

Post 16 @  
Maltby Learning Trust



# Parent Guide 2019-20

## Contents

	Page
College commitment	3
Student Commitment	4
Timings of the college day	5
Key Dates	6
Attendance	7
Minimum Expected Grades	7
Assessment & Reporting	8
Careers	9
Characteristics of a Successful Student	10
Financial Support	12
Frequently asked questions	13

## Welcome

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Dear Parents/Carers,

A very warm welcome to the new academic year at Post 16 MLT. I hope that you find this Parents' Guide useful.

At MLT we aim to provide an environment that helps your son / daughter make a smooth and confident transition to university, work or further training. We want to achieve the best possible partnership between us, students and parents and communication is therefore very important to us. Working together with you, we hope to achieve the highest level of care and support for your son / daughter.

Ms Angela Savage, Mr Sam Boon and Mrs Judith Townsend

MLT Post 16

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## Sixth Form Personnel

**Ms. A. Savage**

**AVP Post 16 Collaborative Leader**

### Directors of Sixth Form

#### **Maltby Academy**

Mr. S. Boon

#### **Tutors**

L Nixon  
Ms D Curtis  
Miss J Wass  
Mr M Swift  
Mr D Hughes

#### **STWA**

Mrs. J. Townsend

#### **Tutors**

Mr G Singh  
Mrs L Norman  
Mr S Brammam

Mrs D Bennett- Post 16 Pastoral/Admin support

## The College Commitment

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We aim to provide your son/daughter with opportunities to develop both their personal and academic skills. This Agreement provides a basis for our mutual commitment to achieve this aim. The college hopes that your son/daughter will make maximum use of all of the tuition and facilities available to them, and that in return they will commit to having a responsible attitude to their own learning and general conduct, including behaviour, dress, appearance, attendance and commitment.

We undertake to provide:

1. A personal tutor and programme of guidance.
2. Appropriate teaching and learning opportunities which may include work experience placements, visits and residential courses.
3. Individual and confidential guidance and counselling through personal tutors and/or Careers Officers.
4. Regular reviewing of academic progress through Course Review systems and Parents' Evenings, and direct contact with parents/guardians when appropriate.
5. Equality of opportunity for all students.
6. Opportunities to participate in general and cultural activities.
7. References in support of applications for higher education and/or employment.

The student commitment overleaf outlines our expectations of your son/daughter throughout their time in the sixth form. They have all read and signed a copy of this agreement to show that they thoroughly understand the commitment that is required at Post 16 MLT.

## Student Commitment

1. I will do everything I can to achieve my full potential while I am taking part in Post 16 provision at MLT, and I will take responsibility for my own learning and personal development. I will be fully committed to my courses.
2. I will attend every day and take a positive part in all lessons or activities on my timetable, and provide immediate explanations for absence or lack of punctuality.
3. **I understand that unsatisfactory attendance (below 95%) without reason will be reported to those with parental responsibility and may lead to the termination of my course.**
4. I will attend study periods (proactively ensuring I have sufficient work to do during this time).
5. I will ensure that my parents telephone the attendance office before 8.00am to report any absence and provide medical evidence for hospital and GP appointments.
6. I will attend tutorial sessions with my personal tutor and will inform him/her of any changes in my programme of study or circumstances relating to my Post 16 provision.
7. I will show consideration for students and staff at all times.
8. I will maintain an acceptable standard of behaviour in any activity associated with the Post 16 provision at MLT.
9. I will respect property and adhere to the Health and Safety Procedures of Post 16 provision.
10. I will return all books and other material loaned to me during the courses I am undertaking.
11. I will co-operate in all administrative matters relating to the keeping of records, examination entries, and post-college destination information.
12. I understand that parents/guardians may be involved in serious cases of discipline or lack of progress.
13. I will meet all deadlines given by teaching staff for submission of assignments and coursework.
14. I understand that Post 16 at MLT is a **place of work** and I will dress accordingly, including wearing a lanyard on site at all times.
15. I will actively seek to discuss progress, career aspirations and plans for further/higher education, with my tutor, teachers, Director of Sixth Form and AVP Post 16 Collaborative Leader.
16. I will not arrange other appointments during my lesson time, except in an emergency. This includes driving lessons and part-time work.
17. I understand that as Post 16 courses are very intensive, I will not arrange holidays during term-time.
18. I will adhere to the code of conduct.

