

# Post 16

Sir Bernard Lovell Academy  
2019- 20



## Post 16 Handbook

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## Introduction

You are about to start an exciting and crucial part of your education which we all hope will be a great success. We are delighted that you have chosen to continue your education with us.

As you go through your Post 16 career we expect you to take increasing responsibility for your own learning. The transition from Year 11 into Year 12 can be difficult. There will be increases in pressure and the intensity of work and expectations, but this is your first opportunity to be independent and to take more control of your education. We will encourage and enable you to manage the change and to respond to the challenge of your chosen courses in a positive and determined fashion.

Such a process takes time; we will provide you with guidance and support to help you through this stage of your career. Experience shows that success comes through a partnership between staff, students and home, consistent hard work throughout your course and a healthy balance between work and social life. For that reason we ask that you and your parents/carers sign the learning agreement.

We hope that you will have an enjoyable and rewarding Post 16 experience which will give you choices and opportunities for the future.

## Key Staff in Post 16

<b>Name</b>	<b>Position</b>	<b>E-mail address</b>
Mr D Clompus	Head of Post 16	DCL@sblonline.org.uk
Mr N Davda	Tutor	NDA@sblonline.org.uk
Miss S Klein	Tutor	SKL@sblonline.org.uk
Miss J Roberts	Tutor	JRO@sblonline.org.uk
Mrs S Robinson	Tutor	SRO@sblonline.org.uk
Ms L Sharp	Tutor	LSH@sblonline.org.uk
Mr M Shiells	Tutor	MSS@sblonline.org.uk
Mrs J Collins	Post 16 Administrator	JCO@sblonline.org.uk

The phone number for the Post 16 Centre is 0117 4565900.

## Staff Absence

If you arrive at a lesson and the member of staff is absent you will find that work will have been set for you. If there is any uncertainty see Mrs Collins. Unless otherwise directed this work should be completed in the designated room and you should remain there until the end of the lesson. At some point in the lesson someone will come in to take the register.

## Wellsway MAT Partnership

We operate a partnership with Wellsway Multi Academy Trust. It is possible that some of your teaching will take place in Wellsway School or the IKB Academy. If this is the case it will be clearly identified on your timetable. We will also provide free transport for you to get to Wellsway and IKB. You will receive an individual timetable telling you what time to catch

the mini bus. If you miss your bus from SBL you need to see Mrs Collins immediately and she will arrange alternative transport for you as soon as is possible. If you miss your scheduled return bus to SBL you need to see the Post 16 administrator at Wellsway or IKB School. If this is not possible telephone Mrs Collins at SBL. We guarantee to return you to SBL.

## **Student Entitlement**

### **Equal Opportunity**

SBL Post 16 centre is committed to equality of opportunities for all of its students.

### **Reporting**

Your progress in Post 16 will be carefully monitored. You will be set target grades in every subject you study which will indicate the level of attainment we expect you to achieve. You will receive on going feedback from your class teachers about your progress. Additionally, you will receive progress updates. These will be sent home for your parents/carers to see as well. There will be opportunities for your parents/carers to meet with your subject teachers to discuss your progress. There is an expected level of progress outlined in the learning agreement.

### **Examinations**

You will be expected to take examinations in those courses you study; most of these will be at the end of your two years of study. The school will pay for you to be entered for these examinations. However, if you do not perform as well in an examination as you expected to and wish to retake that exam at a later date you will have to pay for this entry yourself. A list of charges is available in the Post 16 office or the examinations office. Details of any examinations you have been entered for will be given to you by the examinations officer Ms Murray, whose office is in M2. It is vital that you fully understand your exam timetable as mistakes are difficult and expensive to rectify if not spotted early.

### **Year Council**

The Year Council is a very important way to get your voices heard and to help make sure that the Post-16 centre is at the heart of academy life. Elections will be held in in term 1 to elect members of the council.

## **Student Expectations**

### **How to Study**

Students in post-16 are expected to complete 6 hours of private study per subject per week. Some of this will be work set by subject teachers as home study. There is an expectation that students will complete independent study in addition to this. Home study and additional study expectations will be placed on the school Insight system. Completion of home study will be monitored by tutors.

### **Post 16 Agreement**

When joining Post 16 at Sir Bernard Lovell Academy and the Wellsway MAT it is important that students and parents have a clear understanding of our general philosophy. We have identified very clear learner entitlements and learner responsibilities which guide the actions, expectations and responsibilities of all students and staff in Post 16. This will be sent out in a learner agreement at the start of Term 1.

## **Enrichment and being a role model**

As a post-16 student at the Sir Bernard Lovell Academy you will be expected to complete at least 10 hours of community service during your time in the sixth form. For many of you this will mean helping teaching staff with younger students. Other sorts of community service may be mentoring, organising activities for younger students or helping to run after school clubs.

