



HEANOR GATE SCIENCE COLLEGE

“Develop all learners to achieve their full potential”

“Create a culture of aspiration”



POST 16 HANDBOOK

2016 - 2017



Welcome to Heanor Gate Science College Post 16

Heanor Gate Post 16 is growing in popularity and is the choice of both our own students and those from other 11-16 schools in the local area. Our class sizes are small and allow for the very best learning environments, coupled with the rigour and support which will see the centre grow from strength to strength. Personally, I am delighted take on the leadership of Heanor Gate Post 16, at a time when the school enters a new phase in its evolution and journey towards outstanding.

I am also thrilled that you have chosen to continue your education at Heanor Gate Post 16, and this demonstrates that you believe that we are the centre which will support you in achieving your potential. Life in Post 16 is unique; it forms a bridge between compulsory schooling and higher education or employment. You will be given greater freedom than in years 7-11 but you must also accept greater responsibility. You are expected to work with a greater degree of maturity and take a fuller responsibility for your own learning. You will have to commit a greater proportion of your free time to study. You will be expected to act as a role model for the younger students in the school and so expectations of attitude and conduct are very high. In Post 16 you will also be presented with many opportunities to develop your personal, social and employability skills. It is important that you take advantage of these as the skills developed are important to universities and employers.

This handbook contains all the basic information you need to know about Post 16. Please read it carefully with your parents / carers and make sure that you understand all the information it contains. On the back page is a Post 16 Centre and Student Contract. This outlines the basic responsibilities that we each have to ensure that you are successful in your time here. It is a condition of acceptance into Heanor Gate Post 16 that students and parents / carers sign, accept and agree to abide by the conditions of this contract. We will do everything we can to fulfil our part of the contract and do expect the same from you.

I wish you all the very best for the year ahead.

Mr M Jones
Vice Principal & Head of Post 16



Post 16 Organisation

Vice Principal & Head of Post 16
Mr M Jones

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Assistant Achievement Leader Post 16
Mrs A Dobrzycki

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Post 16 Administration

Mrs M Burrows

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Post 16 Tutors

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12/13GLS	Gemma Shuttleworth g.shuttleworth@heanorgate.derbyshire.sch.uk	Amanda Gillespie agillespie@heanorgate.derbyshire.sch.uk	K2
12/13GSA	Gemma Adams gadams@heanorgate.derbyshire.sch.uk		S1
12/13JCS	James Cross jcross@heanorgate.derbyshire.sch.uk		K3
12/13OB	Jenny O'Brien jobrien@heanorgate.derbyshire.sch.uk	Tracy Mosley tmosley@heanorgate.derbyshire.sch.uk	H5
12/13RAA	Raymond Amponsa-Achiano ramponsaachiano@heanorgate.derbyshire.sch.uk	Gwen Fox gfox@heanorgate.derbyshire.sch.uk	K4
12/13VRB	Verity Bartram vbartram@heanorgate.derbyshire.sch.uk	Mark Packard mpackard@heanorgate.derbyshire.sch.uk	K5
12/13VRH	Vicky Holmes vholmes@heanorgate.derbyshire.sch.uk		S2



Post 16 Calendar 2016-17 (Key Dates)



Note: Throughout the year dates may change slightly, and the availability of external stakeholders may mean talks, presentations and other events are added. The guide below is designed to give you an overview of the key timelines behind key events in Post 16.

- After each data collection point, summaries will be sent home to parents. This information / data is then forwarded to parents / carers approximately a week after its collection.

