

useful  
information  
for parents  
2022-23



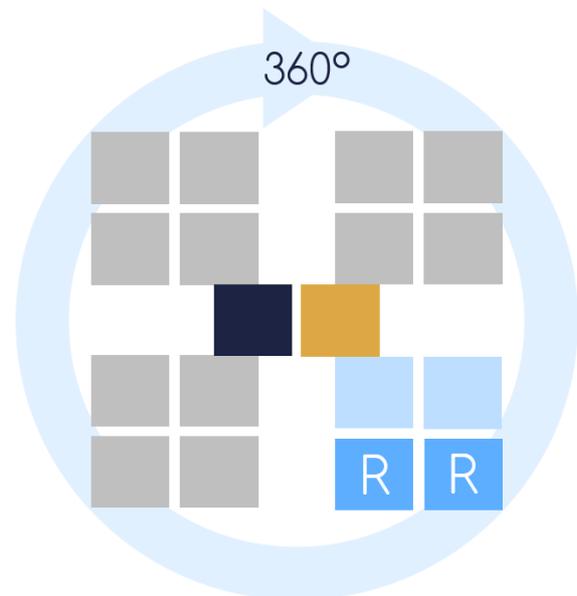
**COLLYER'S**  
Founded in 1532

# AN INTRODUCTION TO SIXTH FORM - COLLYERS 360

Collyer's provides a fully rounded sixth form experience, designed to equip students with the qualifications, personal qualities and skills they will need to embrace future challenges and achieve their potential. Our approach supports students in developing independence and their ability to manage responsibilities as a young adult, to make a positive contribution to the communities in which they live and work.

As a student within full time sixth form education, all Collyer's students spend three or sometimes four timetable blocks on their qualification courses. Tutorial, Pro-Study and Weekly Enrichment are allocated around subject blocks. Any remaining timetable sessions are available for private study and small group/individual support. Across the academic year, students will also participate in a range of personal development activities including progression events, guest lectures, workshops, work experience and trips.

## Typical study programme



During a student's time at Collyer's, their tutor provides **guidance and support** through each stage of the sixth form journey. Tutors are a student's **first point of contact** with any concerns or queries about their programme of study, progress or wellbeing at college. Tutors also **monitor** a student's overall **attendance and progress** in their studies and supports their **development** as an independent learner. Leavers' references, either for employment or higher education, will be written by a student's tutor, therefore it is crucial that they invest time in developing a good working relationship with them, through consistent attendance and engagement with weekly tutorial sessions. This enables the tutor to provide a well-rounded picture of their tutees' personal attributes, experiences and abilities to **support progression** in the future.

Tutorial sessions take place once a week with materials available to students on the Tutorial SharePoint. Tutors generally deliver 20-40mins of Tutorial Programme content each week with the remainder of the time used for 1-1 meetings with students. Students are expected to read the weekly news bulletin on SharePoint at the start of the week. The Tutorial Programme's main strands include developing **INDEPENDENT LEARNING**, understanding **PROGRESSION** routes and coverage of **PERSONAL DEVELOPMENT** topics including Relationships Sex and Health Education, Equality Diversity and Inclusion, and Education for Safeguarding. Emphasis on VESPA Sixth Form Mindsets in the tutorial programme helps students to develop the **VISION, EFFORT, SYSTEMS, PRACTICE & ATTITUDE** to study successfully at sixth form college.

## HOUSES

There are 6 Houses at Collyer's: Denne, Mercers, Pirie, Richmond, St Leonard's, Whittington. Each House is supported and monitored by a Head of House (HoH). A tutor may refer a student to the HoH for support or guidance with more complex issues. The HoH also deals with disciplinary issues where a student has not responded to tutor intervention.

## SPECIALIST PASTORAL SUPPORT

Specialist support is available when required from other teams such as Student Services (Attendance Monitoring, Bursary Applications, Safeguarding Referrals, Wellbeing Referrals, Practical Support), the Safeguarding Team, Study Support (Study Skills, Additional Learning Needs, Exam Access Arrangements, EHCP Support), Student Wellbeing (Short Wellbeing Courses, .b Mindfulness, Counselling) and Progression (UCAS, Apprenticeships and Employment Support, Careers Advice, Work Experience).

## COLLYER'S TIMETABLE

The timetable has 28 x 65min periods and 2 dedicated enrichment slots in each week. The 28 periods are divided into 7 blocks of time labelled A to G. Most Level 3 subjects (A Levels and Single BTEC) occupy one block of time consisting of four periods - a total of 4 hours 20 minutes. Double BTEC courses occupy 2 blocks and triple BTECs occupy 3 blocks. The number of periods used in a block will vary for other levels of course and activity. Some extra-curricular activities and workshops also take place at the end of the college day.