## **Work Experience**

There is an expectation that all students who are taking a vocational course (BTEC or CTEC) as part of their programme of study will complete a work experience placement. This could be in enrichment time every week, at weekends or after school or negotiated as a week-long placement after year 12 examinations in June.

## **STEP Intervention**

Occasionally, when studying in Post 16 some students do not achieve the high standard that is expected. There is a clear formal procedure to support students in these circumstances called the STEP system. The underlying purpose of the procedure is to help and support students.

- STEP 1 – A formal meeting involving the student and tutor. Clear targets for improvements will be identified and a review date set, normally in two weeks. Parents will be informed.
- STEP 2 – A formal meeting involving the student, the Head of Post 16 and the parents/carers. Clear targets for improvements will be identified and a review date set, normally in two weeks.
- STEP 3 - A formal meeting involving the student, the Principal or Deputy Principal, the Director of Post 16 and the parent/carers. Clear targets for improvement will be identified and a review date set, normally in two weeks.

If acceptable improvements have not been made by this point the student will be asked to leave Post 16. In extreme circumstances such as fighting, stealing, vandalism, bringing illegal drugs onto school premises the STEP procedure will not be used and the student will be asked to leave Post 16 immediately.

## **Dress Code**

As part of respecting you as adults we do not have a uniform in Post 16. You are however expected to wear clothes appropriate for study. No extreme styles or fashions are allowed. Girls should not wear tops that reveal midriffs; reasonable jewellery and make up is allowed as long as health and safety conditions are met. Extreme piercings and visible tattoos are similarly not allowed. On occasions we may ask you to dress in a more formal manner, for example at open evenings or if representing the school on official business.

## **Coursework Deadlines**

Some courses will involve elements of coursework. In Post 16 these can be substantial pieces of work. It is important that you manage coursework carefully to ensure you

produce work that fully reflects your academic ability; careful time management is central to this. If your work is not submitted by the deadline your teachers reserve the right not to assess it.

### Leaving the School Site

You will not normally be allowed to leave the school site during the school teaching day. If you do need to leave the school site you will need to sign out in main reception, please remember to sign in once you return.

### Smoking

There is a strict **No Smoking** rule on the site for all members of the academy community; any student caught smoking on the school site will receive a formal warning. If a student is caught smoking a second time on the school site they will be asked to leave Post 16.

### Cars/Mopeds

If you bring a car/moped to school you will need to obtain a parking permit from Mrs Collins. You must park in the Sports Centre car park.

### Post 16 Area / Private study

The Post 16 area is solely for the use of Post 16 students to use during break, lunch time and private study. Some rooms will be available for group work and for silent study. There is also a resource room (P10) where careers information and stationery is kept. You can use any room if there is no timetabled class assigned to it. You are also able to use the library for private silent study.

The facilities provided must be cared for and any student mistreating the facilities resulting in damage will be charged for repair or, if this is not possible, replacement. This means that if you have loaned IT equipment you are responsible for that equipment until it is returned to the appropriate trolley. If, for instance, you leave a laptop on top of the trolley once you have finished with it you may well not be allowed to borrow a laptop again. If it goes missing you will have to pay for a replacement.

**Any deliberate vandalism or stealing will be treated very seriously.**

### Personal Tutor

All students have a personal tutor. Tutors will monitor your progress, help with careers and preparation for life after post-16, and assist in equipping you with the skills to deal with the pressures and responsibility of Post 16 education. You will meet with your tutor most days during morning tutorial sessions. If you are not travelling you will be required to attend a tutor session. You will also meet individually at least once a term to review your performance, devise action plans and set targets for future action. Your tutor will also monitor your community service and enrichment activities.

It is important that you keep your tutor fully informed of what you are doing and you must notify your tutor if there are changes in your circumstances which may affect your performance. Any problems regarding individual subjects should also be discussed with your subject teacher and your personal tutor. It is important that you take responsibility for keeping staff informed so that any difficulties or changes can be properly discussed.

Your personal tutor is your first point of contact when problems arise.

## Curriculum Issues

### Attendance

Attendance in Post 16 is checked every day, including private study, and is carefully monitored throughout the course. You are expected to attend all timetabled lessons, tutor sessions, student briefings and one to one interviews unless otherwise agreed with your tutor. If you are absent from school you should either phone or e-mail Mrs Collins by 8.30am. (Tel 0117 4565900 or [JCO@sblonline.org.uk](mailto:JCO@sblonline.org.uk)). If you do not inform school of the reason for your absence we will initially try to contact you to ascertain the reason. Therefore it is important that Mrs Collins has an up to date mobile number for you. If we cannot contact you we will then contact your parents. All absences are classified as unauthorised until a reason is given.

If you know of an absence in advance you must notify the Post 16 office. Certain reasons for absence can be recorded as authorised absence e.g.

- participation in a school based activity
- hospital appointments
- emergency treatment
- driving test

Where appropriate an appointment card must be shown, until this is done the absence will be recorded as unauthorised.