Month	Students	Parents
September	<ul style="list-style-type: none"> • Centre and Student Contract signed. • Y12 Welcome to P16 evening (12/09/16) 	<ul style="list-style-type: none"> • Centre and Student Contract signed. • Y12 Welcome to P16 evening (12/09/16)
October	<ul style="list-style-type: none"> • Immersion Day 1 (12/10/2016) • UCAS deadline for Medical / Dentistry / Vet Medicine / Oxbridge. (15/10/16) • Year 13 parents evening (20/10/2016) • Post 16 'Reading Day' (21/10/2016) 	<ul style="list-style-type: none"> • Year 13 data collection point w/c (3/10/16) • Year 13 parents evening (20/10/2016) • Year 12 data collection point w/c (31/10/16)
November	<ul style="list-style-type: none"> • 'Competitive Applications' Internal UCAS Deadline (15/11/2016) • Year 12 parents evening (17/11/2016) 	<ul style="list-style-type: none"> • Year 12 parents evening (17/11/2016)
December	<ul style="list-style-type: none"> • Post 16 'Pre Public Examinations' (1) (w/c 12/12/2016) • Internal UCAS deadline (16/12/16) 	
January	<ul style="list-style-type: none"> • Final external UCAS deadline (15/01/17) • Immersion Day 2 (24/01/17) 	<ul style="list-style-type: none"> • Year 12 & 13 data collection point (w/c 02/01/17)
February		<ul style="list-style-type: none"> • Year 12 & 13 data collection point (w/c 27/02/2017)
March	<ul style="list-style-type: none"> • Post 16 Pre Public examination (2) (w/c 27/03/17) 	
April		<ul style="list-style-type: none"> • Year 12 & 13 data collection point (w/c 03/04/2017)
May	<ul style="list-style-type: none"> • Immersion Day 3 (04/05/2017) • Official A level external exam season begins (08/05/2017) 	
June	<ul style="list-style-type: none"> • AS and A2 External exams end. • Y12 teaching resumes post AS exams (12/6/17 exam dependant) 	
July	<ul style="list-style-type: none"> • Immersion Day 4 (11/07.2017) • Y12 register with UCAS. • Year 13 Leavers Ball (07/07/2017) 	
August	<ul style="list-style-type: none"> • AS and A2 Results Day. (17/08/17) 	



Assemblies

Assemblies take place each week during tutor time. Year 12 assemblies on a Monday, Year 13 on a Thursday and both will take place in the Post 16 common room.

Assessment and Reporting

Subject teachers will monitor your progress regularly but there will be two key grade runs where your holistic progress is reviewed. One of these will be in November; the second will be in February after the mock exams. A lack of attainment or progress may mean that you are placed on either a Faculty Report or a Centre Contract with the aim of highlighting areas in need of rapid improvement. Parental involvement in this process is vital therefore parents / carers will be notified of any such concerns. If you are placed on a Centre Contract, failure to act on the areas in need of rapid improvement may lead to you being asked to leave Post 16.

Attendance

Attendance to all lessons, including tutor / registration periods is essential for you to make progress; we expect student attendance over the year to be at least 95% although we do make allowances for long term medical problems. If you are absent, absence notes signed by a parent, carer or doctor should be given to your tutor.

Attendance definitions	
95-100%	Expected.
90-95%	A cause for concern.
Below 90%	A serious cause for concern.

The Post 16 team will monitor attendance very closely, informing parents / carers when attendance becomes a serious cause for concern. If your attendance is a serious cause for concern during year 12 you may be putting into jeopardy your place in year 13. Please note that the following do not count towards the 95% attendance target even if they are authorised:

- Medical and dental appointments.
- Family holiday.
- Illness.

On the first day of illness please telephone Mrs Burrows on 01773 716396 ext 294 to inform us of your absence. Please repeat this on any subsequent days of illness.

Bursary Fund (16-19)

This fund is allocated by the government to assist students whose access to, and participation in, education is inhibited by financial constraints or barriers. Students following government funded courses, who are over 16 years old are eligible to apply. Full details of how we administer the Bursary and an application form can be obtained from the Post 16 administration office.