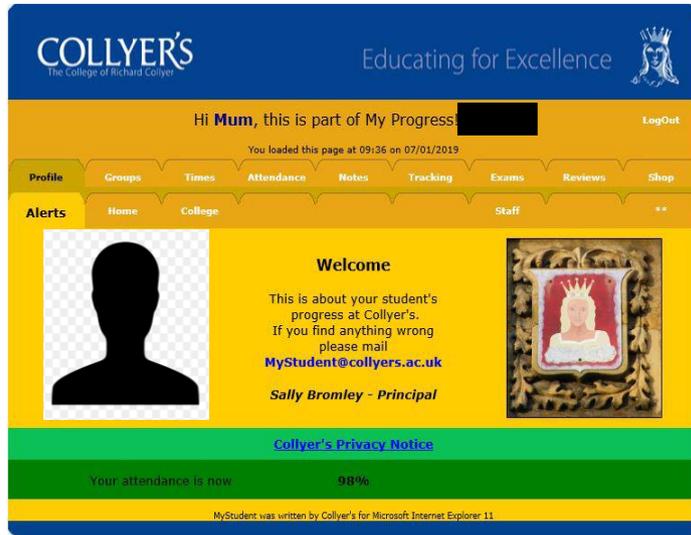
Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
1 8:40 – 9:45	F1	A1	G3	C2	B4
2 9:45-10:50	E1	G1	D3	F2	C3
10:50 – 11:10	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
3 11:10 – 12:15	E2	G2	D4	F3	C4
4 12:15 – 13:20	C1	B2	A2	G4	N5 <b>ENRICHMENT</b>
5 13:20 – 14:05	L1 <b>LUNCH</b>	L2 <b>LUNCH</b>	L3 <b>LUNCH</b>	L4 <b>LUNCH</b>	L5 <b>LUNCH</b>
6 14:05 – 15:10	D1	B3	A3	E3	F4
7 15:10 – 16:15	B1	D2	N3 <b>ENRICHMENT</b>	A4	E4
8 16.15 onwards	T1	T2	T3	T4	T5

# MYSTUDENT

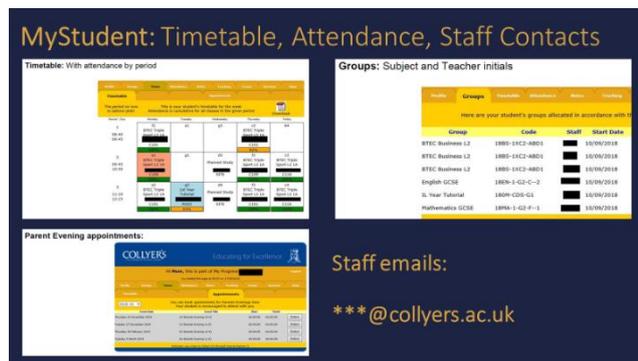
'MyStudent' enables parents or carers to access important information about their young person's progress at college including attendance, punctuality, examination timetable, Progress Reviews (reports) and Action Plans (support targets and disciplinary information). MyStudent is also used to capture parent consent for students to participate in activities where this is required. All parents/carers need register for this service using the link on our website [www.collyers.ac.uk/parents-carers/parent-portal/](http://www.collyers.ac.uk/parents-carers/parent-portal/).

## What information can parents/carers access on MyStudent?

- Home Profile - you can check we have accurate details of address and phone number
- Teaching Groups
- Timetable
- Attendance
- Action Plans
- Tracking: Progress Reviews
- Exam Timetable
- Details of trips and items for sale or purchased



To access **MyStudent** log in go to the College website: [www.collyers.ac.uk](http://www.collyers.ac.uk) and choose **MyCollyer's > MyStudent**. You can access a guidance leaflet via the [Parents/Carers tab](#) if you need help to register.



Register by supplying the email address originally given to us as your student's 'primary contact', your student's college reference number (beginning SY on their ID card) and a familiar name (e.g. Dad) for display.

# ATTENDANCE

At Collyer's we want all our students to achieve their potential and also to prepare themselves for the next stage of their lives. There is a strong correlation between attendance and punctuality in lessons and achievement. We expect all our students to aim for 100% attendance and punctuality and this will be carefully monitored by subject teachers and personal tutors. We send a weekly absence report to parents/carers (usually on a Monday), if there has been an unreported absence recorded for the previous week. Parents/carers can also check attendance and punctuality using MyStudent and we encourage you to do this on a regular basis during the first term to ensure your young person is settling into good habits.

