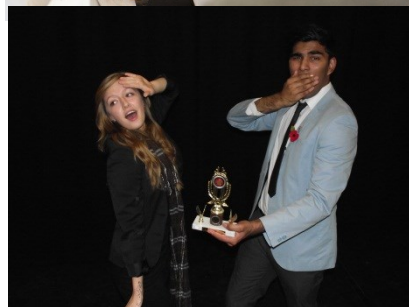


# Q3 Academy Sixth Form

## Student and Parent/Carer Handbook 2018-19



# Personnel & Contacts

Q3 Academy, Wilderness Lane, Great Barr, Birmingham B43 7SD

Telephone: 0121 358 6186 (Main Reception) or 0121 358 8570 (Sixth Form office)

Role	Staff	Email (all @q3academy.org.uk)	Ext.
Assistant Vice Principal/Director of Sixth Form	Mrs V Noakes	vnoakes@	1867
Sixth Form Administrator	Mrs L Devane	ldevane@	1684
Sixth Form Academic Champion	Mrs A Henson	ahenson@	1679
Aspirations, Careers & Employability Ambassador	Mrs C Meredith	cmeredith@	1679
Examinations Officer	Mrs C Busby	exams@	1229
Attendance Administrator	Miss F Alsop	falsop@	2288
Arts Company PLD	Mrs S Ward	sward@	1793
Arts Company Administrator	Miss D Davies	ddavies@	1278
Communications Company PLD	Miss R Walls	rwalls@	1797
Communications Company Administrator	Miss V Martin	vmartin@	1266
Discovery Company PLD	Miss M Samuel	msamuel@	1675
Discovery Company Administrator	Mrs P Cooper	pcooper@	1347
Lifestyle Company PLD	Miss S Walsh	swalsh@	1794
Lifestyle Company Administrator	Mrs M Priddey	mpriddey@	1543
Social Design Company PLD	Mr M Kulyna	mkulyna@	1652
Social Design Company Administrator	Mrs A Lea	alea@	1762

# Sixth Form Agreement

## **WE WILL UNDERTAKE TO:**

- Provide the teaching and assessment necessary for you to complete all courses;
- Arrive at lessons punctually;
- Set work regularly, mark and return it within an agreed time;
- Ensure appropriate work is provided if teachers are absent;
- Ensure that you and your parents/carers know the progress you are making;
- Devise strategies to support you if you are not making satisfactory progress.
- Monitor your attendance.

## **16 – 19 Bursary Fund**

This will be administered by the Academy. Students need to meet certain criteria to obtain this financial award.

It will be based on your half-termly attendance of 97% or above, attitude and behaviour and your ability to meet the specific work requirements of the courses on which you are enrolled. This will be administered during the first week after every half-term holiday.

Please see pages 13-16 for further details.

Application forms are available from the Sixth Form Office or on our website.

# Sixth Form Agreement

## YOUR BUSINESS WEAR AND PRESENTATION:

- All students will adhere to the Sixth Form Business Wear Policy at all times, as detailed below:
- Phones, MP3 players and headphones must never be visible around the Academy.
- Gum should not be chewed in the Academy at any time.

<u>MALE STUDENTS</u>	<u>FEMALE STUDENTS</u>
<p>Tailored suit or tailored blazer and trousers;  Tailored shirt;  Tie;  V-necked jumper (optional, but not to be worn as an alternative to a jacket);  Black, navy or dark grey socks;  Black or brown shoes;  Pin badge;  ID badge;  1 small (no wider than 5mm) plain ear stud permitted in each earlobe;  Small wristwatch;  Hair/eyebrows – as per Academy policy;  Suitable clothes for PE/Recreation.</p>	<p>Tailored suit or tailored blazer and trousers/skirt, to include:-  Tailored long trousers;  Skirt (knee length or below);  Tailored blouse and/or jumper (not to be worn as an alternative to a jacket);  Black, navy or dark grey socks;  Plain, not patterned, tights;  Black or brown shoes;  Pin badge;  ID badge;  Hair/eyebrows – as per Academy policy;  A natural style of make-up is permitted;  1 small (no wider than 5mm) plain ear stud permitted in each earlobe;  Small wristwatch;  Suitable clothes for PE/Recreation.</p>

