some lesson time will be used flexibly by staff according to the needs of the group and it will not always be the case that all students are needed for the entirety of all teaching sessions.

### **What arrangements are made when staff are absent from College?**

In contrast to the standard practice in secondary schools, the College does not normally organise supply cover for staff who are absent for only a few days. This approach takes account of the age and maturity of our students and the College's expectation that they should be able to work independently within a suitable support structure. Although, in such circumstances, students tend to talk of "cancelled" lessons, the learning is never cancelled; for example, when the absence is a planned absence, suitable work is set in advance. When a member of staff is away unexpectedly through illness, the department will set work on behalf of the teacher. In many cases, students will already have work which they can undertake independently for a few days. In cases when an extended period of absence occurs, the College will seek to arrange full teaching cover.

### **Will the Student Services Team or the tutor contact me if there are problems?**

If problems are minor, students often put matters right in a short period of time. For issues regarding attendance and punctuality you will be contacted by the Student Services Team. If problems persist, or are more serious, then the tutor will contact you.

The College normally continues to liaise with parents up until the end of students' study programmes, including any period after students have reached the age of 18. Students who are 18 or over have the right to ask the College not to release information to parents; nevertheless, this right has rarely been exercised.

### **Should I contact the tutor if I am worried about my daughter's or son's progress?**

Yes. Tutors are the main point of contact between the College and parents and you should not hesitate to get in touch. The easiest way to make contact will be by e-mail. In return, if you haven't already done so, it will be helpful if you can provide an e-mail address for the tutor to contact you. Tutors will always endeavour to reply to email contact as quickly as possible, but this may not be within 24 hours, owing to other commitments. Tutors will also be pleased to arrange a meeting with you, if appropriate.

### **How can I support my son/daughter's transition to advanced level study?**

We know that families give a great deal of general encouragement to students. College places new demands on students, particularly with requiring more work to be done outside lessons: this should be at least 4 hours of independent study per week for each of their A Level courses within their individual study programme. Subject teachers will set essays and various other tasks to be completed outside lesson time, and there will be additional reading, research and preparation in all subjects. Having a suitable room at home in which this can be done helps students a lot.

### **Are there any circumstances in which I might be asked to pay examination fees?**

This would only apply if the student, through their own actions, made it impossible for a grade to be awarded by the examination board – for example by failing to complete coursework or by missing an examination. The College can also require the payment of fees where a student fails to observe the Code of Conduct, for example by not attending lessons. Parents would be invited to discuss the situation before any such action were taken. If a student re-sits an examination, then the fees are paid by the student.

### **What will the timetable be for my daughter or son?**

A sample timetable can be viewed at the end of this handbook. Students are given a printed copy of their timetable at the start of the year and can access it online through the student portal at any time. Each first year student will have 21 periods on their timetable, with the exact pattern determined by subject choices at enrolment. This includes up to 6 periods designated for independent learning. Independent Learning Periods are part of students' timetabled commitment to the College and a designated part of their Programme of Study with us. Students are given a window of opportunity to organise their Independent Learning Periods on their timetable to suit their travel and study preferences, after this, the slots become fixed and we expect them to be studying effectively during these periods.

### **What about safeguarding and child protection?**

The College takes student safety very seriously. We are committed to providing a safe environment in which students can learn, identifying students who are likely to suffer significant harm and taking appropriate action to help to ensure they are kept safe both at home and in College. The College has a designated person for child protection, and three other members of staff trained to Designated Person standards, and a College policy which explains our approach in more detail.

### **What to do should things go wrong?**

We hope that your daughter or son will be happy and successful at Hills Road and that you will also be satisfied with your own experience as a parent. Nevertheless, we understand that there may be times when we don't get everything right and we shall listen carefully to any feedback which you may have about the College.

At regular intervals we shall ask students and others how successful we have been. The findings from surveys and the action that the College intends to take in response will be summarised and made available, usually on the College website.

If you feel dissatisfied about anything, you are invited to discuss the matter with an appropriate member of staff. For example, an informal approach to your daughter's/son's tutor or to the Head of Year or Director of Student Support may be sufficient to settle the matter.