## Timing of the day

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08:30 – 08.45	Tutor time
08.45 – 9.45	Period 1
09.45 - 10:45	Period 2
10.45 - 11.00	Break
11:00 - 12:00	Period 3
12:00 –13.00	Period 4
13.00 – 13.30	Lunch
13.30 - 14:30	Period 5
14.30 - 15.30	Period 6

**STWA Address:**

**Sir Thomas Wharton Academy  
Tait Avenue, Doncaster  
DN12 1HH**

**Director of Sixth Form:**

**Mrs Judith Townsend  
Telephone 01709 864100**

**Email:** [j.townsend@stwacademy.com](mailto:j.townsend@stwacademy.com)

**Maltby Academy Address:**

**Maltby Academy,  
Braithwell Road, Rotherham  
S66 8AB**

**Director of Sixth Form:**

Mr. Sam Boon

**Telephone: 01709 812864**

**Email:** [sboon@maltbyacademy.com](mailto:sboon@maltbyacademy.com)

## Key Dates

### **September 2019**

Admission to Post 16 provision

### **October 2019**

Welcome Evening for parents  
Engagement in Learning grades  
MEGS issued

### **November 2019**

Food Bank donations

### **December 2019**

First progress report sent home

### **January 2020**

Year 12 Parent's Evening  
BTEC Exams/Personal Finance Exams

### **February 2020**

Revision and supporting your child presentation

### **March 2020**

Second progress report sent home

### **April 2020**

Trial Examinations

### **May 2020**

Third progress report sent home

### **June 2020**

Resit examinations  
UCAS and next steps parents presentation  
Higher Education Fair Visit  
University open day visit

### **June/July 2020**

Final progress report sent home

## Attendance

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All students are expected to attend College for the full school day regardless of how many lessons they may have on their timetable. They will be expected to use their study time wisely for private study.

Driving lessons, doctors' appointments, dentist visits should be scheduled **outside of College hours** unless there is an emergency. **Holidays should not be taken in term time.**

If they are unwell, College should be contacted on each morning, before 8.30 am.  
The number to ring is **STWA: 01709 864100 or Maltby: 01709 812864**

## Minimum Expected Grades (MEG's)

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By the end of the first half term students will be issued with Minimum Expected Grades (MEG's) for all the subjects they have chosen to study. These are based on a student's overall performance at GCSE.

For example a student who obtained an equal mix of 5's and 6's at GCSE would be likely achieve 3 C's at A-Level. These figures are based on national statistics for students with the same prior attainment at GCSE.

These are averages and no student is truly average so all grades are possible, however some grades are more likely. We use the most likely grade as our starting point that we call this the Minimum Expected Grade. However, we avoid calling it a target as this implies it is a limit that cannot be surpassed.



## Assessment and Reporting

Close monitoring of student performance is a vital part of supporting student achievement. In both Year 12 and 13 your son/daughter will receive formal reviews of their progress in their subject areas.

### Year 12

1 <sup>st</sup> Progress review	December 2019
2 <sup>nd</sup> Progress review	March 2020
3 <sup>rd</sup> Progress review	May 2020
4 <sup>th</sup> Progress review	June/July 2020

You will also be invited to attend a parents evening in January 2020 to discuss their progress.

The Y12 Exams that take place in April are of great importance.

It is essential that students take these exams seriously as poor performance may jeopardise a student's ability to continue into year 13.

## Course requirements

Any student who is identified as not achieving their potential will receive additional support and guidance from their personal tutor and subject teachers with an intervention plan being created and monitored.

Choosing to study at the Sixth Form is a positive commitment, as it would be for any student continuing their education post 16. They are starting a programme of full time education, which needs their full commitment. There is a large jump in standards between GCSE and Level 3 courses, with a difference in the style of teaching and learning that takes place. Students are much more responsible for managing their own progress. This means that there is a great deal more independent study required outside lesson time and a large amount of reading expected. Further to this, certain subjects will have controlled assessment and coursework demands that will prove a challenge for the organisational abilities of students. It is important that students are prepared for this.