- It is expected that every student starting at Q3 Academy Sixth Form will adhere to this policy.
- All Sixth Form students are expected to wear smart business dress to create a good impression, i.e. to imagine they were attending an interview.
- Smart shoes are expected.
- Nose studs, ear-spacers, related jewellery, or any other piercing(s) on the body are not allowed.
- Rings, bracelets and necklaces are not to be worn whilst at the Academy for Health and Safety reasons.

# Sixth Form Agreement

## REGISTRATION GUIDELINES FOR ALL SIXTH FORM STUDENTS

- 100% attendance is expected of you as detailed on your timetable. Registration will be taken at all lessons as detailed below:
- Students must arrive punctually to the Academy by 08.55.
- Students should aim for excellent attendance (above 97%).
- When an absence genuinely could not be foreseen in advance, you must telephone Miss Alsop, the Attendance Administrator, on 0121 358 6186 extension 2288, before 08.30, to report why you are absent and to give an indication of the length of time you will be away for. This information will be passed onto your PLD.
- When you return to the Academy you must provide a letter from your parent/carer to explain the reason for your absence. This letter is to be handed to Mrs Devane, the Sixth Form Administrator, in order that your attendance records can be amended accordingly.
- When you arrive late to school you must report to Miss Alsop to record the time you arrived and the reason why you are late. Equally if you need to leave the premises for any reason you must report to Miss Alsop, to record the time you leave the Academy site and the reason.
- On a weekly basis a report is given to each Tutor in order that all Sixth Form students can check their attendance marks. It is strongly recommended that you check on a daily/weekly basis with your Tutor to quickly resolve any questions or concerns with respect to your attendance.

### Examples of authorised absences:

- An evidenced medical appointment which cannot be arranged outside school hours, i.e. hospital or orthodontist.

# Sixth Form Agreement

- Attendance at a funeral of a relative or close friend;
- An official religious holiday, pertinent to your faith;
- Attendance at a university open day or a careers related appointment;
- Attendance at a probation meeting, a court hearing or police interview;
- Participation in an activity which reflects a significant personal achievement, e.g. territorial army or cadet events;
- Organised college trips – notification in advance.

## **Examples of unauthorised absences:**

***[This list is not intended to be exhaustive]***

- Holidays during term time;
- Part or full time work which is not part of the student's programme of study;
- Leisure activities, birthdays or similar celebrations;
- Shopping;
- Babysitting younger siblings;
- Driving lessons or tests;
- Suspension from your course;
- Revising at home instead of being in the Academy.

## **Tutor Period**

Attendance at Tutor Period is compulsory unless you have a Company assembly or Sixth Form assembly.

## **YOUR WORK ETHOS:**

- Deadlines for work to be completed, as negotiated between staff and student, will be met on time;
- All students will be willing to undertake work experience, voluntary work and attend residential;
- When not in scheduled activities or lessons students should make effective use of time for private study;
- Students must be available to teaching and tutorial staff during Academy hours and part-time work should not impinge on students' availability;
- Students should behave in a mature way in the Sixth Form Study Room and appreciate that this is part of a work environment;

# Sixth Form Agreement

- If students are loaned an Academy laptop, these must be used only by the student, and only for work related activities. Students must also bring them to all lessons. If a laptop is found to be damaged, the student will incur a cost of £50 towards the repair;
- We expect all students to understand and comply with the ethos of Q3 Academy, with an emphasis on self-discipline, commitment, motivation and success. Mutual respect should operate at all times and at all levels;
- Students must behave respectfully towards their peers and all staff. Students should display good manners and courtesy towards staff, e.g. in answering or asking questions or otherwise directing remarks towards staff.

