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# Student Handbook

## 2022-2023



SUPPORTIVE FOCUSED BRILLIANT

## 1. WELCOME

The decision to join The Sixth Form Bolton will shape the rest of your life.

The Sixth Form Bolton is one of the UK's leading Sixth Form Colleges and our year-on-year outstanding results ensure that we offer the very best opportunities for our students. With our student success rates reaching their highest ever levels, this is a great time to continue your studies with us.



Everybody at The Sixth Form is committed to ensuring that you excel in your chosen programme and complete College with results and skills that will equip you for university, an apprenticeship or employment.

Students tell us they enjoy their time with us and they are pleased they made the transition from school to The Sixth Form. In the words of one:

*"The Sixth Form is a great place to study, teachers are very friendly and approachable. There is a lot of support available and tutors are always there to make sure you get the help you need. Attending The Sixth Form has broadened my horizons and experience, I feel much more confident about my future".*

Coming to College also means making new friends and mixing education with a great social life. You will find all you need at The Sixth Form to help you get great results and achieve your goals, but also have fun along the way. We provide a safe, happy and innovative learning experience which will stretch and challenge you to achieve your full potential. Values such as commitment, responsibility, honesty, good manners and respect are the foundations on which your and our success is based.

We are extremely proud of all our students and their success. I look forward to meeting you soon and I hope you have a very enjoyable and successful year.

**Stuart Merrills**  
**Principal**

## Expectations

### High Expectations = Outstanding Results

The Sixth Form Bolton achieves consistently high results at A Level, and across its

Vocational programmes. The success rate is well above that achieved by most schools and colleges in the country. Success requires staff and students to work together, and implies responsibilities for both parties.

#### What students can expect from us

- Commitment to high standards of teaching and the opportunity for students to proceed to appropriate examinations
- Help to be able to organise time effectively and become a self-disciplined learner
- A tutorial system which provides progress monitoring, support, advice and guidance
- Access to high quality learning support and mentoring including the offer of a professional counselling service
- Opportunities to develop your personal skills and experiences in preparation for higher education and the world of work

#### What we expect from our students

- Full attendance and punctuality at all timetabled sessions, be it online or live lessons, workshops or additional support sessions
- Punctuality entails being in the building 10 minutes before a lesson begins
- To work to the best of your ability embracing The Sixth Form's high grade habit and the 6@6
- To complete and submit all work/homework set outside of class contact time and to the deadlines given
- Active participation in academic and pastoral review sessions and ownership of individual action planning in which personal/academic goals are set and worked towards and reviewed every half term
- To undertake one week's work experience to support academic achievement
- To respect and comply with The Sixth Form Rules on wearing your ID badge at all times, not wearing coats in class, removing hats and hoods when indoors, not chewing gum and, in general, behaving respectfully to fellow students and staff. Always fully equipped to learn with an appropriate bag and personal materials
- To ensure that all personal and parental contact details are up-to-date

## Term dates

Autumn Term	Spring Term	Summer Term
<b>Term Begins</b> Monday 5 <sup>th</sup> September 2022	<b>Term Begins</b> Tuesday 4 <sup>th</sup> January 2023	<b>Term Begins</b> Tuesday 17 <sup>th</sup> April 2023
<b>Half Term</b> 24 <sup>th</sup> – 28 <sup>th</sup> October 2022	<b>Half Term</b> 13 <sup>th</sup> – 17 <sup>th</sup> February 2023	<b>Bank Holiday</b> Monday 1 <sup>st</sup> May 2023
<b>End of Term</b> 16 <sup>th</sup> December 2022	<b>Term Ends</b> 31 <sup>st</sup> March 2023	<b>Half Term</b> 29 <sup>th</sup> May – 2 <sup>nd</sup> June 2023
		<b>Teaching Ends</b> 29 <sup>th</sup> June 2023

\*The College does not permit any holidays to be taken during term time

## Key Dates

<p><b>Parents' Welcome Event 1</b> 14/09/22</p> <p><b>Parents' Welcome Event 2</b> 15/09/22</p> <p><b>Parents' Higher Education Information Evening (Year 1 students' parents)</b> 04/05/23</p> <p><b>Oxbridge application deadline</b> 15/10/22 (6.00pm)</p> <p><b>Completed UCAS applications to Progress Tutors</b> 21/10/22</p> <p><b>Parents' Evenings</b> BTEC Year 2 - 08/11/22 A Level Year 2 - 05/01/23</p> <p>GCSE - 19/01/23</p> <p>BTEC Year 1 - 29/03/23 A Level Year 1: 25/05/23</p> <p><b>College Wide Assessments</b></p> <p><b>Year 1</b> <b>Assessment 1:</b> w/c 23/01/23 <b>Assessment 2:</b> w/c 08/05/23</p> <p><b>Year 2</b> <b>Assessment 3:</b> w/c 26/9/22 <b>Assessment 4:</b> w/c 28/11/22 <b>Assessment 5:</b> w/c 27/02/23</p>	<p><b>BTEC</b> Assessment 1, 3, L2: w/c 28/11/22 Assessment 2, 4, L2 a)* w/c 20/03/23 Assessment 2, 4, L2 b)* w/c 24/04/23</p> <p><i>*Subject staff will inform you which window you will sit your assessment in, either a) or b).</i></p> <p><b>Prevent Day Year 1 &amp; Level 2</b> 13/10/22</p> <p><b>Skills Days</b> Level 2 – 30/03/23 Level 3 – 27/06/23</p> <p><b>Higher Education and Careers Day</b> 09/03/23</p> <p><b>Work Experience weeks</b> <b>BTEC Business:</b> w/c 07/11/22 &amp; w/c 12/06/23 <b>BTEC Sport:</b> w/c 30/01/23 <b>BTEC IT:</b> w/c 30/01/23 (Set 1&amp;2) &amp; 13/03/23 (Set 3) <b>BTEC Science:</b> w/c 06/02/23 (Set 1&amp;2), 27/02/23 (Set 3&amp;4) &amp; 20/03/23 (Set 5) <b>BTEC Public Services:</b> w/c 13/03/23 <b>BTEC Art:</b> w/c 12/06/23 <b>A Level:</b> w/c 19/06/23</p>
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## Timetable 2022/23

