

Welwyn & Hatfield 14-19 Consortium

NOTES FOR STUDENTS

2024-25



Please read carefully and keep safe for reference throughout your time in the Sixth Form

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Welcome to the Sixth Form! The purpose of these notes is to give you essential information regarding Consortium matters. Please keep this document for reference throughout the year. You can also find a copy of this document on our website and on school websites: www.welwynhatfieldconsortium.org.uk

You will be required to sign a student contract the details of which are laid out below:

Post 16 Learning Contract

As a member of the Welwyn & Hatfield Consortium, Ridgeway Academy will provide:

1. A learning programme that is appropriate to you and meets your needs
2. Transport to consortium sites between lessons
3. A friendly, caring and supportive learning environment
4. A form tutor that provides pastoral support, monitors your progress and sets appropriate targets with you.
5. Teaching and facilities appropriate to the courses offered.
6. Ongoing monitoring through parents' evenings, written reports and interim assessments.
7. A full and varied enrichment programme.
8. Opportunities to develop interpersonal skills and hold positions of responsibility.
9. Information and support regarding progression routes Post-18
10. Opportunities to feedback on Consortium provision are instrumental in the ongoing development of our offer.

As a Ridgeway Sixth Form student, you will:

1. Attend school on all days other than when absence is unavoidable through illness or other reason authorised by Mrs Picariello.
 - a. Notify Mrs Picariello, Head of Sixth Form regarding any known absence. (Please note driving lessons, dental appointments and doctor appointments should be made out of school time.)
 - b. Explain any unplanned absence by immediately contacting the school
2. Take responsibility for my own learning:
 - a. Be punctual to all sessions.
 - b. Meet all work deadlines.
 - c. Use private study time in school and at home effectively. An absolute minimum of 5 hours per subject per week.
3. Adhere to home school's sixth form dress code and respect the dress code of other teaching sites. (Appendix C)
4. Always sign in and out and wear my ID badge at anytime when on a school site.
5. Pay for my exam entry if I do not attend the exam without a valid reason deemed acceptable by the Exams Officer.
6. Take an active part in the life of the school in its widest sense by involving myself in Sixth Form activities, setting a good example to younger year groups and fundraising.
7. Be respectful and polite to all members of the schools' community.
8. Treat the school environment with respect and maintain the Sixth Form area in a clean and presentable state.

This information is contained in the Student Registration Form which must be completed by all students and returned to their home site before commencing lessons in September.

STUDENT ATTENDANCE AND PUNCTUALITY

- You must sign in and out at all sites you visit and wear your lanyard at all times.
- You must notify subject staff of your reason for absence.
- After any absence, you should either check online or with subject staff and catch up on any missed work.
- All registers will be taken on the Consortium MIS, which will be regularly monitored.

STAFF ABSENCE

- If for any reason a teacher is unable to teach a class, work will be set.
- If a teacher has not arrived after 15 minutes and no work has been set, please check with the departmental or school office for further information.
- Students must follow their home school procedures for staff absence, which can be found at <https://welwynhatfieldconsortium.org.uk/useful-information>
- If you are in any doubt about where you should be in the event of staff absence, you must check with your Head of Sixth Form.

PRIVATE STUDY

- Students will normally return to their home base for private study but, where appropriate, arrangements can be negotiated with your Head of Sixth Form for you to work elsewhere.

EXAMINATIONS AND COURSEWORK

- Dates for exam entry forms to be completed at your home site are shown on the consortium calendar.
- Entry forms must be signed and agreed by teachers for each of your subjects.
- Students are responsible for ensuring that their exam entry and coursework deadlines are met.

MOBILE PHONES

- Mobile phones must be turned off during lessons and used according to the school site policy.

PAID EMPLOYMENT

- We advise spending no more than 12 hours per week in employment. This should not be during schools hours and should not impact any aspect of your education or school commitments.

BEHAVIOUR

- Please familiarise yourself with the Actions & Consequences Document. (Appendix A)

STUDENT CONCERNS

- If you have any concern in connection with your subject, you should initially discuss this with your subject teacher. If this concern is not resolved, you should refer to your Head of Sixth Form.
- Any other concerns you have should be referred to your personal tutor and/or Head of Sixth Form.