Should you remain dissatisfied and wish to make a formal complaint, please refer to the College's [complaints procedure](#) details of which are available on the College website or from the Student Services Team. You will receive an initial response within ten working days, explaining how your complaint is to be handled.

## FINANCIAL MATTERS

**Fees and expenses:** You will not have to pay any tuition fees if you are under 19 and have been resident within the European Union for the three years before your course. Different rules apply to students from outside the EU. Full details are available from the Admissions Office.

Year 12 students will have received information about the purchase of textbooks in their welcome pack. If students are required to purchase their own textbook, please do support them to do so without delay. Textbooks may also be borrowed from the College Library. If you are in receipt of a bursary, please see Mrs Southwell in Student Services to ask for help with purchasing textbooks. You will also be asked to pay towards the cost of field trips and visits, although the charges for these are kept to a minimum. Examination fees, with the exception of re-sits, are normally paid by the College. Students will also need to pay for any extra tests required for university entrance purposes (e.g. BMAT, UKCAT for medicine, STEP papers for Maths).

**Financial Help:** For the academic year 2016-17, the College will receive a sum of money from the government for distribution to students who meet the criteria for financial support under the 16-19 Bursary Scheme. Full details of eligibility and application procedures will have been provided for students at enrolment in August 2016.

These will indicate both the eligibility criteria, relating to household income, and also the range of activities for which an application can be made (e.g. transport, essential educational activities linked to chosen AS/A level courses, extra tests required for university entrance purposes.)

The College will conduct an audit of likely demand for the 16-19 Bursary Fund at the start of the academic year, before finalising how much money can be distributed to the various categories of students applying for financial assistance.

### Further Education Free Meals

To be eligible to receive free meals, the Government has identified that students or parents need to be in receipt of one or more of the following benefits:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under the part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided that they are not entitled to Working Tax Credit) and have an annual gross income of not more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

A student is only eligible to receive a free meal when they, or a parent/guardian, have made a successful application to the College (evidence of benefit entitlements will need to be submitted with the application form).

Funds for free meals will be uploaded at regular intervals onto the student's Wisepay card (which is a cashless card issued to all students). Meals can then be purchased at the catering outlets in College.

If you have any concerns about financial support which you would like to discuss after reading the available guidelines, please contact Mrs Tracey Southwell at the College (01223 278010).

From January a comprehensive programme covers higher education, gap year and employment options. Students will use a variety of resources and internet sites.

### Careers Area

The [Careers Area](#) is currently situated in the Library and Resources Centre and includes an extensively stocked reference section with information about jobs, further and higher education courses, sponsorships, and gap year activities. The computer network is available for running careers guidance programmes, accessing course descriptions and details of career areas, researching offers and rejections in previous years, and there is also a TV/DVD player with a good stock of DVDs of mock interviews.

### Making Choices

An important part of our student guidance system involves helping students to make career choices. Help in this is available from College careers staff, tutors and subject staff. Students are advised to research career opportunities as soon as appropriate. A careers programme starts in the spring term of Year 12; by the end of Year 12, most students should have definite ideas of the options available and be researching particular higher education courses or employment routes in more detail.

Visit [www.ucas.com](http://wwwucas.com) for course search, a parents' guide with parental email update option and Course Finder – an online programme which will suggest possible course choices. Many of the College databases and Careers computer programs can be seen at home via remote access link.

### Work Experience

Work experience can be a very valuable activity, adding depth and credibility to either a personal statement for UCAS or a job application. Work experience should give students an insight into a future career or profession and can give them confidence that they are making the right choices for their future.

The Careers Department will help students organise a placement for themselves. The College will provide insurance cover for all college approved placements and will check that each placement is safe and suitable for our students. Placements are normally for a week or fortnight and must take place in College holidays. Time off from College is not normally given for work placements. For students whose progression route includes accessing employment directly from College, we will be encouraging students to access suitable work experience to test out their chosen career paths.