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> 8:40 – 10:00	<b>1</b> 8:40 – 10:25			<b>1</b> 8:40 – 10:20
Break 10 minutes	Break 10 minutes			Break 10 minutes
<b>2</b> 10:10 – 11:40	<b>2</b> 10:35 – 12:20			<b>2</b> 10:30 - 12:05
Break 10 minutes	P3 Break or Tutor 12:25 – 13:00			P3 Break or Tutor 12:10 – 12:45
<b>3</b> 11:50 – 13:10	<b>4</b> 13:00 – 14:35			<b>4</b> 12:45 – 14:05
P4 Break or Tutor 13:15 -13:50	Break 5 minutes			Break 25 minutes
<b>5</b> 13:50 – 15:05	<b>5</b> 14:40 – 16:15			<b>5</b> 14:30 – 15:50
Break 5 minutes				
<b>6</b> 15:10 – 16:30				

The College day is shown on the above outline timetable. You can access your own timetable via 'My Page' on the Student Portal on any device. You should check it weekly as some activities are bi or tri weekly in their patterns of occurrence. It is a learner's responsibility to know about, and attend all timetabled sessions. Parents will be able to view the same information on the Parent Portal.

## 2. Student Curriculum Information

### Curriculum Delivery

Our commitment as a College is to provide high quality academic learning. The majority of this takes place in your designated timetable sessions for the subject that you are enrolled on. The delivery plans are well thought out in terms of the sequence of topics, themes and skills. Allowing you to embed your learning as the year unfolds. Inevitably, some learning takes place outside of the classroom. Some of this is directed by your teachers and may include pre-reading, preparing for a test, homework groupwork or other instructional activity. All of our staff will also encourage you and expect you to learn to undertake undirected learning. This means that you decide what extra work you can do on your own to support and broaden your understanding in each subject. There needs to be on your part a curiosity of the subjects you are doing and a genuine desire and love to learn in general. This might not be an instinctive thing but you can and should develop this whilst you study with us.

At this point in time we cannot say for certain that there will be no further interruptions to face to face learning but we are confident that if we have to switch to online learning we are well placed to do this.

In order to remain ready to tackle learning online if we have to switch, we have designated one College week as a remote learning week. This is the week commencing 07/11/2022. In this week, each year group will have one designated day when they undertake all their lessons remotely. In addition, any homework or independent learning tasks will also be set remotely. This means that if we have a strike from public transport or a Covid spike that we can still deliver our classes effectively online.

## **Performance Management and Progress Monitoring – Year 1**

We hope that you settle into College quickly and enjoy the subjects that you have chosen. At the start of the year you will not have a target grade to work to as such. You are well qualified for your course so we expect you to develop your skills, knowledge and work habits and strive towards what we call our 'High Grade Habit'. Just like at school, the expectation would be for you to work towards achieving grades that are commensurate with your aspirations and ability. As part of your induction and ongoing progress monitoring you will be measured on the College 6@6. These are six general measures, grades at 0-6 that your teachers will assess you against at key intervals. By the time you complete your College course we are looking for you to have achieved 6@6. This review and monitoring process can be reviewed on the student portal by yourself, teachers, progress tutors and parents.

Depending on your course in College, from January/February you will also begin to see a current working grade or CWG on your profile page. This helps you to understand where you are at this point and work on the areas for development and improvement, flagged by your teachers in preparation for end of year internal/external examinations. This grade is not your anticipated end point just a milestone along your personal journey to success.

## **Performance Management and Progress Monitoring – Year 2**

At the start of the academic year you will be given a Minimum Performance Grade (MPG) for each subject. This is a national target based on your performance at GCSE. This target sets a minimum standard of work that you are expected to produce in class, for homework, all assessment, mock examinations and The Sixth Form's end of year examinations. These grades are used as a basis for predicted grades for universities or employers. You should be aware that universities will offer places based on our predicted grades and these predicted grades are determined by your progress, effort and achievement grades throughout your time in College.

At The Sixth Form Bolton we encourage you to strive for a 'High Grade Habit'. A 'High Grade Habit' means achieving at grade B or Merit or better for as much of your time in The Sixth Form as possible. When you completed your GCSEs, you aimed to achieve higher grade passes 4/5 or better! This ought to be the same in The Sixth Form. Staff will encourage you to achieve a high-grade habit in all that you do from meeting deadlines, performance in tests, coursework grades, assignment grades during progress assessments... basically in all that we do. Embedding great study habits now will not only

support your progress in The Sixth Form, but also in your future career and at University.

If you are underachieving, you will be allocated to a Performance Management session. Attendance to these sessions and progress made will be regularly monitored. In addition, various interventions will be put in place by your teachers, both in class and beyond the classroom, Heads of Department and your Progress Tutors to support you to achieve better grades. If there is no improvement, your attendance at Performance Management will continue and additional measures may be taken.

If you are re-sitting GCSE English or Mathematics it is essential you achieve a higher grade pass to enable you to progress to further study. Poor attendance in GCSE English and Maths is not tolerated and will result in disciplinary action being taken. The government, The Sixth Form, universities and employers require you to achieve a high grade pass in any GCSE resit courses.