Commitment to your studies

You have chosen to continue your education at Heanor Gate Post 16, possibly with a view to gaining access to Higher Education. Your studies therefore have to be the most important thing in your school life. From past experience we know that the main contributor to a successful Post 16 career is simple: it is how much time you spend on your studies. We believe in order to achieve your target grades, if you are studying A levels or Level 3 Diplomas, you should spend as much time working independently as you do in timetabled lessons. This should see you studying independently for between 15-20 hours a week.



Dress code

There is no formal uniform in Post 16 but we ask that you dress in a smart, casual manner. There are some items of clothing that are inappropriate to wear when on site. These include beach wear, short shorts or hot pants, tops which expose the midriff or stomach, low cut tops and muscle vests, tops with inappropriate logos or slogans. If your dress code is deemed inappropriate you will be asked to return home to change. Students should also ensure that hair styles and piercings are not 'extreme'. *Students should wear their Post 16 lanyard and ID badge at all times.*

Equal Opportunities

At Heanor Gate Post 16 we expect everyone to treat each other with respect, regardless of disability, race, gender or culture. We value our students' diversity and make every effort to ensure that your individuality is valued.

Internet Access

All students will have access to the school's network and will be provided with a school e-mail account. It is the responsibility of each student to check e-mails regularly and also ensure that the internet is used sensibly. Misuse of the internet may see usage limited or withdrawn.

Lockers

Student lockers have been introduced this year and a limited number are available for a deposit of £5, this will be refunded when the locker key is returned. Locker keys are available from the Post 16 administration office. Loss of keys or damage to the lockers will be the responsibility of the registered keeper.

Lunch time

This year will see the introduction of a Post 16 only food pod at the back of the Post 16 common room. Students are welcome to use this, the main school dinner hall, bring their own lunch or go off site. If you go off site, you are representing the school and as such must behave accordingly.

The designated dinner slot for Sixth Form students is 4b which is 12:55 – 1:25pm, although this is sometimes more flexible due to students' study periods. This slot will be shared with Year 7 and it is hoped that this will be beneficial to them seeing you as positive role models. Appropriate behaviour is therefore expected and this includes you tidying up any rubbish you generate.

The canteen operates a cashless system and you will be fingerprinted on the first day to enable you to use this system.

Off Roll

If you choose to leave Heanor Gate Post 16 at any point during the year (e.g. if you secure employment or an apprenticeship) it is important that you complete a "Leaver's Form". This is important as it allows us to ensure that your destination is secure. Leavers' forms are available from the Post 16 administration office.

Parking

If you bring a vehicle to school you should use the main school car park. Heanor Gate Post 16 can take no responsibility for any theft or damage that occurs to your vehicle while in the car park. Car permits must be obtained from the Post 16 administration office.



Paid Employment

We realise that many students want to take up some part-time employment but this must be very carefully controlled and should stop when external exam time approaches. No paid employment must take place in school time. If you do work we strongly recommend that you only work at weekends and for no more than 5 or 6 hours. National research has shown that on average students who work for 8 hours a week score a grade lower in each A-level subject and students working more than 10 hours, two grades lower.

Personal, social and employability skills

In addition to academic studies Post 16 students are encouraged to develop their personal, social and employability skills. Opportunities to develop these are many and varied, and include participation in the following: sports teams, school drama and music productions, educational trips and residential visits, young enterprise, lunchtime supervisors, subject ambassadors and peer mentoring schemes. Although not limited to an hour, the timetable does provide a compulsory hour per week where student can engage in the Post 16 'Enrichment Programme'. All students will be expected to engage with an activity of their choice and full attendance is expected as with all other sessions.

Phones

Phones can be a distraction in lesson. We ask that when you are in a lesson your phone is switched off and out of sight. The only exception to this would be if your teacher gave you permission to use the phone for research or revision papers (eg accessing past exam papers).

Private Study

The Post 16 Centre is designed and equipped to allow students to reach their potential. The room off the Post 16 common room is a designated silent working area. There is no eating or drinking allowed in this area at any times. The Post 16 common room is a space where students are welcome to work in groups or in a slightly more relaxed space. The distinction between these two spaces should be respected by all students at all times. The efficient use of non-contact time during the school day is a good way to build up the 15-20 hours of independent study per week required for success.