It can take the College a little while to authorise a placement and students must remember this if they approach a company about a placement. It is important to realise that **any placement which takes place without authorisation from the College is likely to be uninsured** and students may be at risk.



### **UCAS Applications (Higher Education) and References**

Applications to universities are normally made in the autumn term of Year 13 and students are strongly advised to have completed their application by October. Later applications are possible where students remain unsure of their choices. Students applying for Dentistry, Medicine, Veterinary Science/Medicine, and Oxford or Cambridge Universities need to have completed their forms by mid-September for the October UCAS deadline. It is essential that students meet the deadline dates agreed with tutors for the submission of their application forms.

Usually, about 35% of our students take a “gap year” between College and university. We offer a post results application day at the start of September to help gap year applicants after they have left Hills Road. It is essential that Gap Year students meet the College’s deadline dates for the submission of UCAS applications (which will be clearly publicised and are different from the dates for Year 13 students) in order for the College to provide appropriate support and a reference.

References will be written by tutors who will coordinate statements from subject staff. Predicted grades will be based on the professional judgement of staff, taking appropriate evidence into account, and are not negotiable. Information about the College’s procedures for UCAS applications, references and grade predictions can be found on the parent section of the College website under [‘Careers’](#).

### **Employment after A levels**

Wendy Hodgkiss, the College’s Careers, HE & Employability Adviser, organises an employment group for students seeking employment (with or without training) after A levels. Employers are invited to speak to this group during the year. Help is also provided with CVs, letters of application and interview technique.



## THE CURRICULUM

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### Year 12

For most Year 12 students joining us, the standard study programme looks as follows:

- Four periods a week for each of the three A level courses \*
- One period a week for working on your Extended Project
- One period of Enrichment
- One tutorial period
- Six independent learning periods

A few students may follow an A2 course in Year 12, if they have already achieved an AS qualification in that subject.

### Year 13

On their progression to Year 13, for most of our students, their study programme will consist of:

- Three Advanced level courses
- One period a week for finalising your AS Extended Project in the autumn term?
- One tutorial period
- Six Independent Learning Periods

In addition, some students choose to follow an enrichment course if space is available and it can be accommodated within their timetable.

### Extended Project Qualification (EPQ)

At the heart of our Extended Curriculum is the requirement for students to develop and realise an advanced level project entirely of their devising. Completed in Year 12, the AS Extended Project Qualification offers students the chance to gain real independence, resilience and maturity as an advanced level learner, while pursuing any topic of their choosing. From staging a fashion show to designing a carbon neutral house, from researching ground-breaking cancer therapies to beginning the novel they have always wanted to write, the Extended Project presents a fantastic opportunity for them both to pursue their interests and to spread their wings. Taught in a university style through seminars and 1:1 tutorials, it prepares students well for higher education and for employment. Best of all, the Extended Project Qualification is an AS level that is very well regarded by universities as evidence that the transition from College to University will be a smooth one for students who have successfully demonstrated their aptitude for independent learning.

### Other Opportunities

Some students also choose to take advantage of the opportunities offered by our extensive Adult Education programme and by the College's broad range of extra-curricular activities, clubs and societies that operate beyond timetabled time, most of which are organised and run by students themselves.



## CODE OF CONDUCT FOR FULL-TIME STUDENTS

The College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the College community, all students are asked to abide by its [Code of Conduct](#). The key points are

All students are expected to:

- Show consideration and respect for others and for the College environment:
- Help to ensure a safe and secure learning environment:
- Accept responsibility for your own learning:
- Promote good communications:
- Promote the good reputation of the College:
- Abide by all College policies and expectations, including those relating to:
  - equality and diversity
  - health and safety
  - bullying
  - acceptable use of IT
  - coursework and plagiarism

## KEY EXTRACTS FROM COLLEGE POLICIES

College policies are available on the College website, (enter username: hrsfc\portal, password: portal) or if you would like a written copy, by request from the Student Services Team. We include here short extracts from a few policies which we would particularly like parents to be aware of.

### **Mission Statement**

The College aims to provide an education distinguished by opportunity, quality and achievement for all our students within a caring college community.

