

PARENTS

INTRODUCTION TO THE COLLEGE OF RICHARD COLLYER FOR PARENTS

This guide has been produced to provide basic information about the college, which we hope, will also be of particular value to parents or carers of a student at Collyer's. Studying in a sixth form environment builds on the attitudes and commitment to work that has developed while at school. It also introduces greater demands on students, particularly in terms of the quality and quantity of work required and the high levels of independent study. It is to the credit of the students and their parents/carers that in most cases students cope very well with this transition. At the start of term staff will involve the students in our Ready to Learn programme to help them settle quickly to their studies and ensure that they are aware of the full range of opportunities that are available at Collyer's.

HOW CAN I HELP AS A PARENT?

The role that you as a parent/carer can provide in supporting your student in the sixth form changes from the previous school environment, but is no less important. For example, we do not have homework diaries that can be easily monitored, as it is essential that the students take greater responsibility for this learning. However there are some areas in which you can, and should, play an important role.

1 Supporting attendance

The level of attendance plays a crucial role in a student's success in the sixth form; the amount of material that needs to be covered in all subjects is, unsurprisingly, demanding. Students should not miss lessons unless absolutely unavoidable, and even then it is essential that they copy up the work, check on homework that might have been set and read round the topic so that they are happy about their level of understanding. **WE ASK THAT ONLY YOU AS PARENTS RING IN ON THE DAY OF ABSENCE. PLEASE AVOID BOOKING TERM TIME HOLIDAYS.** Key dates, including term dates, are available on the college website via the 'Current Parents' section. Students have very important transfer examinations in May/June. High attendance in the first year is an important part of the entry requirement for students entering the second year. All students should aim for 100%. Absence Line telephone number: 01403 216528. Further information can be found on the College website.

2 Keeping an eye on the amount of time being spent on private study

We recommend that students set themselves a target to spend the same amount of time studying privately as they do in class. For a student doing three subjects this represents a target of 15 hours of private study a week, at college and/or at home. This figure is representative for most students. Clearly there will be some times when the workload fluctuates around this average but the students are well advised to keep on top of their work rather than let it build up. There is always reading and research that can be done to expand their understanding and interest in the subjects they are taking. The set homework is only part of the private study a student should do.

3 Monitoring the amount of time spent in part-time employment

A large number of students will be in part-time employment while they are at Collyer's. There are two important areas of advice here. Firstly the total amount of time in employment should not exceed 12 hours a week. National evidence, as well as our own experience, shows that results usually suffer above this level because of time management and tiredness problems. Secondly, students should not accept part-time employment during the college day. This is the ideal time to be studying and using the resources and facilities that we have available, and occasionally a class may need to be re-scheduled to a different lesson time.

4 Communicating with the college

Please feel free to contact the personal tutor of your student at any time. We are very keen to establish positive and supportive working relations in which students, teachers, tutors and parents form the four corners of a strong learning environment.

IN ALL MATTERS TO DO WITH YOUR STUDENT'S ACADEMIC PROGRESS AND PERSONAL WELFARE, IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THEIR TUTOR IN THE FIRST INSTANCE.

The College Calendar and Timetable

The term dates can be found on the college website.

Each student's timetable is unique in the sixth form because it depends on their own subject combinations and blocking arrangements. The standard timetable is shown in the handbook and your student will be able to give you details of their own timetable on just before teaching starts in early September.

Reporting and Assessment Calendar

We monitor each student's progress on a regular basis throughout their studies. This involves the usual marking of work and tests set by teachers and daily register checks for attendance. Each subject teacher produces a **PERFORMANCE EFFORT AND ATTENDANCE REPORT (PEAR)** for each student every half-term. If these suggest that action needs to be taken the teachers will do so and you are invited to telephone or email the tutor. You will also receive a **Student Progress Report** and have the opportunity to talk to your student's subject teachers and tutor at **Parents' Evenings**. The schedule below outlines the key reporting dates but it may be subject to change. In mid-September, all parents of new students are invited to attend an **'Introduction to Collyer's Evening'**.

DATE (FIRST YEAR)	EVENT	DATE (SECOND YEAR)	EVENT
September	Introduction Evenings		
October	PEAR	October	PEAR
November	Parents' Evenings (x2)	January	PEAR
January	PEAR	March	Parents' Evenings (x2)
March	PEAR	March	PEAR
April	Higher Education Eves.		
June	Progress Report		
July	Parents' Evenings (x2)		
PEAR = Performance Effort Attendance Report * NOTE: Parents' Evenings to be confirmed			

5. The Parent Portal

'MyStudent' enables parents or guardians to access data on 'MyProgress', including attendance, examination timetable, PEARs and subject reviews. Our expectation is that where possible all parents register for this service via the college Web-Site (www.collyers.ac.uk) by choosing SixthForm/CurrentParents/MyStudent or MyCollyer's/MyStudent.

Register by supplying the email address that your student supplied the college with as 'primary contact', your student's college reference number starting with SY and a familiar name for display. Because at 16 students are not obliged to share personal data with others, your password for MyStudent will be sent to your student for approval and onward transmission to you.

We wish your student every success at Collyer's and hope that they enjoy the challenge of sixth form study and make the most of their talents while they are with us.