Your academic progress is addressed in a performance review which will identify and implement an appropriate plan to respond to these concerns. In some cases, this may be a review of the appropriateness of your overall programme of study at The Sixth Form.

### **Assessment Policy**

Assessment is a means of determining how well you are progressing in your subjects. Assessment by your teachers and indeed should include some self assessment by yourself, will take many forms.

#### **1. Year 1**

In the early part of year 1 of Advanced Level courses, much of the assessment that you undertake will be in class, could be homework set, may be via your assignments submitted, through research projects and so on. Informal assessment up until the Spring Term will not be graded work as such. Staff will give you verbal and written feedback enabling you to review what improvements you need to make going forwards.

Throughout this time staff will also be teaching you core learning and supporting and challenging you to use and develop essential practical and study skills.

Those of you who are taking courses that have assignment work and/or controlled assessments will receive comments with grades for actual or practice assessments. This may be earlier than the Spring Term for some courses.

In the Spring Term, dependent on your course of study, you will undertake

a College Wide Assessment. All of these Cross-College assessments are clearly marked on the College's Academic Calendar. Following this first assessment window, staff will grade your work and assess your 'current working grade' or CWG. This will indicate the standard of your work at that time and enable you to reflect on what more you need to develop and work on as you head towards the next assessment window.

## **2. Year 2**

Year 2 students will begin the year by being assigned an MPG or minimum performance grade. This grade, as mentioned in the progress monitoring section is based on your performance at GCSE. The MPG suggests the minimum outcome that you should achieve at the end of your course, it doesn't suggest that you cannot and will not do better than this.

Year 2 students will have a series of common assessment windows during which formal assessments will be made of the knowledge and skills that you have been acquiring in your subjects up until that point. Assessments will be synoptic, meaning that they will test you on a range of prior learning, not just the last topic that you did. Homework represents an essential part of your learning on all courses and provides you and your teachers with feedback on progress as well as enabling you to become a more independent learner. It also enables you to judge and reflect on your own understanding and progress. This ability to self-reflect and develop skill areas will be an essential part of your personal development.

Teachers will set homework on a regular basis whatever your programme of study. In most cases this is weekly. Students are expected to complete and hand in work by the deadlines given. Returned homework will have written feedback to enable you to improve your future performance. Some teachers use recorded verbal feedback as support. Teachers will give you more specific information about their expectations of you related to study outside of the classroom as part of your subject induction. If your work does not meet expected standards (MPG), you will be asked to resubmit it. Students studying A levels and Vocational A levels are expected to undertake at least 4½ hours of independent study a week for each subject, outside of the classroom. Students undertaking a BTEC course will be expected to complete assignments tasks independently, as homework, there will not be time given over in class to do this assignment work. A Level and vocational A Level students will be issued with a 'Red Flag Book' that you will need to take to every lesson. This will work in conjunction with an online Specification of each of your courses. The specification and the Red Flag Book are designed to enable you to monitor your progress on a daily/ weekly basis and deal with any 'Red

Flags' as they emerge in each lesson.

The Sixth Form publishes on its calendar a series of common assessment weeks throughout the year. During assessment weeks A level, BTEC and GCSE students will undertake a substantial assessment. The majority of these will be undertaken in class but summer progress assessments will be undertaken under the same examination conditions as external exams.

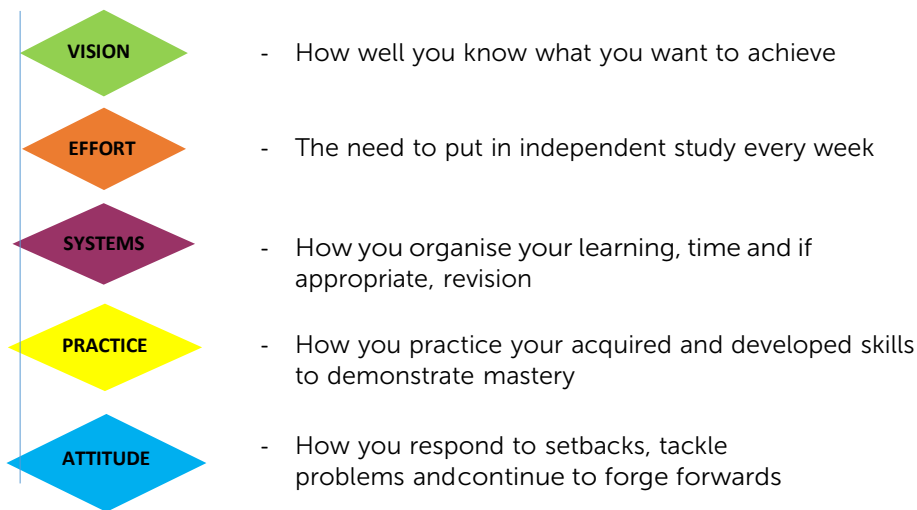
Assessments will reflect the stage in the year that they are undertaken. Each assessment, following assessment 1 will test and examine new learning as well as revisiting prior learning. It is therefore essential that you are regularly revising your subjects as the year progresses and also can demonstrate recall of that learning.

Not all assessment in College is completed solely in the common assessment weeks; teachers will also assess student progress by setting tests and homework. BTEC students will be assessed continually by the completion of assessments and externally set exams.

## **VESPA**

At The Sixth Form we have a VESPA mindset! This means that we utilise this model to support staff and students in all that they do. We believe that there are five key elements that enable our students to be successful. What is even more important is that these five key elements can be learned. They are not gifts or genetic quirks of 'lucky people'. We all have the opportunity to use the model to shape, improve and determine our own outcomes.