It is your responsibility as a Learner of Q3 Academy Sixth Form to comply with these guidelines. Failure to do so will result in a meeting being arranged between you and the Director of Sixth Form/Assistant Vice Principal, Mrs V Noakes. At this meeting Mrs Noakes will address your issues and, if deemed necessary, will inform you that a letter is to be sent home to your parent/carer inviting them to attend a meeting in which your issues will be discussed and resolved.

**Should any student fail to adhere to any aspect of this agreement, the Academy reserves the right to apply sanctions, including withdrawing students from roll.**

**I/We confirm that I/we have read and agree to the conditions set out in the Sixth Form Agreement.**

**Signed:**

On behalf of Q3 Academy .....

Please print name .....

Student signature .....

Please print name .....

Parent/Carer signature.....

Please print name .....

Date .....

# Procedures

## Students and Visitors

It is a safeguarding requirement for all Sixth Form students to visibly wear their personal ID badge. This is essential as Sixth Form students do not wear a school uniform and it is important that they are recognisable to main Academy students and staff. All students will be issued with their own personal ID badge and will be responsible for its safe keeping/replacement for which there is a charge. For security reasons, students must not bring external visitors onto the school site. All visitors to Sixth Form must report to Reception and their identification must be visible at all times.

## Mobile Telephones, Headphones and MP3 Players

Mobile phones must be switched off during lessons and not used in main school. Students should note that there are very strict rules concerning mobile phones in examinations. Any mobile phones/headphones seen around the Academy will be confiscated.

## Personal Belongings

Students must be aware that Q3 Academy will not be responsible for the loss or damage to any personal equipment.

## Vehicles

Students should consider carefully whether they should bring a car to Q3 Academy. For safety reasons, no vehicles should enter the school car park to drop off or pick up students. If students live within walking distance to school, for reasons of safety, sustainability and health, they should leave their cars at home. Students who wish to bring a car to Q3 Academy must complete the application form available from the Sixth Form office.

## Smoking

The Academy buildings, grounds, and all nearby residential streets are strictly no smoking areas for all students.

## Drugs and Illegal Substances

It is the Academy's policy to inform the Police in cases involving the possession, sale or consumption of controlled drugs within the school grounds. In addition, students must not enter licensed premises during the school day. Alcohol/drugs must not be brought onto the school site under any circumstances.

## Withdrawal

We understand that occasionally, Sixth Form study may not be for everyone. If you choose to withdraw from the Academy, it is essential you notify the Head of Sixth Form in writing. She will arrange for you to complete an **End of Study** form as well as ensure you have fully thought through your decision.



# Sixth Form Life

## Changes of Course

It is strongly recommended that changes of course are discussed and implemented prior to the start of term in September. Changes after this will only be considered in weeks 2 and 3 of the term. Students wishing to change must first discuss this with the staff whose subject they intend to change from and to. Agreement must be made with these staff, and a form collected from the Sixth Form Administrator. This must be signed by the relevant staff and Director of Sixth Form, then returned to the Sixth Form Administrator as soon as possible for a re-issued timetable.

## Communication

The Sixth Form Team will convey information such as examination dates, school trips etc. to students via the following:

- regular **compulsory** assemblies
- notice boards around the Academy
- messages via your Tutor
- email and text message direct to students
- letters and phone calls to parents/carers
- students are responsible for informing a member of the Sixth Form Team of any change to email or postal addresses immediately

The school website/internet also has up-to-date information regarding dates for your diary.

## Private Study

This is essential to your development as an independent learner. Part of your timetable comprises private study time. In addition, all non-contact 'free' time should be used for private study, reading, research and homework.

## Part-Time Work

This should be kept to a minimum, and should never exceed 7 hours per week. If students exceed this limit they will be putting their results in jeopardy. The Sixth Form programme is very busy and students will soon find themselves fully occupied and struggling with deadlines should they fail to devote the appropriate time to their studies.

