

# Information for Parents



2011 - 2012



tel 01782 848736

[www.stokesfc.ac.uk](http://www.stokesfc.ac.uk)



# Introduction From The Principal

We are delighted that your son/daughter has chosen to attend the City of Stoke on Trent Sixth Form College and we hope that their time with us will be both enjoyable and productive.

This booklet has been produced for parents and carers. It provides you with key information about the college and the way we work to support all our students to develop further as self directed and ambitious learners. We work to help them achieve their potential and then move on to a positive destination in Higher Education or employment with training.

This college seeks to provide students with a 'bridge' between compulsory schooling and the world of employment or university. We expect that students join the college in order to achieve qualifications and to develop social and employability skills. At the college students will find that they have more freedom than they will have experienced at school. With freedoms come responsibilities. Part of the college experience is developing the maturity for self discipline. We treat our learners as young adults and expect them to conduct themselves appropriately.

We ask for your support in ensuring that your son/daughter recognises their responsibilities in respect of their enrolment at the college:

- Full attendance
- Completion of work on time
- Accepting advice and support when offered
- Respecting the College's commitment to equality and celebration of diversity

For our part we are committed to treating students with respect and providing all the support, encouragement and challenge that gives them the very best opportunity to succeed.

Further details concerning the college and the way we work to support your son/daughter are provided within this booklet.

I would encourage you to contact us by email, letter or phone if you have any specific questions or concerns.

We look forward to seeing you at Parents' Evenings in the future.

**Helen Pegg**

Principal

# A COLLEGE THAT PUTS STUDENTS AT THE CENTRE

At the Sixth Form College, we place students at the centre of everything we do.

Our Mission Statement is:

**‘THE YOUNG PERSON’S COLLEGE  
DEVELOPING SKILLS;  
INSPIRING EXCELLENCE’**



Learning opportunities are wide open as the College offers the largest number of Advanced Level courses in Staffordshire.

There are numerous opportunities for students to become involved in the college community from taking part in Sport with an ever expanding competitive sports and recreational fun offer, to performing at major events throughout the year for students interested in the performance arts.

There were 84 educational visits last year involving nearly 2400 learners and our students organised events for charity which raised over £1500.

Our Student VIP and Peer Mentor programmes are open to all students, giving them the opportunity to act as Ambassadors for the college and become involved in activities in the college and wider community.

Our active Student Forum and Student Council allow learners to become involved in developments within the College – they are led by our two elected Student Governors.

The “student voice” is always welcomed with frequent opportunities for students to comment on the College and their learning.

We do not have lots of rules; our only one is the “Code of Conduct” which is displayed in all rooms:

## **CODE OF CONDUCT**

We aim to make the Sixth Form College a friendly and pleasant environment in which to study.

We therefore expect you to treat all students and staff with courtesy and respect and the College building and equipment with care.

Thank you.

# open the door to your future...

...at the City of Stoke on Trent Sixth Form College the young person's college developing skills; inspiring excellence



## Duncan Davis

Formerly of Trentham High School,  
A Co-operative Trust Science College

Duncan has set his sights high with the aim to complete a PHD researching Nanotechnology after collecting A Levels in Physics at A\* and Maths, Further Maths & Chemistry at grade A. Duncan starts a MSci in Physics with Nanoscience at the University of Nottingham.

*'I visited the college open evening and instantly felt at home. You are treated more like an adult - encouraged to be self-motivated with your work and time management.'*

- A Level pass rate over 96% with two thirds of students achieving the higher grades of A\* - C
- Students have achieved 154 A\* and A grades across a range of subjects with 25 students achieving the coveted A\* grade at A Level - many gaining more than one A\*
- 100% pass rate across BTEC National Diploma subjects with three quarters of these students gaining merits and/or distinctions
- Outstanding performance of minority ethnic students who achieved 100% pass rates at A Level
- The gender gap in achievement has reduced again. The overall pass rate for males at A Level is less than 1% below the female overall pass rates and better than the national rate



## Sally Pepper

Formerly of St Thomas More High School

Gaining A grades in both her Maths and Music A Levels along with a grade B in Further Maths & French, Sally is delighted to continue her two major passions, taking her place at Liverpool University studying a Combined Honours of Music & Maths.

