

PARENT'S/CARER'S CHARTER

We are proud of the achievements of our young people here at the City of Stoke on Trent Sixth Form College. A significant majority of our young people progress to a wide range of university courses, including Oxbridge, Russell Group, Sutton 30 and local universities, whilst others choose to progress to apprenticeships, including prestigious degree apprenticeships, or directly into employment; we work hard to support every young person, whichever progression route is right for them.

The Sixth Form College is a very different learning environment from secondary school. We support our young people to take responsibility for their own behaviour and progress, in order to make the successful transition into independent learners. Support is offered by a range of staff at the College, but your role as parent/carer is just as important; we recognise that positive parental/carer interaction has a positive impact on a young person's learning, behaviour, attendance and progress.

The College values the contribution that parents/carers can make towards their young person's education and would like to work in partnership with you to ensure that all of our young people can fulfil their potential. Therefore, we actively encourage parents/carers to contact the College and interact with teaching staff in order to ensure that all of our young people have the opportunity to be successful during their time with us.

AS A VALUED PARENT/CARER, YOU CAN EXPECT TO RECEIVE:

1

SUPPORT IN HELPING YOUR YOUNG PERSON TO FULFIL THEIR POTENTIAL.

2

AN INVITATION TO OUR PARENTS'/CARERS' INFORMATION EVENING IN THE SEPTEMBER OF YOUR YOUNG PERSON'S FIRST YEAR OF STUDY.

3

LOGIN DETAILS AND A PASSWORD TO GIVE YOU ACCESS TO OUR CEDAR STUDENT INFORMATION SYSTEM, WHERE YOU CAN ACCESS INFORMATION ON YOUR YOUNG PERSON'S ATTENDANCE, PUNCTUALITY AND PROGRESS IN ALL OF THEIR SUBJECTS AT ANY TIME IN THE ACADEMIC YEAR.

4

INVITATIONS TO PARENTS'/CARERS' EVENINGS IN THE AUTUMN AND SPRING TERMS AND TO BE PROVIDED WITH THE OPPORTUNITY TO SPEAK WITH SUBJECT TEACHERS TO DISCUSS YOUR YOUNG PERSON'S PROGRESS.

5

INFORMATION ON EXAM ARRANGEMENTS.

6

AN INVITATION TO A HIGHER EDUCATION PROGRESSION EVENING AT THE COLLEGE, WHICH WILL CONSIDER ISSUES RELATING TO FINANCE AND HIGHER EDUCATION, INCLUDING INFORMATION ON THE UCAS APPLICATION PROCESS; AND ACCESS TO PARENT GUIDES.

7

A RESPONSE TO ANY ENQUIRY WITHIN 5 COLLEGE WORKING DAYS.

AS A VALUED PARENT/CARER, YOU WILL BE:

1

TREATED WITH RESPECT; YOU ARE SEEN AS A VALUED PARTNER IN YOUR YOUNG PERSON'S EDUCATION.

2

ENCOURAGED TO CONTACT YOUR YOUNG PERSON'S PROGRESS COACH, SHOULD YOU WISH TO DISCUSS ANY ISSUES OR PROBLEMS. THEIR NAME WILL BE AVAILABLE ON CEDAR.

3

CONTACTED BY TEACHING STAFF OR YOUR YOUNG PERSON'S PROGRESS COACH IF THERE ARE CONCERNS OVER YOUR YOUNG PERSON'S ATTENDANCE, PUNCTUALITY, BEHAVIOUR OR PROGRESS.

4

REPRESENTED ON THE COLLEGE'S LOCAL GOVERNING BODY BY PARENT GOVERNORS.

STOKE SIXTH FORM COLLEGE EXPECTS YOU AS A PARENT/CARER TO:

1

SUPPORT YOUR YOUNG PERSON TO INFORM THE COLLEGE OF ANY CHANGE IN CONTACT DETAILS, INCLUDING A CHANGE OF ADDRESS, TELEPHONE NUMBER OR EMAIL ADDRESS.

2

SUPPORT YOUR YOUNG PERSON TO ACHIEVE THEIR POTENTIAL BY ENCOURAGING THEM TO ATTEND ALL LESSONS AND ASPIRE TUTORIALS ON TIME; AND TO COMPLETE ALL PREP WORK AFTER EACH LESSON BY THE DEADLINES SET.

3

ENCOURAGE YOUR YOUNG PERSON TO TAKE RESPONSIBILITY FOR THEIR STUDIES BY COMING TO COLLEGE FULLY EQUIPPED AND READY TO LEARN (E.G. PEN, PAPER, FOLDER, IF AVAILABLE THEIR OWN FULLY CHARGED ELECTRONIC DEVICE ETC.).

4

ATTEND AT LEAST ONE PARENTS'/CARERS' EVENING DURING EACH ACADEMIC YEAR.

5

LOG ON TO THE CEDAR PARENT PORTAL AT LEAST ONCE EVERY HALF TERM, AND BEFORE PARENTS'/CARERS' EVENING APPOINTMENTS, IN ORDER TO ACCESS INFORMATION ON YOUR YOUNG PERSON'S ATTENDANCE AND PROGRESS.

6

ENCOURAGE YOUR YOUNG PERSON TO TAKE RESPONSIBILITY FOR SOURCING A WORK EXPERIENCE PLACEMENT THAT IS RELEVANT TO THEIR PROGRAMME OF STUDY (SUPPORT IS AVAILABLE IN COLLEGE SHOULD THEY REQUIRE HELP TO DO THIS), AND HELP THEM TO ENGAGE IN ACTIVELY RESEARCHING FUTURE CAREER PLANS.

7

CONTACT YOUR YOUNG PERSON'S PROGRESS COACH WITH ANY CONCERNS OR ISSUES WHICH MIGHT IMPACT ON THEIR PROGRESS IN COLLEGE. THEIR NAME WILL BE AVAILABLE ON CEDAR.

8

AVOID BOOKING HOLIDAYS DURING TERM TIME AND ENSURE THAT NON-URGENT MEDICAL APPOINTMENTS, DRIVING LESSONS/TESTS AND OTHER NON-URGENT APPOINTMENTS ARE MADE OUTSIDE OF LESSON TIMES.

We welcome parental/carer engagement at the City of Stoke on Trent Sixth Form College. Further information for parents/carers is available on the College website under the 'Parents & Carers' tab.

If you have any issues, please contact your young person's Progress Coach in the first instance, who will liaise with staff as required. If you are not satisfied, please ask for details of the College's Complaints Procedure; any complaints are dealt with fairly and efficiently.

Please do not hesitate to contact the College via the contact details on our website if you have any questions, concerns or suggestions for improvement.

We look forward to working with you.