## Examinations

Any query relating to examinations should be directed to the Examinations Officer, who may be contacted on extension 1229 and email [exams@q3academy.org.uk](mailto:exams@q3academy.org.uk)

# Sixth Form Life

## **Leadership Opportunities**

Applications to become Prefects will be invited during the first half-term, and students are encouraged to apply for this post. In the Autumn Term applications are invited to become part of the Junior Executive Team (JET); this is a paid responsibility and JETs represent Q3 Academy at the very highest level. In addition to this you have the opportunity to join the Student Council or be an ACE mentor. Your Year 12 programme of study will also include the unique Aspire course, designed to develop your independence and leadership qualities.

# Maximising Learning

Be under no illusions, A Levels are probably the biggest challenge of your life. Despite having fewer subjects and fewer lessons, the workload increases. You must be determined to succeed if you are going to do well. Expecting GCSEs that are “a little bit harder” is unrealistic. However, here are a few tips to ensure you maximise your learning power.

## Be Ready to Learn

- Have you arrived to your lesson on time?
- Have you brought your equipment?
- Have you brought your research/independent study?
- Are you ready to participate actively in the learning?

## During lessons

- Do you make notes, even if not directed to?
- Have you answered all the questions that you can?
- Do you have questions for your teacher?
- If you're not sure about something, have you asked for more help?
- Have you got a positive attitude?
- Have you recorded your homework and independent study?

## Private Study

- What work do you have to do?
- What more can you do to deepen your understanding?
- Can you “get ahead” of the rest of the class?
- Can you “read around” the topic you are studying?
- Have you consolidated your notes?
- Are your notes well organised?
- Is the quality of your work acceptable?
- Can you try applying your knowledge to exam papers?
- Have you tried on-line revision packages?

## Getting Stuck?

- Have you gone back over your notes?
- Have you talked to your teacher? Or your classmates?
- Have you completed additional research?
- Have you used study and learning websites?
- Don't give up!

# Maximising Learning

## Worried...?

Worries at home and at school can arise at any time during your time in the Academy. You need not just “get on with it” – there is someone to help to ensure your worries don’t get bigger and you are properly supported. Consider speaking to one of these people:

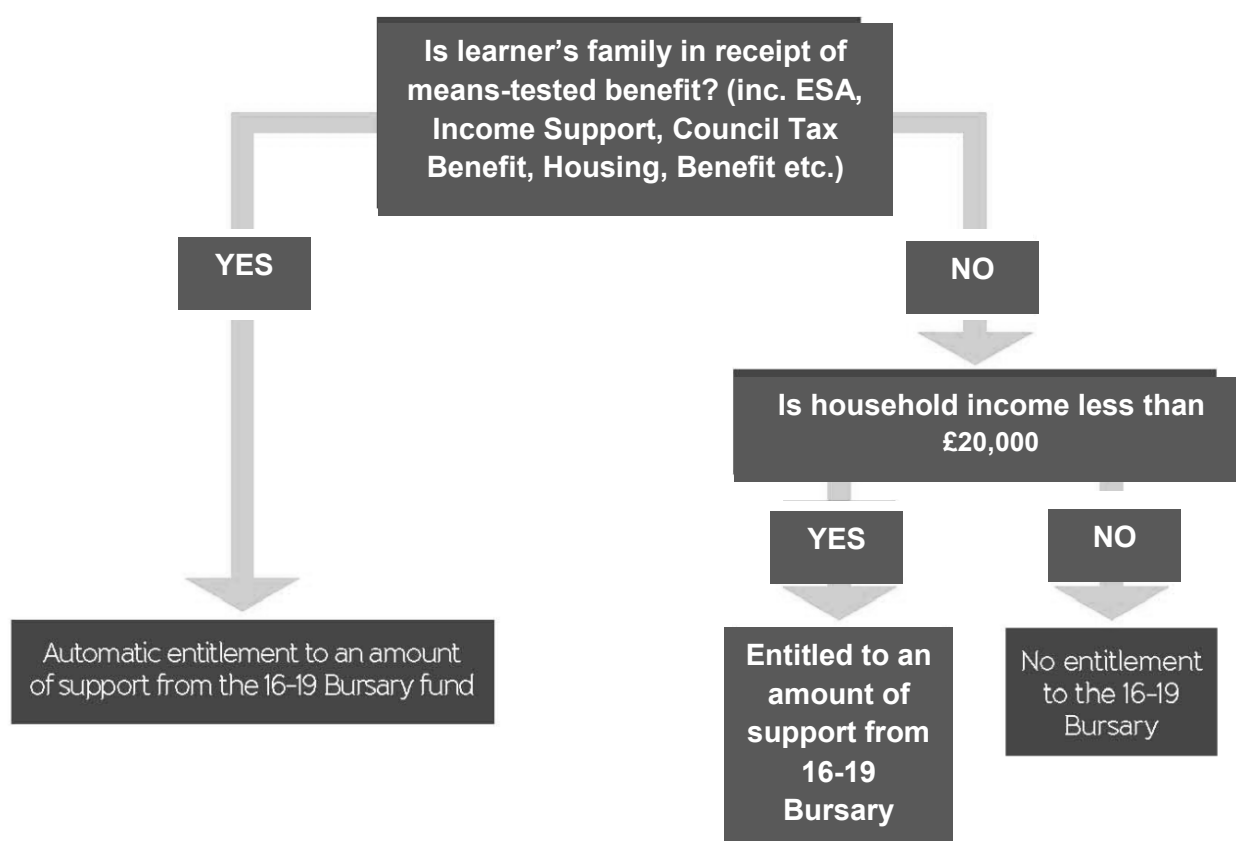
- Head of Sixth Form (Mrs V Noakes)
- Sixth Form Academic Champion (Mrs A Henson)
- One of your teachers or PLD
- Lead Inclusion Professional (Mrs C Court)