### **Equality and Diversity**

Hills Road Sixth Form College celebrates and values diversity; the College treats all staff and students with respect and dignity, and seeks to provide a positive working and learning environment free from discrimination, harassment or victimisation, in which all its members can fulfil their potential. The College seeks to make all its members aware that they have a legal and moral duty to play their part in promoting a culture of equal opportunities for all.

The College does not tolerate any form of behaviour which is discriminatory and will take action, in accordance with the College's grievance procedure (staff) or discipline policy (students) against anyone found guilty of abuse, harassment or intimidation.

### **Acceptable use of College IT Facilities**

This policy is designed to ensure the maximum availability of College computers, that hardware and software perform reliably, that unnecessary support work is minimised and that the requirements of the law are met.

#### Forbidden Activities

- The use of College computers in a way that may affect the integrity of the College IT facilities.
- The use of College computers to breach copyright laws.
- The use of College computers in a way that disrupts other users' legitimate activities.
- The use of College computers extensively for any purpose not connected with College activities.
- The use of College computers for illegal or "disreputable" purposes.

## Coursework

Coursework refers to work that is completed independently and not under examination conditions; coursework marks contribute towards the final grade of the subject concerned.

Departments ensure that students are aware at the beginning of each academic year of major coursework requirements, including dates, deadlines and the Joint Council for Qualifications (JCQ) guidelines.

Coursework must be the independent work of the student concerned. The College's Plagiarism Policy explains the procedures to be followed in the event of suspected malpractice.

Students must meet coursework deadlines.

## Plagiarism

Introduction from the Policy Statement

Plagiarism occurs when a person uses other people's thoughts, writing or creative work **and presents them as his or her own**, that is without clearly acknowledging the source of the information. It can take several forms, including:

- directly copying another person's work, for example from the internet, a book, another student's assignment; the work may include text, statistics, figures, photographs, pictures, diagrams etc
- paraphrasing another person's work
- cutting and pasting together sections of the work of others into a new whole
- receiving material help from other people while producing an assignment, without express permission or instruction from a teacher

Plagiarism is a serious breach of discipline and students are responsible for informing themselves about this policy.

The College will make students aware of this policy early in the student's programme of study through drawing attention to the extracts in the student planner.

## Progression

Key extract from the Policy:

- 1.1 16-19 students are enrolled at Hills Road to follow a full-time Advanced level Study Programme.
- 1.2 Our aim is to support progression to Year 13 on an appropriate Study Programme by offering guidance to all students before and after the publication of internal examination results in June of Year 12. This is to enable students to review their Year 13 Study Programme in the light of their results and progression plans.
- 1.3 Students have a right to continue on Year 13 courses provided they meet all the following criteria:
  - they have demonstrated satisfactory attendance, punctuality, effort and behaviour during
  - their first year at the College, including completing set tasks and assessments in each subject satisfactorily
  - they have gained a pass in the internal end of Y12 examinations in their linear A level subjects (or, for the remaining legacy AS exams in 2017, students will need to have gained a pass grade (grade E and above) as published in the external examination results in August).
  - they have the support of the relevant subject departments
- 1.4 If a student does not meet all the above criteria, the College reserves absolute discre-

# HILLS ROAD SIXTH FORM COLLEGE - SAMPLE TIMETABLE 2016-17

<u>TIMINGS</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Period 1</b> 9.00 - 10.05	Maths	English Literature	Independent Learning		
<b>Period 2</b> 10.10 - 11.15	Independent Learning Period		English Literature	Independent Learning	Chemistry
<b>11.15 - 11.35</b>	<b>Break</b>				
<b>Period 3</b> 11.35 - 12.40	English Literature	Independent Learning Period		Maths	Independent Learning
<b>12.40 - 13.45</b>	<b>Lunch</b>				
<b>Period 4</b> 13.45 - 14.50	Chemistry	Tutorial	Chemistry	English Literature	Maths
<b>Period 5</b> 14.55 - 16.00	Independent Learning	Maths	Enrichment	Chemistry	Extended Project