STUDENT MONITORING AND REVIEW: Course changes

- If you wish to make a subject course amendment, a form must be filled in and approved by both your A Level Teacher and Head of Sixth Form.
- If you propose to discontinue your studies in any subject you must first speak to your Head of Sixth Form.

STUDENT PROGRESSION (Appendix B)

- Your academic progress will be monitored by your home site.
- The overall responsibility for monitoring your progress rests with your Tutor and Head of Sixth Form. Progression to Year 13 is not automatic, but dependent on your level of achievement as well as conforming to high standards of work, attendance and behaviour (see attached criteria, Appendix B).

PLANNING

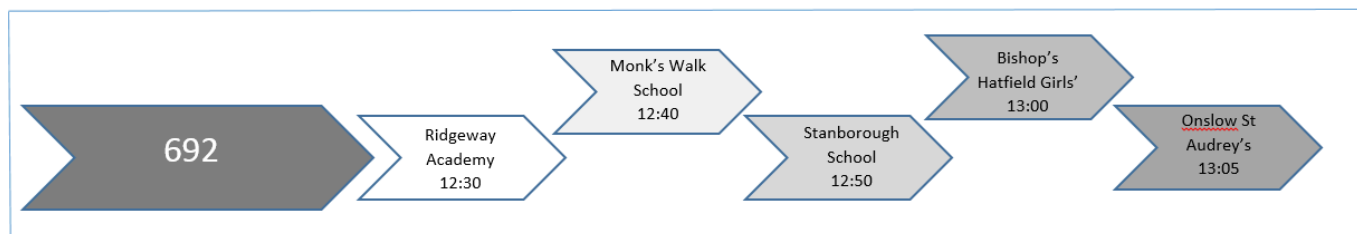
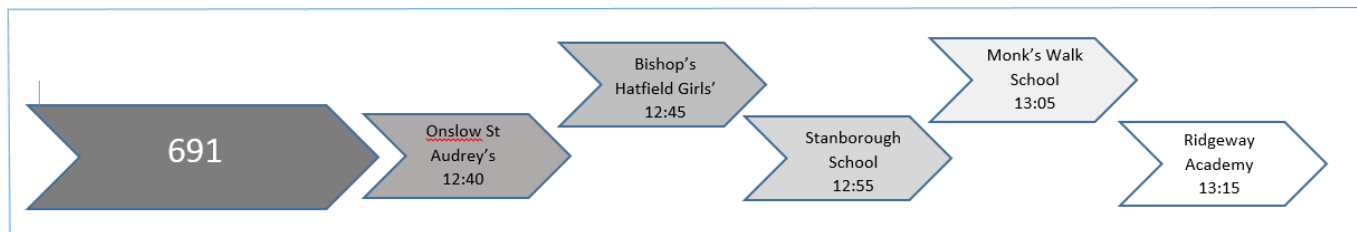
- Subject staff will supply you with information on what you will be taught during each term and what deadlines there are.
- You are responsible for recording and meeting all important work deadlines.
- If you are unsure what you will be doing throughout the year, ask your subject teacher.

DRIVING TO OTHER SITES

- If you wish to take a car or motorcycle to another establishment, you may only do so after consultation with the Head of Sixth Form there, who will explain the regulations in force with regard to parking, registration etc. There is no parking available for students except at Monk's Walk School.
- Where on-site parking is available, you will need to complete a Student Parking Notification form at each site you visit for teaching.

TRANSPORT

- If you are travelling to another establishment you are expected to make your own way there first thing in the morning, and to make your own way home at the end of the day.
- At lunchtime, free transport will be provided.
- Students will be made aware of any additional safety measures which may need to be put in place according to government guidelines.
- If you are travelling between Welwyn and Hatfield Schools, you will need to take the appropriate bus. See the routes below:



Any failure of normal service should be reported directly to the Duty Inspector at University Bus (Tel: 01707 255766) and the Consortium Office notified.