## Reporting Absence

**Absences should only be reported by parents/carers via email [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk) or by calling the Absence Line on 01403 216528. Leave the student's name, tutor and reason for absence.**

Students may not report their own absences, however as a courtesy they can inform their subject teachers and/or tutors via email and must catch up missed work.

## General Absences - email or phone

General absences include; sickness, hospital and doctor appointments, and emergency dentist appointments, funerals, driving tests and university interviews or open days. Non-emergency dentist appointments will not be authorised and should be booked outside of lesson times.

Parents/carers should inform the College of an absence as early as possible and ideally before the lesson or lessons that will be affected by phoning or emailing as above. For absences of more than one day, a phone call or email each morning will be needed. If a student leaves during the day because they are unwell, parents/carers must confirm they are aware of the absence via the Absence email.

Should you be unable to report an absence on the day, then please contact the college within one calendar week (five working days) of the absence. Any queries about the accuracy of registers should be raised by the student with the member of staff concerned.

## Exceptional Absences - email or letter only

Exceptional absences include; holidays, family events (e.g. weddings), religious observance, caring emergencies, bereavements (except single day absence for a funeral – see above), sporting events, external exams and all other exceptional requests. Holidays should not be taken in term-time and the dates are available well in advance on the College website.

In all cases parents/carers must request authorisation from the College in advance via email or letter only. Exceptional absences will not be retrospectively approved. Holiday requests will be considered by the Principal. All other exceptional requests will be considered by the Vice Principal (Pastoral).

# PROGRESS REVIEW

Progress Review grades are recorded on MyProgress and MyStudent in October (PR1), January (PR2) and March (PR3). Additionally, 1A students receive a fourth set of grades in June (PR4)\*. Progress Reviews provide valuable information to help inform target setting, development actions and progression decisions.

Subject	Target	Reviewer	1. October				2. January				3. March				4. June												
			Current	Estimated	Effort	Systems	Current	Estimated	Effort	Systems	Current	Estimated	Effort	Systems	Current	Estimated	Effort	Systems									
1st Year Tutorial	X				100%	100%			71%	100%			82%	89%													
Business Studies 1A	B	you	B	A	2	1	2			B	A	2	2	2			B	A	2	2	2						
Business Studies 1A	B	CXC	C	B	2	1	2	100%	100%			B	B	3	4	2	89%	96%		C	B	3	3	3	85%	100%	
English Literature 1A	B	you	C	B	2	1	2			C	A	2	2	2			B	A	2	2	2						
English Literature 1A	B	LVA	C	B	2	2	2	75%	100%			C	B	2	2	2	77%	95%		C	B	2	2	2	84%	100%	
Psychology 1A	B	you	D	B	2	1	2			D	B	2	2	3			D	B	2	2	3						
Psychology 1A	B	LJL	D	B	2	1	3	100%	100%			C	B	2	2	3	92%	100%		D	B	1	2	3	95%	90%	

**Performance Grades:** A Level (A\*-E), BTEC (D\*- P), GCSE (9-1), T Level (Yr1: A\*-E & Yr2: D\*-P)

- Target (expected grade based on prior achievement)
- Current (grade the student is currently working at)
- Estimated (estimate of grade a student should be able to achieve at the end of the course)

**\*PR4:** Current = For A Level courses the Current Grade at PR4 will be the Transfer Exam result  
 Estimated = Provisional UCAS Prediction (may change in autumn if performance improves)

**Studentship Grades:** Outstanding (1), Good (2), Requires Improvement (3), Cause for Concern (4)

- Effort (commitment to study)  
 Hours per week of independent study per subject including:
  - Teacher directed study - planned study, prep/flipped learning, homework tasks, coursework
  - Student directed study – consolidating learning, revision, research or reading, skills practice, past papers
- Systems (organisation of study)
  - Time Management - punctuality, completing planned study/flipped learning, prioritisation, meeting deadlines
  - Organisation - bringing relevant equipment, books, organisation of notes/files, planning independent study/revision
- Practice (study behaviours)
  - In class – full participation in lessons e.g. engaged listening, asking questions, contributing to discussion
  - Independent Study – practising skills as well as consolidating knowledge, utilising effective study and revision methods, use of subject Teams, SharePoint and other study resources
  - Taking responsibility for learning – embracing challenge, using feedback constructively, seeking help, engaging with support, identifying and avoiding distractions, addressing barriers to learning

**Attendance:** % of classes attended in period (i.e. Sept-Oct, Nov-Jan, Jan-Mar, Apr-June)

**Punctuality:** % of classes attended on time in period (i.e. Sept-Oct, Nov-Jan, Jan-Mar, Apr-June)

**Appointments:** Subject Teacher will tick to indicate if a Parents' Evening appointment is needed

Each **Progress Review** involves the following steps:

**Student Self-Assessment** - Students self-assess their Performance and Studentship per course.

**Teacher Assessment** - Teachers record their assessment of Performance and Studentship. Judgements based on evidence from period since the previous PR (beginning of course for 1st PR).