# The Bursary

Q3 Academy understands that some of our learners will need financial help during their period of Further Education with us and it is our aim to use the 16-19 Bursary Scheme to assist those who need it the most.

As part of the Government's scheme, Q3 Academy has been allocated a limited amount of money and if you are aged 16 to under-19 years on 31st August 2018 you may be eligible to be considered for an award from this fund.

A decision for a learner's entitlement will be made on an individual basis, and awards of **up to the value of £1,200** may be made each year to those who meet the criteria. This is the process we will be using to decide a learner's eligibility:



*The funds that have been allocated to the Academy follows guidance issued by the Government and applications are now invited from any student enrolled at Q3 Academy. Each application will be assessed on an individual basis and a learner's eligibility for support does not automatically entitle them to receive it. If demand exceeds the available funds, reduced awards may be given and when the fund is fully committed, no further awards will be made.*

# The Bursary

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration. Students who are eligible must **apply by Friday 28th September 2018** and must also supply the required evidence to support the application. Year 12 students who are eligible and who meet the requirements of the funding will expect to receive 6 half-termly payments over the course of the Academic Year. Year 13 students who are eligible and who meet the requirements of the funding will expect to receive 5 half-termly payments over the course of the Academic Year. These payments are subject to satisfactory attendance and conduct.

## Criteria and Eligibility

**Guaranteed Bursary Group:** These students will receive £1,200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the Student "Commitment Condition" stated below.

**Guaranteed Bursary** students are:

- Young people in care
- Care leavers
- Young people **personally** in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

**Shared Residual Allocations** The remaining sum ("residual fund"), i.e. after the Guaranteed Bursary deductions above have been made, will be allocated as follows:

- **Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year
- **Student Tier B** – Students whose home Household income is less than £17,000
- **Student Tier C** – Students whose home Household income is more than 17,001 but less than £20,000

Bursary Group	Estimated Amount (per ½ term)
<b>Guaranteed Bursary Group</b>	£200
<b><u>Shared Residual Allocations</u></b>	
<b>Student Tier A</b>	£60
<b>Student Tier B</b>	£60
<b>Student Tier C</b>	£30

# The Bursary

## Q: How much money will I receive?

A: Unless you fall into the Guaranteed Bursary Group, the amount of funding you will receive will be dependent on which tier you fall into, but also how many students apply for the funding as the calculation used is split between the numbers of applicants. Only those students who fall into the Guaranteed Group receive a set annual payment of £1,200.