VESPA stands for:



**V + E + S + P + A = Success**

VESPA mindset allows our students to outperform most other students in the country. In turn this promotes independence and access to better universities, training and jobs.

VESPA is therefore embedded into The Sixth Form ways, the 6@6 and general psyche so please welcome it to your studies, and continue to flourish.



## **The Honours Programme**

If you achieve six grades at 7, 8 and 9 in your GCSEs then this may be the programme for you. You will be stretched and challenged to develop the academic skills, the moral outlook and the cultural understanding to make competitive applications to prestigious universities.

There are 4 strands to the Honours Programme. Each is designed to stretch and challenge you to develop the values necessary to succeed at college, university and beyond:

### **1: Academic enhancement:**

All students on the Honours programme complete the Extended Project Qualification. This gives the opportunity of honing vital research skills necessary for university study.

Students will also be expected to enhance their study skills through applying to extension classes and bespoke university study programmes:

- The Cambridge University HE+ programme
- Humanities Pembroke North Programme – Oxford University
- Manchester Access Programme
- Access to Leeds
- Access to Newcastle

### **2: Enrichment:**

Honours programme students will complete over 100 hours of enrichment in their two years at The Sixth Form. Skills development through work experience, voluntary work and enrichment activities is a vital part of an Honours study programme. Students will log the skills they are developing in their enrichment diary, on the student portal, and discuss with their tutors the progress they are making in developing emotional intelligence, as well as oracy and leadership skills.

### **3: Cultural Understanding:**

Through discussions in tutorials and bespoke visits to museums, you will develop an understanding of the ideas and historical events that have shaped modern life. Students will study famous figures from the past as well as key events. Honours students take a lead in key events such as world religions' day, women's day and health and wellbeing initiatives.

### **4: Specialist Support for applying to prestigious universities:**

You will be tutored and coached by specialist staff to help you obtain places at the most competitive universities: Oxford, Cambridge and Russell Group.

Honours students also take part in a variety of university programmes including:

- Social Mobility Foundation
- University of Oxford Access and Outreach Programme
- University summer schools
- Villiers Park
- The Sutton Trust

Honours students also have access to participation in the following Academies:

### **Law Academy**

Are you interested in a career in Law?

Our Law Society will extend your study of Law beyond the classroom and help you develop essential skills.

The Law Society is open to all students and not just those studying Law at The Sixth Form.

### **Benefits of the Academy:**

- You will have the opportunity to take part in debating and mooting
- You will benefit from speakers from a range of key areas, to include: lawyers and magistrates
- The Sixth Form will assist in finding work experience in a professional practice
- You will visit Crown Court to observe live trials
- Start to develop the skills of a lawyer, including, thinking creatively, problem solving, presenting and persuasive arguments.
- Attend workshops run by legal professionals and universities.
- Take part in the Legal Apprenticeship competition as a part of a team of lawyers
- Participate in moots and mock trials, including as a member of The Sixth Form team, in the prestigious University of Law Mooting Competition and the Bar National Mock Trial Competition. The Sixth Form students have had much success in these competitions and won the most recent mooting final hosted by the University of Law.

## Science Academy

Entry onto medical related degrees such as Medicine, Veterinary Science, Dentistry and Pharmacy are extremely competitive. Therefore, only students who can demonstrate passion and enthusiasm for their subject, plus an indication of dedication by undertaking work experience, will gain places.

## Benefits of the Academy

- You will be able to attend a range of master classes as part of the North West Consortium of Colleges in association with the University of Cambridge
- Preparation for University entrance examinations e.g. UCAT
- Work experience
- Hospital/medical practice visits
- Academic Support Tutorials to help prepare for examinations. Sessions will focus upon stretch and challenge required to achieve A\*/A grades

## Navigating College Life

### Subject Choices

Making the right subject choice is vitally important to a student's success. At enrolment, each student chooses subjects that will make up his/her study programme. Staff are on hand to offer advice and guidance during such an important time. 99% of our students' progress to a positive destination including: university, degree apprenticeships and employment. This is largely to do with the success of our BTEC and A level programmes. BTECs and A levels are Level 3 qualifications which carry equal weight in terms of UCAS points. Some people may see A level as having more gravitas; in our experience students who achieve D\*D\*D\*/DDD in BTEC qualifications access prestigious courses at excellent universities, including the Russell Group. Students should give careful consideration to their choice of course, making sure they are choosing the right type of learning for themselves that supports future career plans.

### Resilience

Many students will come to The Sixth Form having never had a low grade or been forced to deal with vast amounts of workload. It is normal to feel disappointed with lower grades initially at A Level and at times to feel overwhelmed when deadlines approach, but this is also part of the progression to adult life. It's important that students therefore develop some "stickability" and that they don't give up at the first hurdle. The Sixth

Form allocates each student a personal progress tutor who will book one to ones with each of them regularly. These sessions are designed to give students the opportunity to discuss areas of concern and to reflect upon how they can manage their time effectively. Some students may also



wish to benefit from our well-being hub or some time with one of our learning mentors who help students to manage stress and look at strategies for managing academic study.

## Learning Resources

The Learning Resource Centre is based in the first-floor pod, staff here assist students to find information relating to homework and assignments as well as supporting your research for the Extended Project Qualification (EPQ).

The LRCs and IT classrooms are well resourced to support your academic study. You have your own portal page and a College e-mail account.

All subjects also have an online learning platform using Microsoft TEAMS. Staff use this to post homework and provide online learning materials that match the curriculum content of all students' courses. Many staff also use it for students to submit work.