Programme of Study

All Post 16 students must have a programme of study which comprises a minimum of 30 timetabled hours per fortnight up to a maximum of 44 timetabled hours per fortnight. Your KS4 examination results will determine the most appropriate length of your programme of study.

Should you decide that you wish to change one of the courses you have started you must discuss this with a member of the Post 16 Achievement Team and the subject teachers. If we decide a change is appropriate you will be issued with a "Course Withdrawal" form which you must then get signed by your subject teacher and the Head of Faculty. All course changes must take place before Thursday 29 September.

Should you wish to drop a subject after this date you must discuss it with Mr Jones who will discuss the feasibility of this on an individual basis. Students who have not previously achieved a grade C in English Language and/or Maths must study that subject and re-sit the qualification(s) in Post 16. Each of those subjects will be taught in timetabled lessons and be delivered by subject specialists.



Progression into Year 13.

The progression requirements from year 12 to year 13 will depend upon the subjects that you are studying. If you are studying an A-level you must have passed the AS exam in that subject (minimum expected grade D). If studying a level 3 Diploma you must (according to your subject teacher) be on target for at least a Merit in that subject. Each student in year 13 must follow a study programme which comprises a minimum of 3 final year qualifications*. Students who have only 2 viable final year qualifications will be asked to pick up an extra AS or 1 year level 3 Certificate.

* Ideally students should study 3 final year qualifications. However a few students may be allowed to study 4 final year qualifications if their AS results are a minimum of BBBB (or equivalent).

If studying a vocational course a student must pass in order to progress onto the next level which will be studied in year 13. Entry will also be dependent upon a progression interview.

Students who do not meet the requirements for entry into year 13 may be given the opportunity to re-sit year 12, however they would need to change the subjects that they study. Please note that only students with an excellent record of conduct and attendance will be given this opportunity.

Risk Assessment

If you have injured yourself in any way and are unable to get about unaided (e.g. you are using crutches or you have your arm in a sling) you will need to have a risk assessment carried out when you return to Post 16. Risk assessment forms are available from the Post 16 administration office.

School Day

The school day runs from 8:50am to 2:55pm (students finish at 2:35pm on Wednesdays), although students should aim to be onsite and at their tutor bases for 8:45am. Post 16 students are free to leave the site during the day if they have no timetabled lesson. However, if you go off site during the day you are representing the school and must act accordingly. Although the ability to leave the site during non-contact periods is one of the greater freedoms you are afforded in Post 16 you must learn how to handle it responsibly. Most students find that utilising non-contact periods to study or complete assignments in the study rooms is the most effective use of their time.

Smoking

Heanor Gate Post 16 is a strictly no smoking site, this includes the use of e-cigarettes. Any student caught smoking on site will face severe sanctions.

Target grades

All students will have target grades set for each subject. These target grades are based on the average grade achieved by students nationally with a similar GCSE (or equivalent) performance in year 11. They are set as a minimum expected grade and are in no way meant to represent a ceiling to a student's ability.

