

useful
information
for parents & carers
2023-24



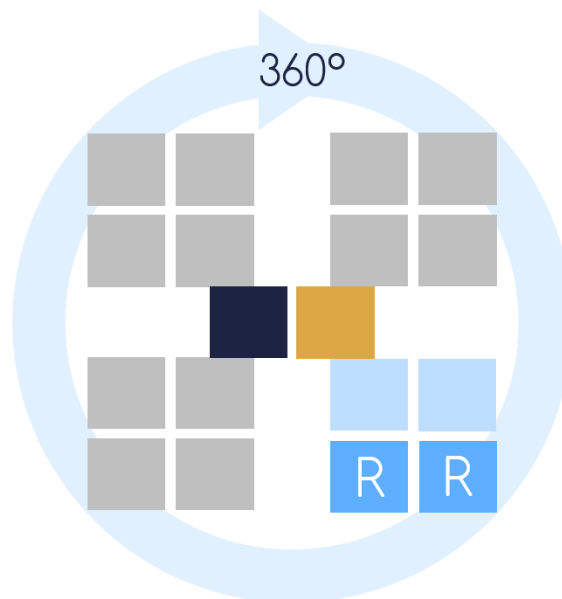
COLLYER'S
Founded in 1532

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.

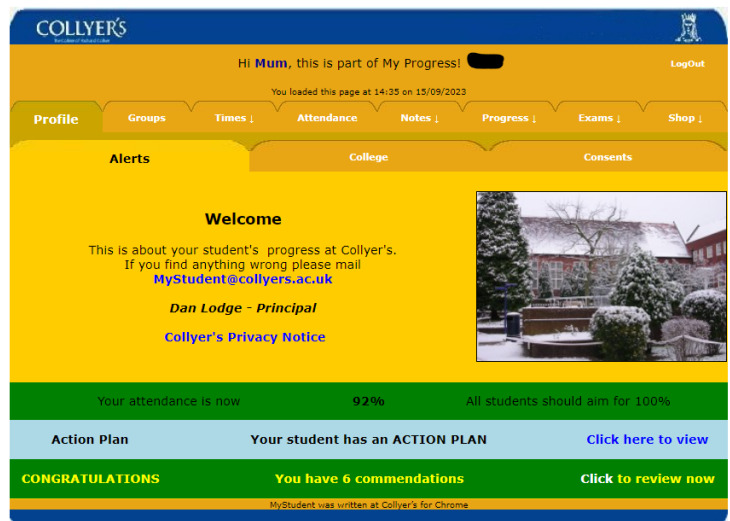
Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
1 8:40 – 9:45	F1	A1	G3	C2	B4
2 9:45-10:50	E1	G1	D3	F2	C3
10:50 – 11:10	BREAK	BREAK	BREAK	BREAK	BREAK
3 11:10 – 12:15	E2	G2	D4	F3	C4
4 12:15 – 13:20	C1	B2	A2	G4	N5 ENRICHMENT
5 13:20 – 14:05	L1 LUNCH	L2 LUNCH	L3 LUNCH	L4 LUNCH	L5 LUNCH
6 14:05 – 15:10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

MyStudent

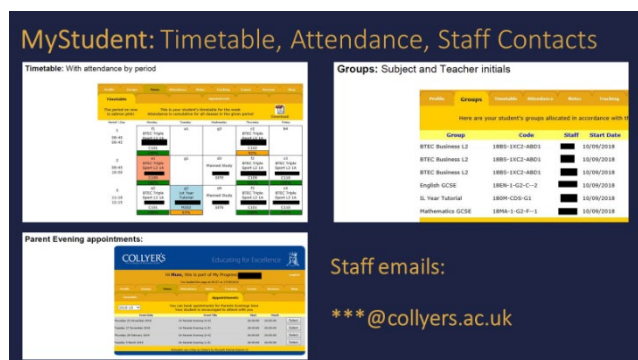
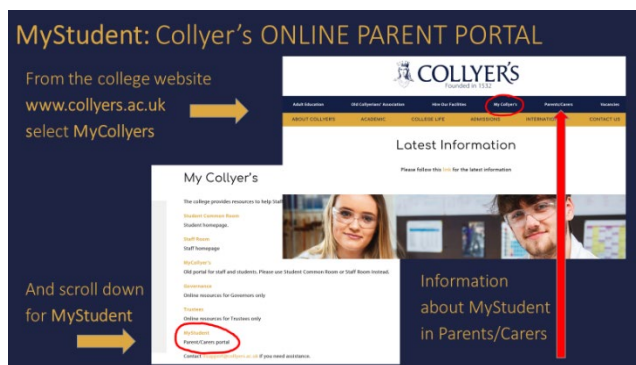
'MyStudent' enables parents and carers to access important information about their young person's progress at college including attendance, punctuality, examination timetable, Progress Reviews (reports) and Action Plans (support targets and disciplinary information). MyStudent is also used to capture 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/ .