All students are asked to read and sign The Sixth Form Bolton's IT Acceptable Use Policy. A summary of this can be found in section 3 of this handbook. It explains the rules and details regarding what students can and cannot do when using the College's IT facilities. A reminder requiring students to confirm their acceptance of the policy is shown each time they log on.

The Sixth Form wants its learners to be able access the internet to support their studies, using approved and appropriate sites. The Sixth Form's internet traffic is monitored by Smoothwall, an internet security company, which aims to safeguard students' wellbeing whilst also identifying inappropriate use.

### 3. Student Behaviour and Conduct

#### ID Badges

It is an essential requirement for students to wear their ID badge at all times in The Sixth Form. The badges enable staff to know that students are a member of The Sixth Form. This enables us to safeguard our own learners and ensure that access is not gained by members of the public. In normal circumstances ID badges are also required in order to gain access to the barriers and classroom doors.

Should a student forget their ID badge we implement our temporary ID badge procedure, we simply do not permit anyone on site without an ID badge, however inconvenient this may appear to be:

1. **First instance** - £1 deposit required for the issuing of a temporary ID badge. The £1 will be returned when the badge is handed back at the end of the day.
2. **The second occasion** - £1 deposit for a temporary ID badge this is non-returnable. This will occur for all subsequent times when a temporary badge is required, up to the sixth time, as per the below.
3. **The sixth or more** - Students will be sent home to collect their ID badge, or they will be required to purchase a new one at the cost of £5.

#### Equipped to Learn

All students must demonstrate that they are equipped to learn. This means bringing all of the equipment that they require to undertake learning in their lessons. This is to include files, paper, pens, books, calculator or other specialist equipment. All of this material must be kept in an appropriate college bag. If a student arrives to college and is not equipped to learn, they will be asked to return home to collect their materials. Essentially, 'no bag, no entry'.

#### Behaviour Policy

We expect exemplary professional behaviours from all students. The key areas below constitute fundamental rules in The Sixth Form for the safety and wellbeing of all.

## **Visitors to The Sixth Form**

Under no circumstances should students invite/bring visitors onto The Sixth Form premises. This is essential to safeguard all staff and students. Where students break this protocol, immediate suspension will follow.

## **Verbal Warnings**

A verbal warning can be given by any member of staff if they see any incident in or around The Sixth Form premises that violates our behaviour code of conduct. The warning, and the reasons for the warning, will be recorded on the personal file of the students involved. Certain serious offences (e.g. vandalism, fighting, cyber bullying and abusive behaviour) will lead immediately to the formal Misconduct Policy being implemented. Major incidents will result in suspension or permanent exclusion from The Sixth Form.

## **Drugs, alcohol & smoking**

The Sixth Form prohibits the use or possession of any intoxicating substances on its premises. Substance use or alcohol consumption can result in severe physiological and psychological problems and in some cases be the catalyst towards further use and is not conducive to academic success.

If students are intoxicated they will be suspended immediately and sent home pending further parental contact and subsequent appropriate action. Smoking is strictly confined to the designated area. It is illegal for anyone to smoke anywhere else in The Sixth Form's grounds or immediate area surrounding the campus; this includes electronic cigarettes. Students who smoke in areas other than those designated are liable to be suspended. The College has a stop and search policy in place and this will be implemented where concerns arise from staff or students.

## **Violent Conduct**

Any student who engages in any form of fighting or violent conduct will be subject to immediate exclusion from The Sixth Form. This will be considered as Gross Misconduct. The College will implement the stop and search policy should concerns arise from staff or students.

## **Caps, hats, hoodies and coats**

To maintain a professional working environment, we have a policy of no caps, hats or hoodies within The Sixth Form environment. Coats/outdoor garments cannot be worn in the classroom so students should be appropriately dressed and will not be allowed to wear a coat even if they say they are cold.

## **Spitting**

The Sixth Form Bolton operates a strict 'no spitting' policy anywhere on The Sixth Form's grounds and around the campus. The rule is also applied at all times on trips and visits.

## **Gum**

We have a no strict no chewing gum policy in The Sixth Form.

## **Child on Child abuse/harassment and Sexual abuse/harassment**

The College has a zero-tolerance policy here, there is to be no acceptable reason for sexual harassment/abuse and online sexual/harassment/abuse. Systems in College (Smoothwall) are operable to detect any online sexual abuse from students, staff or any outside agency. Our policy exists to ensure there is a clear system in place for reporting of sexual harassment/abuse and online sexual/harassment/abuse in College. To ensure that our students remain safe the BSafe team responds to swiftly and effectively if sexual harassment/abuse and online sexual/harassment/abuse is reported in College.

The College provides annual training/update training to all College staff as part of our safeguarding update training. We also ensure all learners and their parents are aware of this policy and the likely action the College will take should any student be a perpetrator of sexual harassment/abuse and online sexual/harassment/abuse

## **Social Media Policy**

The Sixth Form Bolton has a strict Social Media Policy which aims to outline the responsibilities of students when accessing social media either personally or using it for College purposes and to ensure that its use is appropriate, to avoid bringing the College into disrepute. The policy is in line with wider College policy related to acceptable behaviour, namely Safeguarding Policy, Student Code of Conduct, Anti-Bullying Policy, Student Behaviour/ Expectations Policy and the Acceptable Use of IT Policy.

The key aspects of this policy ensure that students do not take photographs or videos within the College premises or on supervised trips and then # or name the College in such media. Any Tik Tok videos, Instagram, snap chat or other social media breaches will result in immediate suspension and then the disciplinary procedures will be implemented.

## **Student Contract Policy**

This policy and procedure is designed to ensure that students who are not meeting their contractual obligations in relation to their learning contract can be managed accordingly. The aim of the procedure is to ensure that all students are treated consistently and fairly.