## Q: I qualified for the Bursary last year – do I still need to apply?

A: Yes – to qualify for any funding from September 2018, everyone will need to submit a new application with original HMRC evidence for this current year. You will also need to bear in mind that if you still qualify, the amount of money you receive may differ to what you received last year.

## Q: How will I get my money?

A: Money will be paid in voucher form. Students will be issued with *I Love to Shop High Street vouchers*, to buy books, uniform and stationery equipment.

## Conditions of Funding

Students will be reviewed half termly (re: their attendance) at pre-set dates throughout the year. In order for the following term's payment to be authorised, students must have zero unauthorised absences since the last review or since the start of the course (if Term 1). Upon review each term, students will also be expected to have attendance higher than 97% for the term.

## Information required in order to assess your application

<b>Age:</b>	You should be under 19 years of age on 31st August 2018.
<b>Free School Meals:</b>	If you or your siblings are in receipt of Free School Meals for the current year, we will not make further checks.
<b>Priority Group:</b>	<p>Appropriate evidence would include:</p> <p>Letter from your Local Authority (usually social worker /transitional manager) to confirm your current or previous looked after status or Recent Entitlement or Award letter showing you are in receipt of:</p> <ul style="list-style-type: none"><li>• Income Support</li><li>• Disability Living Allowance and Employment Support Allowance</li></ul>

# The Bursary

## Means Assessing:

There are four main types of income evidence:

**Tax Credit Award Notice (TCAN)** – this is a document from the Inland Revenue detailing entitlement to Working Tax Credits or Child Tax Credits. The income figure required is shown as Total Income for the year from 6th April 2017 to 5th April 2018.

**P60** – this is a statement of earnings from an employer. The P60 should be for the correct adult and for the correct year (Tax Year to 5th April 2018).

**Entitlement/Award letter** - showing evidence of benefits received.

**Self-Assessment Tax Calculation Form (SA302)** - this form is sent by the Inland Revenue to self-employed people and is the equivalent of the P60.

**Application forms are available from the Sixth Form office or on our website.**



# After Sixth Form: HE & Careers

## Higher Education

A formal programme to prepare students begins in the Summer Term of Year 12. This will start with preparation for University and UCAS (the method of application) during Private Study sessions and trips to universities in Transition Week. In the Autumn Term, we host a Higher Education evening for students and parents/carers, which will cover all aspects of the process as well as information on student finance.

Students will register with UCAS and begin completing the on-line application form. They will be advised about entering subject details and, specifically, about drafting their Personal Statements. Careers information will be available for all students whether they intend to go to university or not, along with advice about writing CVs and presentation at interview. For students aspiring to Oxbridge, a programme tailored for preparation to such institutions includes visits and one-to-one mentoring.

In addition to this programme, we are fully aware that students benefit from having a wide range of responsibilities and evidence of leadership on their CVs and personal statements. We support this through:

- Prefect role
- Junior Executive Team
- Trained Mediators
- Student Council
- Sports Leaders
- Duke of Edinburgh
- Work Experience
- Learner Support

## Future Study

When choosing subjects to study, it can be important to consider your plans for the future. If you already have a definite career or university course in mind, ensure that you are choosing the right Post-16 courses. Up to date advice can be obtained by speaking to Mrs V Noakes, Director of Sixth Form/Assistant Vice Principal, Mrs C Meredith, Aspirations, Careers & Employability Ambassador, or Mrs A Henson, Sixth Form Academic Champion.

# Your Academic Progress

## Target Grades

All A Level target grades are calculated using their GCSE results – we take the average GCSE point score (APS) and plot it on a line of progression to the end of Year 13, based on national rates of expected progress. These will always be a *minimum* expectation and we will raise targets if appropriate. When it comes to writing university references we use predicted grades, which are created by our teachers based on your son/daughter's actual progress.