What information can parents/carers access on MyStudent?

- College Profile: Tutor & Head of House
- Live Timetable
- Attendance
- Tracking: Progress Reviews & Action Plans
- Exam Timetable
- Details of trips and items for sale or purchased
- Consent for Trips
- Parents Evening Bookings



You can access a guidance leaflet via the [Parents/Carers tab](#) on the college website (www.collyers.ac.uk) if you need help to register.



Register by supplying your email address (this must match the email address provided at enrolment), 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.

In September 2023, the DfE published the following guidance on attendance for parents and carers which you may find useful for reference:

- *It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. The NHS '[Is my child too ill for school?](#)' guidance provides further useful information.*
- *In addition to respiratory illnesses, we are aware that more children may be absent from school due to symptoms of anxiety than before the pandemic. Worry and mild or moderate anxiety, whilst sometimes difficult emotions, can be a normal part of growing up for many children and young people. Being in school can often help alleviate the underlying issues. A prolonged period of absence is likely to heighten a child's anxiety about attending in the future, rather than reduce it. DfE has published useful [guidance on mental health issues affecting a pupil's attendance](#) and those who are experiencing persistent symptoms can be encouraged to access additional support.*

Reporting Absence

Absences should only be reported by parents/carers via email 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																				
			Current1	Effort1	Systems1	Practise1	Attendance1	Punctuality1	Appointment1	Current2	Effort2	Systems2	Practise2	Attendance2	Punctuality2	Appointment2	Current3	Effort3	Systems3	Practise3	Attendance3	Punctuality3	Appointment3	Transfer	UCAS Estimate	Effort4	Systems4	Practise4	Attendance4	Punctuality4	Appointment4	MidYear	UCAS	Final	
1st Year Tutorial	X					100%	100%					71%	100%							82%	89%														
Business Studies 1A	B	you	B	A	2	1	2																												
Business Studies 1A	B	CXC	C	B	2	1	2	100%	100%																										
English Literature 1A	B	you	C	B	2	1	2																												
English Literature 1A	B	LVA	C	B	2	2	2	75%	100%																										
Psychology 1A	B	you	D	B	2	1	2																												
Psychology 1A	B	LJL	D	B	2	1	3	100%	100%																										

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

Bursaries, Free College Meals & Student Travel Award

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 2023 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.

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.

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.

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)

Collyer's Student Travel Award

The Student Travel Award of £150 (£50 a term) is available to students who meet one of the following criteria:

- Live in a BN postcode area
- Live more than 15 miles from the college

The award is subject to excellent attendance. Applications will be processed from September with the first instalment paid before October half term. *The Student Travel Award is not payable to students receiving the Collyer's 16-19 Bursary as their travel costs will be already covered.*

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

KEY CONTACTS

- Reporting Absence - absence@collyers.ac.uk
- General Queries - admin@collyers.ac.uk
- Student Services (student welfare) - studentservices@collyers.ac.uk
- IT Access Queries - itsupport@collyers.ac.uk
- Individual Staff (e.g. Tutor) - staff initials followed by @collyers.ac.uk



COLLYER'S
Founded in 1532

Hurst Road, Horsham, West Sussex, RH12 2EJ

Telephone: 01403 210822

website: www.collyers.ac.uk

email: admin@collyers.ac.uk