The Sixth Form uses two types of contract in order to bring about change in a student's attendance, effort, progress or general behaviour in class.

Conditional Contract – issued at the start of a new academic term when there is some concern about the suitability of a student for The Sixth Form as a whole or a specific course.

Typical but not exhaustive reasons might include:

- A student being marginally qualified for their course(s)
- A student might be progressing from another level and there remain concerns about their ability to cope or they have a poor attendance record
- A student may have transferred from another institution and we lack a reference for them
- A student has restarted the year

As part of this contract a student will be expected to have:

- 100% attendance
- Excellent punctuality
- To complete assessments/assignments to their minimum performance grade (MPG)/demonstrate progress within their 6@6 assessments

**2. Performance Contract** – set for a student who is underperforming and/or has poor attendance, poor punctuality or is failing to make appropriate progress. All staff will monitor progress made, but the Progress Tutor will have an overview and manage any escalation of the contract. The contract will clearly stipulate the improvements required and the timeframe to achieve this by. There may also be specific periods set to review progress against targets.

Some students may progress from a conditional contract to a performance contract in September of each year if they have not yet met the required standards of the conditional contract but they are making some progress.

## Procedure

- 1.1 Conditional contract set for a student. A student may be placed on a conditional contract during the enrolment process or within the induction period. The reasons for the contract will be made clear in the letter sent to parents and to the student via the Progress Tutor. This will be recorded on the student progress page.
- 1.2 If a conditional contract is not met or only partially met at the review date, the student will be placed onto a Performance Contract which will be logged on the Student Portal.
- 1.3 A performance contract may be instigated at any point in an academic year. The purpose of a performance contract is to establish, with a student, the reasons for the contract being invoked and to set clear targets to be met to resolve the reasons for the contract. Issues might be related to a specific problem or event but are usually in place to address underperformance, poor attendance and lateness.
- 1.4 The Performance Contract will be reviewed by the progress tutor at one to one meetings, no less than every six weeks, but usually more frequently. If there remains insufficient evidence from a student that they have made the required improvement, the contract length may be extended.
- 1.5 Failure to make any progress or if a student incurs further concerns outside of the terms of the contract, will result in parents being asked to attend a review meeting. A final warning may be issued if this is not yet in place. The terms of this final warning will be clear in terms of the improvements required to be made by the student. The review period for this final warning will be clearly set out at the meeting and in the confirmation letter.
- 1.6 Further to a parental review meeting, if there remains no or insufficient change and contractual obligations are not being met, this will result in the student losing their place in The Sixth Form.
- 1.7 There is no right to appeal when a contract is not met/broken.

## **Student Disciplinary Policy and Procedure**

The disciplinary process is used to deal with student issues outside of the scope of the points raised in the previous policy related to failure to meet contractual obligations.

The process is likely to relate to serious misconduct such as intoxication, bullying, threatening behaviour, fighting and cyber bullying or any action that threatens the safeguarding of staff and students. This process is clearly laid out below.

**Purpose** – This Disciplinary Policy and procedure is designed to help and encourage all students to achieve and maintain good standards of conduct, attendance and achievement. The aim of this procedure is to ensure that all students are treated consistently and fairly.

**Scope** - This procedure applies to all students.

The Sixth Form Bolton expects high standards of conduct, attendance and achievement from students and it is the responsibility of all students to ensure that their conduct is conducive to this.

The Sixth Form reserves the right to implement the procedure at any stage as set out below, taking into account the alleged misconduct of the student.

### **1. Informal Procedure**

When a student behaves in a manner which constitutes minor misconduct, the member of staff who witnesses the behaviour will speak to the student and if necessary, issue a warning, explaining the reasons for the warning and recording the warning details on the student's personal records as a written record.

The student will be advised that this warning is the informal stage of the disciplinary procedure and it could lead to the formal stage.

1.1 The fact there is a written record of the discussions should be made clear to the student and remain live on the student's record. If the conduct continues to be unsatisfactory following informal guidance it will be necessary to move to the formal procedure.

## 2. Formal Disciplinary Procedure

### The Investigation

2.1 If a student's behaviour is considered to warrant formal investigation, the member of staff identifying the behaviour will refer the matter to the appropriate Senior Leader.

2.2 An investigating officer will be appointed who will be a Senior Leader or middle manager, dependant on the circumstances of the misconduct. There will be a prompt (within five working days where possible) and thorough investigation into any matter that is reasonably suspected or believed to contravene any of The Sixth Form Bolton's policies or rules or may otherwise be a disciplinary matter.

The student will be informed within 5 working days that the investigation has been concluded and invited to a hearing. This investigation is to establish whether or not there may be a case to answer. The student may be suspended during the period of the investigation (see 3 below), this is a neutral act. The exception to this is if a student is already on a final warning in which case if the investigation finds a student guilty of the alleged offence, their place in The Sixth Form will be terminated and a letter confirming this will be sent.

2.3 The purpose of any investigation is to ascertain facts as far as possible to judge whether recourse to any further stage in the procedure is appropriate.

2.4 Depending on the circumstances of the case, the student may be invited to attend an investigatory interview or provide a statement. If such an interview is held prior to a disciplinary hearing, the student will be informed at the outset that the interview is an investigatory interview. There is no right for the student to be accompanied at a formal investigatory interview. Any information obtained by the investigating officer when questioning the student may be presented at any subsequent disciplinary interview.

2.5 If there is no evidence of misconduct, no further action will be taken and all parties concerned in the investigation will be informed of this.

2.6 If, after investigation, there appears to be evidence of possible misconduct, a panel will be appointed to conduct a disciplinary interview. The panel will comprise or consist of two members of staff one of which must be a member of the Senior Leader Team or the Senior Management Team.