## Monitoring Progress

Student progress will be monitored very carefully in the Sixth Form to ensure all students get the best from their learning programme. Monitoring will be on going with students, subject teachers, tutors and the Sixth Form Leadership Team all fully involved and informed. Students will discuss their progress with Teachers, Tutor/and or PLD on a regular basis. We expect **students** to take responsibility for evaluating their **own** progress and setting targets for improvement. In addition to this, there are four interim reports.

If a student is having difficulty in any of his/her studies, or problems with time management, he/she is advised to discuss this at the earliest opportunity with a member of staff. This may be his/her subject teacher(s), one of the PLDs and/or a member of the Sixth Form Leadership Team. **Remember we are here to support you.**

## Procedures following Progress Reviews

- **Unsatisfactory levels of effort and/or progress:** If a student's effort or progress is unsatisfactory in any subject, contact will be made with home and a student support strategy will be put in place to support him/her.
- **Excellent effort and/or progress:** High levels of effort and an excellent work ethic will be rewarded via letter/e-mail and/or certificates as appropriate.
- **Under-achievement:** student progress will be monitored and student supported to improve their learning. Students that work hard and attend well very rarely under-achieve.
- **Working as a team:** We encourage every student to work to the best of his/her ability and aim high academically. We also emphasise the importance of building key skills to support progression to Higher Education, training or chosen career. Close liaison between subjects, the Sixth Form Team, student and home can trigger tailored support. Intervention managed by the Sixth Form Team will be communicated to home and regular contact is encouraged in the form of meetings, phone calls and email.

# Your Academic Progress

## Parent Portal

**If you haven't received a login, please send an email to [insight@q3academy.org.uk](mailto:insight@q3academy.org.uk).**

The Academy uses an online system to provide you with the ability to see live data about your child whilst they are at the Academy on a day-to-day basis. This is referred to as the "Parent Portal". Current and historic attendance data, exam timetables (when available), current and historic interim reports, timetables, teachers of subjects and other relevant information are all available 24-7 to designated users of the system.

In order to access this information you must first ensure that the Academy has a current email contact for **you**. You must complete the consent form within the application packs, or contact the Pupil Data Team via the main Academy switchboard or using [pupil-data@q3academy.org.uk](mailto:pupil-data@q3academy.org.uk).

Your email will be used to create a login to the system and all subsequent contact will occur using this email contact. In addition, this email will be used to send you reminders of Academy events.

Please feel free to have a look around. The main way of moving around the system is via the options down the left-hand side of the screen. The main sections are in blue and expand when clicked on. I would particularly like to draw your attention to:

### 1. 'General'

- a. The Snapshot screen (the first one that displays). Here you can find the most recent interim report, behaviour events and today's attendance summary.
- b. Purchases show you what your child has been buying at the tills (use the << button to cycle back through transactions)
- c. Timetable shows you the correct timetable for this week and the teachers who take the class.
- d. Personal details show you what consents are held on the system – can I suggest you take some time to check these.

### 2. 'Interim Reports'

- a. Click on the 'Reports' button. The most recent Interim Report is displayed. If you click on the 'More Reports' button you can choose any report to view that your child has received from the Academy. You can also print these using the Printer icon underneath your child's picture.

# Your Academic Progress

3. If you have more than one child at the Academy, their image will be displayed next to the logoff button. To switch between students you click on the appropriate picture.
4. The 'padlock' at the bottom of the screen. This allows you to reset your password for the portal.
5. The 'door' at the bottom of the screen. This is your logoff button for the portal.

The system should work on most modern desktop or laptop computers and tablet devices.

If you have any issues logging on or questions about the system, please email [insight@q3academy.org.uk](mailto:insight@q3academy.org.uk) or telephone on 0121 358 8586.

If you notice any errors with the information held on the system, please let the pupil data team know via email on [pupil-data@q3academy.org.uk](mailto:pupil-data@q3academy.org.uk) or by telephone on 0121 358 6186 and they will arrange for any corrections to be made.