FIRE AND EMERGENCY EVACUATION / LOCKDOWN PROCEDURES

1. You must read the *Fire and Evacuation Notice* which is displayed in every Consortium classroom, laboratory, workshop or changing area.
2. You must follow the instructions for evacuating the building and assembling at the relevant assembly point. If you are taught at another site you must familiarise yourself with the emergency procedures of that school.

TEACHING TIMES

The start of morning and afternoon sessions may vary from site to site. For your first few weeks aim to be at your morning teaching site at 8.30am and the afternoon site by 1.00pm. Individual teaching staff will confirm start and finish times with students.

SCHOOLS	MORNING	AFTERNOON
Bishop's Hatfield Girls' School	9.00 – 12.40	1.20 – 3.00
Monk's Walk School	9.05 – 12.30	1.15 – 3.20
Onslow St Audrey's School	9.00 – 12.30	1.10 – 3.10
Ridgeway Academy	8.45 – 12.00	1.30 – 3.30
Stanborough School	9.00 – 12.20	2.00 – 3.30

FOLDER/PORTFOLIO REQUIREMENTS (see Appendix E)

Below is a list of the minimum expected items that should be in evidence in any sixth form student's subject folder/exercise book/portfolio/device. Some subjects may wish to add further items to suit the specific needs of their subject. Students who complete work on a device/online are still expected to have these items, whether that be digitally or on paper.

1. **Subject specification/learning journey** – clearly accessible.
2. **Assessment Record Form/Grid** – this will include target grades, mock results and a place for exam dates once they become known.
3. **Clear organisation of work** (dividers for folders or different exercise books for different modules for example).
4. **Assessed work** that is quickly and easily accessed with feedback from teachers (www and ebi).
5. **Glossary of key terms** for any literacy based subject.
6. A useful **reading and key websites** list for any relevant subject.
7. **Evidence of folder checks** by form tutors and the sixth form pastoral team PLUS any checks carried out by departments as part of their own planning.

As a sixth form student, you are expected to be undertaking appropriate **independent work** conducted outside of class hours. This can include anything relevant to your subject from news articles, completed past papers, notes from a play, annotated poems, annotated examiner's reports or additional source material on a historical context for example. This can be added to your folder in addition to the above requirements.

DIRECTORY

Name of Centre	Telephone	Member of Staff in Charge
Bishop's Hatfield Girls' School	01707 275 331	Mrs E. James
Monk's Walk School	01707 322 846	Mr M. Haseler
Onslow St Audrey's School	01707 264 228	Ms. E Tyler / Mr. P McKenna
Ridgeway Academy	01707 351 350	Mrs. N Picariello
Stanborough School	01707 321 755	Mr M. Whelan-Hind

AND FINALLY

If you are finding things difficult or you have a concern, don't wait. Talk to your Subject Teacher, Personal Tutor or Head of Sixth, whoever you feel is appropriate so that the problem can be solved and you can concentrate effectively on your studies.

Good luck and have a successful and enjoyable year!

APPENDIX A

ACTIONS AND CONSEQUENCES

Praise, encouragement and recognition of achievement, contribution and positive behaviours are central to our philosophy. This is done through positive reinforcement, strong role modelling and affirmation, using recognition and rewards where appropriate. It is the school policy to recognise, acknowledge and reward individual achievements by students. The following are examples of areas considered to be worthy of individual recognition:

- Consistently improved standards of work.
- Good or outstanding pieces of work.
- Attainment or progress in one or more subjects
- Effort in class and/or for homework.
- Outstanding effort for achievement in extracurricular activities.
- Service to the sixth form, the school or local community.
- Consistently improved attendance and punctuality.

The list of consequences presented here is not exhaustive and students are reminded of their adherence to the school policy for behaviour and other associated policies (acceptable use, etc.). The consequences listed here are in relation to common, daily behaviour and conduct of the sixth form community. Just because something is not listed explicitly here, does not mean that there are no consequences associated.

It should also be recognised that different situations may have individual circumstances and therefore, the Head of Sixth Form may enforce different actions to be taken.