### 3. Suspension

3.1 In appropriate circumstances a Senior Leader may suspend the student to allow an investigation to take place. In cases of alleged gross misconduct then suspension/investigation will be immediate.

3.2 The Senior Leader will supply the student with written confirmation of the suspension, including a statement of reasons for the suspension and confirmation that this is a neutral act and not a disciplinary penalty. The investigation will be carried out as outlined above.

3.3 Suspension will be without prejudice to the future conduct of the disciplinary procedure.

### 4 The Disciplinary Interview Procedure

4.1 The student should be referred to this procedure and should be informed of the disciplinary interview in writing at least five working days before the intended interview. The notice of the disciplinary interview should state:

- The purpose of the hearing and that it will be held under The Sixth Form Bolton's Student Disciplinary Procedure.
- Explain the student's right to be accompanied by a Parent or legal Guardian at the hearing.
- Give the student written details of the nature of his/her alleged misconduct.

4.2 Where the student is unable to attend a disciplinary hearing and provides a good reason for failing to attend, the hearing will be adjourned to another day. The Sixth Form will comply with the timeframe above in respect of giving notice of the rearranged hearing. Unless there are special circumstances mitigating against it, if the student is unable to attend the rearranged hearing, the rearranged hearing will take place in the student's absence. The student's parent or legal guardian may attend in such circumstances and will be allowed the opportunity to present the student's case. The student will also be allowed to make written submissions in such a situation.

4.3 If the student intends to produce documents or statements at the hearing, copies must be provided to the investigating officer at least two working days before the disciplinary interview so that if there are any discrepancies in the evidence, further investigation can be undertaken.

*No further evidence or papers from either party will be accepted within 48 hours of the disciplinary hearing and no witnesses should be invited in from*

*either party that have not already been invited a minimum of 48 hours prior to the hearing and both parties informed of their attendance.*

4.4 Failure, on the part of the student, to provide this information within the specified timeframe, without prior agreement, may result in a refusal to consider such evidence.

4.5 The persons involved in the interview will be the appointed panel, the student and his/her parent/legal guardian, the investigating officer and, if required, the student's Progress Tutor. A record of the hearing will be taken.

4.6 The student and their parent/legal guardian will be informed of the outcome in writing.

4.7 Following the disciplinary hearing, if appropriate, one of the following sanctions will be imposed having considered all the evidence:

- Performance Contract
- Final Warning – setting out conditions student must meet to remain at The Sixth Form
- Withdrawal of student's place at The Sixth Form

4.8 In choosing the most appropriate sanction, consideration will be given to the seriousness of the misconduct and the previous disciplinary record of the student. The student will be informed in writing of the disciplinary action to be taken.

When a Final Written Warning is issued, the conditions which must be met by the Student will be confirmed by letter, within 5 working days. The letter will include:

- the nature of the misconduct
- the fact that it is a final written warning under the disciplinary procedure.
- what is expected in the future
- that if these improvements are not made or there is further misconduct this would lead to a withdrawal of place
- the date(s) on which disciplinary action will be reviewed, if appropriate
- the timescale for appeal

A Final Written Warning will remain live for the duration of the student's programme of study at The Sixth Form, Bolton.

#### 4.9 Withdrawal of Student's place at The Sixth Form Bolton –

Where the Disciplinary Panel consider the appropriate sanction to be the withdrawal of the student's place at The Sixth Form, the student must be informed in writing within five days after the disciplinary hearing. The letter will include:

- reasons for the decision
- a statement that subject to any appeal dismissal will take effect immediately
- the timescale for appeal.

### 5 Appeals Procedure

5.1 A student has the right of appeal against any disciplinary action taken against him/her. The appeal is to the Principal.

5.2 The appeal must be in writing and received by the Principal within ten working days of receiving the decision of the disciplinary panel. The letter should state:

*the grounds of the appeal (which cannot be that the student does not agree with the decision of the disciplinary panel which should be new evidence).*

In the case of an appeal to the Principal, the Principal will either determine that there are no grounds for the appeal or if there exist grounds convene an appeal hearing, normally within ten working days of the receipt of the appeal where this is possible.

### 6 The Appeal Hearing Procedure

6.1 In the case of an appeal to the Principal, the Principal will hear the cases of both the student and the Senior Leader who dealt with the disciplinary hearing. A record will be taken of the proceedings. The Principal will then make a decision, which will be communicated, in writing to the student as soon as possible after the appeal hearing. The Principal's decision is final.

### Attendance and Absence

#### Policy Attendance

Excellent attendance is necessary for students to be able to reach their potential. The Sixth Form has a daily parental absence telephone call policy. Any missed lessons represent 'lost learning' which they will be

expected to repay in the week immediately after their return to The Sixth Form. If there is an absence to a remote teaching session, students must ring the college to report an absence as they would if they were due on the college site.

Your parents will be able to view your live attendance data via the parent portal as will you. Students must repay their absences in order to make up any lost learning and will likely be directed to undertake this work in the LRC study pod where the staff here can record hours repaid. Work completed should be handed to the relevant class teacher.

Full attendance is expected for all parts of a student timetable: subject classes, tutor groups, Professional Growth Programme sessions and all world of work delivery in addition to any support workshops you have been referred to.

The Sixth Form believes that the allocation of 14 weeks' holiday during the year is sufficient to prevent the need for you to take holidays during the College term. Extended periods of absence undermine your performance and are **not permitted**. Please do not book holidays without checking The Sixth Form's holiday dates to ensure that you are not making bookings in term time.