*'I chose the Sixth Form College because of the wide variety of courses on offer. I was able to select quite an eclectic mix of A Level subjects to suit me. The college is a useful stepping stone between school and university, with structured lessons preparing you for the additional work required at HE level.'*



## Anna Dickson

Formerly of Wolstanton High School

Anna was elated when collecting her A Level results - Grade A\* in Psychology, Grade A in Chemistry, Biology & Geography.

*'I have thoroughly enjoyed my time here it was the right choice for me. Starting college was scary but everyone is so welcoming and I made friends easily. I have a lot more independence and I am looking forward to starting at Manchester University studying Biomedical Science.'*



## Jonathan Jones

Formerly of Clayton Hall  
Business & Language College

*'The Sixth Form College has an excellent reputation with lots of opportunities to excel in your chosen area. I took part in the UK Senior Maths Challenge achieving a Silver Certificate - a great addition to my UCAS application.' Jonathan gained an outstanding A\* grade in both Maths & Further Maths. A grades in Physics and Computing at A Level. He is thrilled to take a place at Durham University reading Maths along with Rachel Bowers, formerly of Endon High School, who after collecting an A\* and two A grades in her A Level courses is planning the same progression route.*



# from school now college your life gain knowledge

enrolling now - call 01782 848736 - [www.stokesfc.ac.uk](http://www.stokesfc.ac.uk)

# THE TRANSITION FROM SCHOOL

College is quite different from school!

It provides an experience for learners which effectively prepares them for the world of Higher Education and employment.

Throughout their time here with us we help our students to become self motivated and organised learners – they learn to use free time in the day creatively.

The college provides a more adult environment with less formal relations with staff and no lesson change bells.

Lessons will involve a variety of activities, in both in the classroom and in the Learning Resource Centres and breakout spaces, designed to meet the individual needs of our students and their varied learning styles.

## SAFEGUARDING

The safety of our students is of central importance. The college is fully compliant with Health & Safety and child protection legislation and the Safeguarding Policy is available on request.

An important aspect of college safety is that all members must wear photo identity at all times. Students will be given help in learning to remember their ID cards, but may be sent home for it if they forget it repeatedly.

Please note, there is no drop off point or car park for students who come to college by car; the nearest safe place to drop off passengers is the Fenton Manor car park on City Road.

## LEARNER SUPPORT

Whatever a student needs, the college will try to help.

We offer:

- Literacy support
- Numeracy support
- Help with organisation & time management
- Personal support
- Counselling

Students only need to ask to access these services at their Faculty Helpdesk.

Sometimes a teacher or other member of staff will suggest that students need additional learning support in an academic tutorial or other support sessions. It is very important that students accept the support and advice offered and that they attend all additional sessions that have been arranged.

## ATTENDANCE

We expect our students to attend **all** their lessons, tutorials and additional support sessions. Please call us on our **attendance line** (854203) if your son/daughter is too ill to attend college.

If your son/daughter has a serious illness, please contact his/her Senior Achievement Tutor to arrange support for them when they return to college. An authorised absence will only be given for a higher education or full time employment interview, work experience, a hospital appointment (written evidence will be required), a driving test or college approved religious observance.

If a student's attendance is unsatisfactory, we will help them to improve it and contact you if it does not improve.

# EMA

This scheme is open to students who received EMA in 2010-2011. It is administered by central government. The College will help students to apply.

The allowance is for **attendance** at College, so if a student is unable to attend a lesson they will lose their EMA payment for that week.

## New College Bursary

The new college Bursary is a means tested support payment made by the college. Students are required to fill out an application pack from the college Finance Office if they feel they could qualify for the Bursary scheme. More information is available on the college website [www.stokesfc.ac.uk](http://www.stokesfc.ac.uk) and from the Finance Team 01782 848736.

## Monitoring Progress

Teachers set a **minimum** number of formally assessed and recorded work each year, marks from which are used to monitor each student's progress towards their target grade. Information is provided to students on each piece via the assessment cover sheet which will identify strengths, weaknesses and what needs to be done to improve the grade.

See the Monitoring & Assessment Guide enclosed

Progress is reported to parents each term via the Progress Review which you will receive by post. It is followed by a Parents' Evening when you will have the opportunity to meet teachers to discuss your son/daughter's progress.