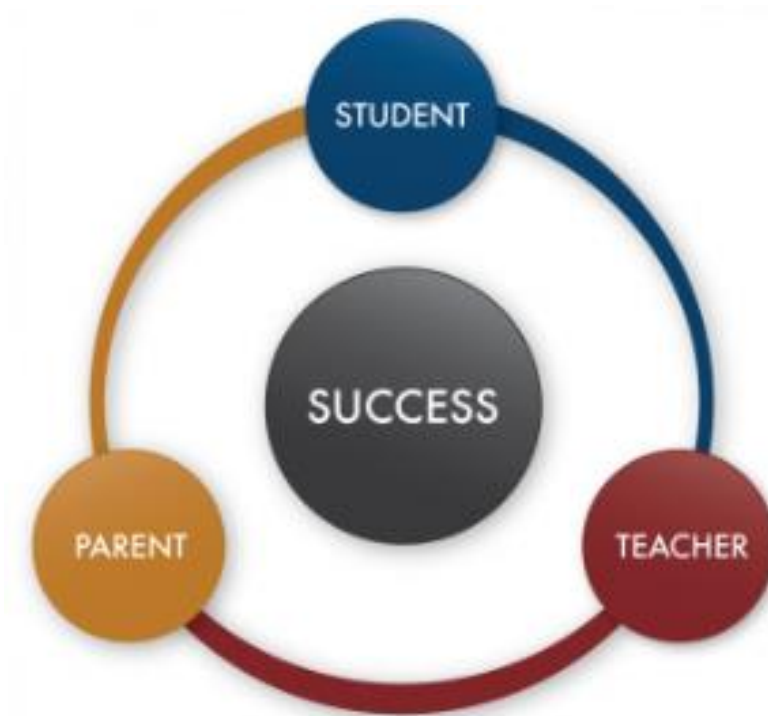


Tutor time

Your tutor is your guide and mentor throughout Post 16; they are also your first point of contact if you have any problems or concerns. Tutor time runs from 8.50am-9.10am every morning except Wednesdays, where on this day Period 1 will begin at 8.50am. Tutor time is a superb opportunity to prepare students not only socially and emotionally but to prepare them for the next stages in their lives / education. A variety of guest speakers and external stakeholders have been booked in to support with this and so active participation from all students is expected.

Work Experience

In an increasingly competitive world it is clear that most students benefit from gaining experience in a relevant work place. For some careers (medicine, veterinary medicine, nursing etc.) this is essential but for others it gives students a much better chance of gaining a university place or job interview. Whilst in Post 16 there is no designated week for students to undertake placements, students are encouraged to seek out experience through the enrichment programme, in holidays or during staff INSET / development days. A number of prestigious opportunities run by national and global organisations will be promoted throughout the year.





Post 16 Centre and Student Contract

You have chosen to continue your education at Heanor Gate Post 16. As a member of Post 16 you enjoy a range of rights or privileges. We hope that you enjoy your time in Post 16 and that you leave having achieved your potential and fully prepared for the next stage in your life. This document sets out those things that you have a right to expect from the school and its staff, and also what we expect from you... Please sign the contract and return to your tutor.

Heanor Gate Post 16 will:

- Provide courses and teaching facilities that are appropriate for your ability.
- Have high expectations for each student and set them appropriate targets.
- Ensure that homework assignments are set regularly and marked constructively and returned promptly.
- Monitor students' progress and report this to parents / carers.
- Provide facilities for independent study at school.
- Provide guidance and preparation to support your progression beyond Post 16.
- Inform you when staff are absent and ensure that appropriate work is set.
- Provide an opportunity for voluntary work experience.

Students will:

- Read the student handbook and abide by the rules included in it.
- Negotiate a full programme of study and maintain their commitment to it. Any changes to the programme of study must be negotiated with Mr Jones or Mrs Dobrzycki.
- Attend and be punctual to all timetabled lessons, tutor times and assemblies. Make every effort to ensure attendance remains above 95% throughout the year.
- Meet deadlines for all assignments or homework.
- Maintain an acceptable standard of behaviour at all times, respecting each other, the facilities and the environment.
- Not undertake any paid employment during school hours and limit this employment to a maximum of 8 hours a week.

Parents / Carers are asked to:

- Support Heanor Gate Post 16 to ensure that your son / daughter achieve their full potential.
- Attend all relevant meetings to discuss issues relevant to your son / daughter.
- Contact the school regarding issues or concerns with your son's / daughter's progress, attendance or wellbeing.

Heanor Gate Post 16 Centre and Student Contract



I have read and accept the list of expectations as outlined in the home school agreement:

Student name: Tutor:

Signed by	Date
Student:	
Parent:	