Incomplete work or failure to attend lessons - concern raised by subject teachers or pastoral team.	Student being required to complete work in compulsory study (3.15-4pm) in Sixth Form
Student is not utilising independent study sessions	Meeting with Form Tutor / HO6th to discuss and agree support plan
Failure to wear ID badge and lanyard.	Pastoral Leader to issue students with temporary lanyard and ID card. Students have three days to return this or a £5 charge to be made. (£3/lanyard, £2/ID card).
Mis-use of ID card / Scanning in for another student.	Pastoral Leader to log breach of safeguarding and issue a written warning to student via home
Dressed inappropriately (breach of sixth form dress code).	1st occurrence—form tutor to talk to student, referring to the student dress code and home-sixth form agreement. 2nd occurrence—form tutor to send student to Pastoral Leader. Students may be required to go home to get changed. If this is not possible, the student may be required to remain in the sixth form centre under the Pastoral Leader supervision.

Mobile Phone Policy (Ridgeway Sixth Form)

We appreciate that mobile phones are a large part of life and that young people will want to use their mobile phones whilst at sixth form. Mobile phones can support learning however, they can also cause a distraction to both the user and other people. Students should consider how they use their mobile phone so that they do not disturb others or be required to leave the phone in the care of the sixth form team.

We enforce the following expectations of mobile phone use at Ridgeway Sixth Form. They are simple and straight-forward so there is no confusion on where students can/cannot use their phones:

1. Sixth form students can use their mobile phones whilst in the sixth form block only.
2. Sixth form students are not permitted to use their mobile phones in the main school building, including the library and canteen spaces.
3. Mobile phones must not be used during lessons unless authorised and directed by staff for the purpose of a learning activity.

Failure to adhere to this policy may result in students being required to leave their phone in the care of the sixth form team during the school day.

We respectfully ask that students working in the study area of the sixth form block have their phone notifications switched to silent and use headphones. This is out of courtesy to other students in the quiet study area.

APPENDIX B

Progression to Year 13 (2024-2025)

Progression to Year 13 is not automatic and students will need to have demonstrated their commitment to a further year of study through a variety of criteria. The main criterion for progression within a subject area will be achievement.

It is expected that a student wishing to continue into Year 13 will meet the following criteria:

Criteria	Measures
Advanced Level Achievement	<p>It is important for all students to be on the correct courses that can give them the best possible outcomes. Students starting Advanced Level subjects in September 2024 are expected to achieve at least a D grade in two subjects to progress to their second year. These grades will be determined through internally set end of Year 12 exams.</p> <p>If this standard is not met there will be a review of, and possible amendment to, that student's course provision. As part of the review, the student's attitude to work and their attendance will be considered. Any changes made to course provision will be in the best interests of the student's potential achievement; full support will be given should there be a need for a change of course or institution.</p>
BTEC Achievement	Average a merit grade in coursework modules, complete all modules set and pass the external examination at the end of Year 12.
Attendance	Under normal circumstances an attendance figure of at least 95% would be expected of any student wishing to progress to Year 13.
Punctuality	Less than 5% late
Coursework/homework	A record of meeting required deadlines.
Attitude	Commitment towards their studies and an attitude that contributes towards a positive learning environment, showing respect for Staff, students and the wider community.

In exceptional circumstances and in liaison with the subject teacher, schools may recommend a student to progress who has not met the criteria. Each case will be treated individually by the School.

APPENDIX C – Dress Code Ridgeway Sixth

We believe in giving young people in our sixth form, the opportunity for expression and individual character in line with our school values of **Respect, Responsibility** and **Relationships**. We do also need to outline that as we are located within a school environment, students should appreciate that dressing appropriately for the school and sixth form environment shows that you are committed to working with the school and sixth form values and wish to be considered as a young adult with the aspirations for success. **Take responsibility for your attire and respect the guidance.**

Within this context, please note the following:

- **Students will ensure that clothing and/or personal appearance is appropriate and will not cause offence to others. Students are required to dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive.**
- **Students will dress in a manner where they feel comfortable and are 'study ready' allowing them to feel confident, inclusive and allow for the best experience of studying at Ridgeway Sixth Form. Students should also ensure that they are able to maintain adequate modesty.**
- **Clothing must not be excessively transparent, 'spaghetti straps' or cut outs, thus lacking in modesty.**
- **Students studying Sport should wear Ridgeway sports kit when doing practical's – this should be a Ridgeway sports top with black bottoms.**
- **Footwear should be secure and not pose a health and safety risk.**
- **Casual t-shirts, football shirts or t-shirts with slogans should not be worn.**
- **Hoodies are not allowed to be worn once at Sixth Form or in the main building. They can be worn as part of warm clothing to and from Sixth Form only.**

Student identity badges and lanyards MUST be worn at all times in line with our safeguarding policy.

The relationship with your Form Tutor is central to our ethos. Sixth Form tutors will ensure that you are dressed appropriately for sixth form and the school environment; if they consider you are dressed inappropriately they will refer you to the Head of Sixth who may send you home to change. Students will be spoken to in the first instance, re-occurrence will result in students being sent home to change. Further re-occurrences will result in formal consequences and sanctions which we hope will not be required.

The sixth form understands that there may be circumstances that make it difficult for some students to follow a code (for example, if a student has a medical need or disability). If this is the case, the sixth form will discuss with the student how we can support them and make reasonable adjustments where possible. Where students are transitioning to live in the gender with which they identify, the sixth form will apply and adapt this code sensitively and flexibly.

APPENDIX D – Post 16 Safeguarding

Safeguarding you as a Post 16 student is very important to us. You have more freedom than your younger peers, and with that comes additional responsibility.

Identification

- You will be issued with an ID badge. It is compulsory for you to wear these at all times, and at all consortium schools. Students without appropriate identification could be turned away from the relevant school if recognisable identification cannot be produced.

Registration

- It is your responsibility to ensure that you register using the appropriate system for each school. This also serves as the fire register, so it is imperative that records are accurate.
- Attendance to your classes is also monitored by the class teacher.
- Fire procedures are displayed in all consortium post 16 study areas. Please make yourselves aware of these on the first visit to each school.

Movement around the consortium

- You will make your own way to and from schools at the start and end of the day.
- At lunchtime, you can make your own way to offsite lessons, or use the free consortium bus.
- The consortium bus, like all public transport, is subject to the health and safety guidelines of the relevant transport company.
(If you make your own way to offsite lessons, then you do so under the responsibility of your parents, as you do when journeying to and from school in the normal school day. Schools operate a transparent system of shared safeguarding checking for staff across all consortium schools).
- If you have any concerns of a safeguarding nature linked to offsite schools you should speak to the school's Head of Sixth Form in the first instance, (their office is signposted in their post 16 study area), or to your Head of Sixth Form asap.
- The most up to date designated safeguarding lead for all consortium schools can be found on the front page of the individual school's website.

APPENDIX D – Post 16 Safeguarding (continued)

Life skills

- It is important to us that you receive an appropriate diet of pastoral support within our post 16 offer.
- These sessions will include guest speakers, which cover a wide range of issues including the promotion of support to avoid safeguarding issues, and to raise awareness, for our young people.
- For example, awareness of FGM, radicalisation, e-safety, mental health support systems, LGBT information, homelessness and various health and sexual health information sessions.

If you have any questions or safeguarding concerns please contact your Head of Sixth Form. If you are offsite, please contact the following:

Name of Centre	Head of Sixth
Bishop's Hatfield Girls' School	Mrs. E. James ejames@bishophatfield.herts.sch.uk
Monk's Walk School	Mr. M. Haseler mh@monkswalk.herts.sch.uk
Onslow St Audrey's School	Ms. E Tyler / Mr. P McKenna etyler@onslow.herts.sch.uk pmckenna@onslow.herts.sch.uk
Ridgeway Academy	Mrs N. Picariello picariellon@ridgeway.aat.school
Stanborough School	Mr. M. Whelan-Hind mwhelanhind@stanborough.herts.sch.uk