All students have an online Individual Learning Plan which they and their teachers and Achievement Coaches add to as the course progresses.

Each student belongs to a tutor group within their Faculty. Tutor groups are led by an Achievement Coach who runs group tutorials and carries out a schedule of 1 : 1 meetings with students in the group throughout the year. The role of the Achievement Coach is to oversee the student's achievement against target grades across all subjects, to monitor attendance and to provide advice and support. They will also 'signpost' the student to other specialist support services within and outside the college if needed.

## Coursework

Coursework generally consists of pieces of written work that are set and marked internally within the college. Before the marks are submitted to the examination boards they must be standardised between different teachers of the same subject. They are then subjected to a checking process by the examination boards themselves. These procedures are known respectively as **internal and external moderation**.

**Internal Deadline** – this is the date by which a piece of coursework should be completed and handed to the subject teacher. The date will be set by the subject team. This will normally be earlier than the date on which coursework must be sent to the examination board in order to facilitate marking and standardisation.

**Work submitted after the college deadline may not reach the examination board by the external deadline and this may result in a delay in the award of a grade.**



# TERM DATES 2011 / 2012

## AUTUMN TERM 2011

Bank Holiday	-	Monday 29 <sup>th</sup> August 2011
Enrolment	-	Tuesday 30 <sup>th</sup> August 2011
Half Term	-	Monday 24 <sup>th</sup> to Friday 28 <sup>th</sup> October 2011 (Inclusive)
Last day of teaching	-	Friday 16 <sup>th</sup> December 2011

## SPRING TERM 2012

First day of teaching	-	Tuesday 3 <sup>rd</sup> January 2012
Half Term	-	Monday 13 <sup>th</sup> February to Friday 17 <sup>th</sup> February 2012 Inclusive)
Last day of teaching	-	Friday 30 <sup>th</sup> March 2012
Easter Holiday	-	Monday 2 <sup>nd</sup> April to Friday 13 <sup>th</sup> April 2012

## SUMMER TERM 2012

First day of teaching	-	Monday 16 <sup>th</sup> April 2012
May Day	-	Monday 7 <sup>th</sup> May 2012
Half Term	-	Monday 4 <sup>th</sup> June to Friday 8 <sup>th</sup> June 2012 (Inclusive)
Start of Term	-	Monday 11 <sup>th</sup> June 2012
Last day of teaching	-	Thursday 13 <sup>th</sup> July 2012

\* Please be aware that the college may add additional key dates to this page throughout the year due to scheduled staff development activities. Students will be informed of any additional days or changes whilst at college and this page will be updated as soon as these dates have been set.

## PARENTS' EVENINGS 2011-12

These events will run between 4.30pm and 7.30pm.

More information about each of the events will be provided closer to the date.

- Thursday 24<sup>th</sup> November 2011
- Tuesday 6<sup>th</sup> December 2011
- Wednesday 28<sup>th</sup> March 2012
- Thursday 19<sup>th</sup> April 2012



# ENQUIRIES

If you need to contact the College about your son/daughter,  
please call

01782 848736

and ask to speak to the Senior Achievement Tutor within the  
relevant Faculty.

Useful phone numbers and email addresses:



Attendance Line		01782 854203	
<u>Maths &amp; Business Technologies Faculty Office</u>	01782 848736	Ext 296	
Senior Achievement Tutor	Geoff Willis	Ext 215	<a href="mailto:geoff.willis@stokesfc.ac.uk">geoff.willis@stokesfc.ac.uk</a>
<u>Science Faculty Office</u>	01782 848736	Ext 283	
Senior Achievement Tutor	Richard Head	Ext 272	<a href="mailto:richard.head@stokesfc.ac.uk">richard.head@stokesfc.ac.uk</a>
<u>Communications Faculty Office</u>	01782 848736	Ext 237	
Senior Achievement Tutor	Liz Beardmore	Ext 229	<a href="mailto:liz.beardmore@stokesfc.ac.uk">liz.beardmore@stokesfc.ac.uk</a>
Careers and Progression Co-ordinator	Phil Maddocks	01782 848736 Ext 201	<a href="mailto:phil.maddocks@stokesfc.ac.uk">phil.maddocks@stokesfc.ac.uk</a>