**Visits to the doctors and dentists, driving lessons etc should not be made during school hours.**

Your tutor will discuss the reasons for your absence on your return to school to check if you need further support and to help you develop a plan to catch up with missed work.

### Lateness

If you arrive late for lessons you will need to sign as late with Mrs Collins in the Post 16 office. However, you should not be late for lessons. You should be ready to start lessons when the bell rings. If you have lessons outside of the Post 16 area you should begin to leave the Post 16 Study Area a little before the bell. It cannot be stressed enough that time is a very precious commodity in Post 16 and lessons starting late will certainly have adverse effects on progress. If you are late very occasionally and with good reason, your subject teachers will take no action. If they see a pattern developing, they will monitor the situation and if there is no improvement, will notify your personal tutor. If there is still no improvement, the Head of Post 16 will issue a formal warning as part of the Post 16 STEPS procedure.

Arriving late to lessons can be very disruptive to the learning taken place; because of this teachers have the right to not allow you into a lesson if you are late.

### Part Time Employment

Many students take part time jobs while in Post 16, but working long hours after school and at the weekend may seriously affect your progress and exam results. You should not, therefore work more than 12 hours per week at a part-time job.

## Holidays

You will not be granted leave for holidays during term time except in exceptional circumstances. The Post 16 curriculum is demanding and there simply isn't the time for you to take holidays during term time. Any holidays taken will be classified as unauthorised absence. You **must** provide a letter from your parent/carer advising why the absence is unavoidable. You will receive written confirmation of the receipt of the request. You **must** notify your tutor and subject teachers in advance of your holiday and ensure all missed work is completed.

## Changing / Dropping Subjects

You may change courses up to the end of September of Year 12 but then only if you have discussed the possibility with the Head of Post 16 and established the reasons for the change. In such cases, parents will be asked to approve the change and all books and materials must be returned to the course teacher. The decision to change courses should not be taken lightly since there will be the inevitable increased workload in catching up the work already missed. Only in very exceptional circumstances will we allow you to change a course after the end of September. Under no circumstances can you 'drop' a course after the end of September. The WMAT subject blocking is included on the final page of this booklet.

## Enrichment

You are expected to take part in the enrichment activities on offer in post-16 and across the MAT. We aim to give you a broad range of educational experiences to complement your core studies. Such experiences will enable you to develop further skills and extend existing ones. All universities and employers stress the significance of such experiences when considering applicants.

There are a number of enrichment activities arranged, for instance participation in the 'Access to Bristol' course for the more able students or completing the Duke of Edinburgh Award. You will also be required to complete at least 10 hours of community service in year 12.

All Post 16 students have the opportunity to join a range of residential and day visits. Some subjects involve a residential visit as part of the course e.g. biology fieldwork. More general visits are also arranged; there is the possibility of visiting the theatre, attending lectures etc. in addition to visits to social venues organised by the Post 16 student council. We also hope that students will be prepared to initiate visits themselves. Speak to a member of staff if you have ideas.

Post 16 students are also allowed to join the Sports Centre Gym for a reduced monthly charge.

## Financial Support – Bursary Fund

There is a small amount of financial support available for students who come from low income families. The criteria for being eligible for financial support are quite complicated. All students will be given details of the eligibility requirements at the start of Year 12.

## Higher Education / Employment

Many of our students proceed to university and college education. It is never too early to think about your future after Post 16 study. Prospectuses from most universities are kept in P10 but universities are increasingly only publishing these online. Open days are held by most universities, these usually take place in terms 5 and 6 of year 12 or term 1 of year 13. We will visit one open day as a group (in 2019 we went to Birmingham University).

Information about open days is normally posted on the relevant university's website; some dates are posted on the noticeboard in the Post 16 area. We also have links with a number of universities; as a result we are able to offer residential experiences at universities as well as a number of visits, often involving study, at local universities.

We work closely with career advisors to ensure all students receive advice about apprenticeship and employment opportunities. The personal learning program in Year 12 offers specific information, advice and guidance about career progression at various points throughout the year.

## WMAT Subject Blockings

	BLOCK A	BLOCK B	BLOCK C	BLOCK D
	Subject	Subject	Subject	Subject
<b>Wellsway</b>	Chemistry	Biology	Business Studies (A Level)	French
<b>School</b>	Computer Science	Business Studies (A Level)	German	Geography
	Mathematics	Economics	Mathematics	History
	Core Maths	Core Maths	Core Maths	Mathematics
	Music	English Language	Physics	Psychology
	PE	English Literature	Psychology	
	Textiles	Further Maths		
	Theatre Studies			
<b>SBL Academy</b>	Biology	Art	Business (CTEC)	Health and Social Care
	Core Maths	Chemistry	Geography	History
	Psychology	Sociology	Photography	Mathematics
		Public Services	Physics	Sport Studies CTEC
<b>IKB Academy</b>	Computer Science			Biology
	Chemistry			Engineering
	Product Design	Product Design		Physics