**Progress Review Published** - Full review visible on MyProgress (students) & MyStudent (parents).

**Progress Review Meeting** – 'Off-timetable' Progress Review Days follow PR1 and PR2 allowing **all** students to meet with their Tutor to discuss PR and set Action Plan targets. Further guidance, support or disciplinary intervention is provided where needed get a student back on track. Following PR3 and PR4, 1-1s are arranged within tutorials as needed.

# PARENTS EVENINGS

Our autumn term Parent Consultation Evening is 'targeted' and teachers will tick the box in the 'Appointment 1' column to indicate that an appointment is requested. In the Spring, we have a General Parents' Evening when all parents are welcome to make an appointment, but teachers will tick the 'Appointment 2' where an appointment would be particularly welcome. We also have targeted Parents' Evenings in March and June.

# FINANCIAL ASSISTANCE

## 16-19 Bursary Fund

The Collyer's 16-19 Bursary is designed to help and support any student who faces financial barriers to participation in education, such as costs of books, college equipment or transport. Eligible students must be under 19 on 31 August 2022 and enrolled on a non-fee-paying full-time course at Collyer's. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year or to the end of their programme of study. There are two types of bursaries available to help students. The **Vulnerable Learner Bursary** and the **Discretionary Bursary**.

Students awarded the Vulnerable Learner Bursary or the Discretionary Bursary will receive financial support for costs incurred relating to their course of study (for example course materials, books and equipment). They will be awarded a percentage of their travel costs (of more than 2 miles); a stationery allowance; costs related to Progression (e.g., UCAS application fee, travel to University Open Days, Work Experience Week) and support with the cost of trips and visits. Under exceptional circumstances, additional help in the form of one-off payments for course-related expenses may be available to students who are not eligible for an award. Applications will be considered on an individual basis and are dependent upon available funds. Evidence of income or hardship will be requested.

## Vulnerable Learner Bursary

This will be awarded to Collyer's students in the following categories:-

- In care
- Care leavers
- Receiving Income Support or Universal Credit because they are financially supporting themselves.
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

Students who meet the criteria for a Vulnerable Learner Bursary may receive up to £1,200 a year but the amount awarded is based on actual financial need related to the cost of study.

## Discretionary Bursary

Students can apply for a Discretionary Bursary **if the annual household income does not exceed £35,000**. The amount of bursary awarded will be confirmed following your application and is dependent upon funding allocations and the number of applications received. The amount awarded will depend on both the household income and educational need.

## Evidence of Income

You will be required to complete an online application form and submit evidence of household income, for example P60 and/or copies of your last three Universal Credit monthly award statements

## Free College Meals

Students are eligible for Free College Meals if they or their parents are in receipt of one of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance • Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – the household income must be less than £7,400 a year (after tax and not including any benefits you get)

**Students are also eligible to have Free College Meals if they were in receipt of Free School Meals at their previous school.** They will need to provide a copy of the most recent letter from their Local Authority which confirmed their eligibility.

### Collyer's Student Travel Award

For the academic year 2022/2023 the Student Travel Award of £150 (£50 a term) is available to students who meet one of the following criteria and are not in receipt of a bursary:

- Live more than 15 miles from college
- Live in a BN postcode area
- Travel to college using the Sussex Coach services 633/634 from the Haywards Heath and Cuckfield area

For full information and to apply, please visit: [www.collyers.ac.uk/admissions/student-finance/](http://www.collyers.ac.uk/admissions/student-finance/)

## KEY CONTACTS

Reporting Absence	-	<a href="mailto:absence@collyers.ac.uk">absence@collyers.ac.uk</a>
General Queries	-	<a href="mailto:admin@collyers.ac.uk">admin@collyers.ac.uk</a>
Student Services (student welfare)	-	<a href="mailto:studentservices@collyers.ac.uk">studentservices@collyers.ac.uk</a>
IT Access Queries	-	<a href="mailto:itsupport@collyers.ac.uk">itsupport@collyers.ac.uk</a>
Individual Staff (e.g. Tutor)	-	staff initials followed by @collyers.ac.uk



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Hurst Road, Horsham, West Sussex, RH12 2EJ  
 Telephone: 01403 210822  
 website: [www.collyers.ac.uk](http://www.collyers.ac.uk)  
 email: [admin@collyers.ac.uk](mailto:admin@collyers.ac.uk)