Many students adapt quickly to the challenges of Level 3 study. Some will take longer to adapt. Students are encouraged to discuss issues with their tutor. It is important that there is clear dialogue between staff, students and parents / carers.

## Careers

The aim of the careers support offered is to develop your son/daughter's knowledge and understanding of the career opportunities that are available to them when they leave sixth form. They are encouraged to plan for their futures so that they approach the next step, be it Higher Education, Further Education, Apprenticeships or employment, with confidence.

### **UCAS Applications and University Entry**

The quality of advice offered to sixth form students through the application process for University is of a very high standard. The AVP Post 16 Collaborative, Directors of Sixth Form and Tutors co-ordinate the UCAS application process. However, it is important that students are proactive in seeking information and that they meet the deadlines set, such that they gain access to the most suitable courses.

Students have the opportunity to attend Higher Education establishments at the end of Year 12 which support us in providing information and opportunities for our sixth form students.

Please see this helpful link to the Parents' Section of the UCAS website for more information: <http://ucas.com/parents>

### **Employment and Apprenticeships**

If your son/daughter is unsure of their career choice or would like to do an apprenticeship we do advise them to arrange a careers appointment with the careers advisor early on in Year 12. Your son/daughter also has access to the learning platform which has hordes of information about applying for apprenticeships, local job opportunities and support for writing job applications. The weekly tutor programme also focuses on these areas.

## Personal Tutor

Your son/daughter will be allocated a personal tutor after they have enrolled in sixth form. The tutor should be the first point of contact with any issues or difficulties that they may have and also if you need to discuss anything. Email contacts can be found at the front of this guide.

## Characteristics of a Successful Student

The following information is the culmination of 8 years of research. The aim of which was to identify the difference between students who make better than expected progress, compared with those who don't. The five key findings that result in making more than expected progress at A-level are all about character, rather than prior attainment at GCSE.

The following information is shared with students and developed during the tutor programme throughout the year. **VESPA**

### 1. **Vision: *You know what you want to achieve***

- You need a clear goal
- It must be actionable- make an action plan
- Sticking to it, even when things don't go according to plan...you need long term stamina, this doesn't work if you stick to it for 2 weeks then give up

### 2. **Effort : *You put in many hours of proactive study***

- This isn't about thinking 'you've even got it or you haven't'. IT'S NOT TRUE!
- Work takes effort, for all students independent of ability
- The 'willingness to put in great amounts of time and effort' is the biggest factor in success (Bloom 1985, p.54)
- Effort includes- homework, wider reading, research, previous learning, revision, test preparation etc etc
- The best effort is proactive- you set your own work and work independently as much as possible...this gets the best results. Reactive effort is when you react to work set by others.....you do the set work and then stop

### 3. **Systems: *You organise your learning and time***

- Systems to organise learning so that you can make sense of it all
- Systems to organise time so you can complete key tasks to meet deadlines
- Become a project manager- you are essentially planning 3-4 projects (A levels/BTECS)
- Get folders and organise them
- Reflect on your time management and use a timetable to help you plan your time- have a weekly review with yourself and your friends
- Prioritise and set yourself targets

### 4. **Practice: *You practice and develop your skills***

- Practice should not be a punishment- invest time and creativity into your practice and it becomes fun.
- This is not about 'how much' which is effort- but 'how' and what you do. It's not 'I'm really trying but I haven't got what it takes'. It's the way you do things.
- Content- 40% Skills (30%) Feedback (30%)
- Deep learning requires you using all three.
- It's all about 'character'

**5. Attitude: *You respond positively to setbacks***

This relates to

- Your process of learning (growth mindset not fixed)
- Your positivity and buoyancy
- Your response to challenge or difficulty
- Your resilience and grit- do you give up?
- Everyone who has become successful has usually failed spectacularly at some point first!

**THESE CAN ALL BE LEARNED AND PRACTICED!**

## Summary of Key Expectations of Sixth Form Students

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1. To be an excellent role model to younger students and always represent the college positively in the local community and elsewhere.
2. To follow the Sixth Form dress code every day.
3. To ensure College attendance is above 96%
4. To use private study time and free periods to complete work independently.
5. Not to take holidays of any kind during term time.
6. Not to undertake more than ten hours paid employment per week during term time; never to do paid work during college hours.
7. To contact the office immediately if unable to attend college.
8. To arrive at lessons on time with the required equipment and materials, such as a folder of well-organised notes.
9. To hand in all homework or assignments on or before the deadline set by the teacher; to discuss any problems with teachers before they become serious.
10. To complete at enrichment every week (unless another agreement is made with Director of Sixth Form)

## Financial Support

### 16-19 Bursary Fund

The 16-19 Bursary Fund is there to help 6<sup>th</sup> form students. Vulnerable Students are eligible for a bursary of £1,200. There is also a discretionary fund to support other students who may have difficulty in getting to school or taking or completing their course because of financial difficulties.

Bursary for Vulnerable Students:

Vulnerable Students are:

- Students who receive income support or Universal Credits.
- Students in care
- Care leavers:
  - Young people aged 18-21 who have been looked after for 13 weeks or more since the age of 14, or
  - Young people who cease to be looked after or accommodated.
- Disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

Students ineligible for a bursary of £1,200, but still requiring financial support, may apply for an award from the Discretionary Fund. (See below)

#### Discretionary Fund

The Discretionary Fund can help with:

- Transport Costs
- Books and equipment
- Examination resit fees
- Cost of school meals
- Curriculum based trips

### Eligibility

To be eligible to receive a bursary the student must be aged over 16 and under 19 on the 31<sup>st</sup> August in an academic year in which they start their programme of study and must satisfy EFA residency criteria.

All funding will be dependent upon regular attendance, making reasonable progress and students must comply with the College's standards of behaviour, as outlined in the Sixth Form Handbook. Students must have signed the Student agreement.

Those on low incomes will have to produce evidence of their financial situation. If you wish to apply for financial support please request an application form. All evidence provided will be treated as confidential.

## Frequently Asked Questions

### **What should I do if my son/daughter is ill and cannot attend college?**

If they are unwell, we should be contacted on each morning, before 8.30 am.  
The number to ring is Maltby Academy: or Sir Thomas Wharton Academy:

We will always contact parents about any concerns we have about absences.

### **What should I do if my child needs to be away from college for a reason other than illness (e.g. university open days, family wedding, funeral etc.)?**

Permission from the AVP/Director of Sixth Form must be sought well in advance of the event/activity. Absence from school could affect entitlement to the bursary. It is better to check with the college before deciding to attend an event/activity.

### **What should I do if I want to take my son/daughter out of college for a holiday during term time?**

We would strongly urge parents or carers not to take their son/daughter out of college on holiday during term time. If a student is away for one or two weeks, a considerable amount of learning is missed. It is vital that students claiming bursary support understand that non-attendance due to holidays is likely to lead to a withholding of funding.

### **Should I encourage my son/daughter to do work experience?**

Students are encouraged to do work experience. This is vital if they wish to apply for certain jobs and higher education courses. It is a very good idea to organise work experience through the college. Ideally, students should undertake work experience during holidays, such as half terms or summer holidays. Students should approach the Director of Sixth Form in the first instance.

### **Should I encourage my son/daughter to do paid work?**

We would strongly urge students not to undertake more than ten hours paid work per week during term time. Moreover, students must not, under any circumstances, undertake paid work during the official college day. Ideally students should not do paid work in the period leading up to external exams.

### **What should I do if my child tells me that he/she wants to change or drop a course?**

Students may wish, in the first few weeks of the academic year, to change a course. This must be done in consultation with the Head of Sixth Form and the subject teachers involved.

### **What should I do if my child tells me that he/she intends to leave Sixth Form before completing his/her courses?**

Please contact the college immediately to arrange a meeting with the Director of Sixth Form. We will sit down with you and your son/daughter to discuss the situation and discuss the best options/solutions.