## **Punctuality**

Punctuality is a fundamental requirement at The Sixth Form, as it allows students to not only achieve their academic potential but also demonstrate a key employability characteristic. Late arrival to class results in missing key lesson objectives and consequent lack of understanding when completing subsequent tasks. Furthermore, a lack of punctuality demonstrates a lack of respect for both teacher and fellow students. As in employment, it is a student's responsibility to make necessary arrangements to ensure excellent punctuality.

Excellent punctuality is expected for all parts of a student timetable: subject classes, tutor groups, Professional Growth Programme in addition to any support workshops they have been referred to. Staff, Students and Parents can view our data related to punctuality in real time, once the portals are operational. Poor punctuality could stop future increases (subject to The Sixth Form funds) to weekly bursary payments. All Students with poor punctuality will be dealt with using The Sixth Form's Disciplinary Policy.

## **Absence reporting**

In the event of illness, The Sixth Form's absence procedures are:

- A parent/guardian must telephone The Sixth Form (01204 846215) every day, before 10am (regardless of the start time of the first lesson), that you are absent to give a reason for student absence. In certain circumstances a medical sick note may be required.
- You may also report any absence by using the Parent Portal but again this must be before 10am on the day the absence regardless of the start time of the first lesson.
- If you are aware of an absence prior to the actual date (essential medical appointments only) you must inform your Progress Tutor and also Student Information in advance. Routine dental or medical appointments should be made outside of lesson times.
- Proof of absence must be shown to the staff at student Information or to the Progress Tutor. If a student needs to leave The Sixth Form during the day they must go to Student Information and sign out. This is important in terms of Health and Safety as we need to know who is in the Sixth Form at any given time.

## **Absence and bursary checking**

- The Bursary will be paid based on the previous week's attendance and a student must have zero unauthorised attendance marks to qualify for payment. It is a student's responsibility to check that their attendance records are accurate. Any attendance queries must be resolved on the Monday following the previous week's attendance. Any appeals must be directed to the Senior Leaders. If there are unauthorised absences, because the absence reporting procedure has not been complied with, this will result in bursary payments being stopped. To receive a weekly payment, the absence approval policy must be followed and academic progress must be being made/maintained. The Sixth Form has the right to stop payment for significant misconduct issues.

## **Snow and adverse weather procedure**

- We have very occasionally had to close The Sixth Form due to severe snow. Details of closures for bad weather will be posted on The

Sixth Form's website and advice for students will be emailed to their accounts which are accessible via The Sixth Form website. The Sixth Form website should be the first place to check for information. If you have examinations in periods of adverse weather conditions, it is still almost certain that the examinations will go ahead. Exam boards will not make allowances for adverse weather. It is essential that students make every effort to get into The Sixth Form to sit their examinations as special consideration will not be made in these circumstances.

### **Absence for Religious Observance**

- The Sixth Form allows students to request one day off College for Religious observance. Students must telephone the College before 10am on the day in question for the absence to be marked as authorised.

### **IT Acceptable Use Policy**

The Sixth Form provides a wide range of communications and information for students to support their learning. When they enrol, they are required to sign and agree to using The Sixth Form Bolton's IT facilities in an appropriate and acceptable manner. Misuse of the IT system can result in disciplinary action. Each time a student logs onto the IT system they are agreeing to the Acceptable Use Policy. A summary of this can be seen below and refers to all users. The full version can be seen on The Sixth Form website.

### **All Users MUST**

- Take responsibility for their own use of technologies, making sure that they use technology safely, responsibly and legally. Some examples of illegal use would be: theft by download, theft by copying copyright material, fraudulent purchases or transactions, libellous postings or emails, intentional system/software damage.
- Be active participants in e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by new technologies.
- Ensure that no communications device, whether provided by The Sixth Form or personally owned, will be used for the bullying or harassment or discrimination of others in any form.
- Not knowingly access or distribute obscene material. Resources are in place to restrict access to unacceptable and unsafe web sites. This includes materials and sites which are linked to

extremist organisations which seek to radicalise vulnerable students and undermine British Values.

- Ensure that no applications or services accessed by users may be used to bring The Sixth Form, or its members, into disrepute.

## **All Users**

- Have a responsibility to report any known misuses of technology, including the unacceptable behaviour of others.
- Have a duty to respect the technical safeguards which are in place e.g. virus protection, security settings. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services is unacceptable.
- Have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
- Have a duty to protect their passwords and personal network logins, and should log off the network or lock screens when leaving workstations unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology is unacceptable.
- Must not cause physical damage to The Sixth Form owned IT equipment, move or remove such facilities without permission.
- Must use network resources responsibly. Wasting staff effort or networked resources, or using the resources in such a way so as to diminish the service for other network users, is unacceptable.
- Must understand that network activity and online communications are monitored, including any personal and private communications made via The Sixth Form network.
- Must be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action.
- Access to current and future social networking technologies is permitted within The Sixth Form. Any defamatory statements made by users may be treated as a disciplinary offence.
- Must be aware that all unacceptable usage will be handled using the relevant disciplinary procedure.

## **Network Passwords**

When changing or setting your network password, it must meet the following requirements:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least 12 characters in length
- Contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created.

If you enter your password wrong 3 times, your account will be locked out for 30 minutes, after this time you can try again.

When choosing a password, it is recommended that you choose 3 random words, for example *HouseKidsToys9?* This usually allows you to meet the password complexity rules and normally the password can be remembered.

## **Microsoft 365**

The College gives students access to Microsoft 365, which allows students access to Email, Office web tools (Word, Excel and PowerPoint), Teams and OneDrive (Cloud Storage).

To access these resources, go to <https://www.office.com> and sign in with your College email address and password.

Your College email address will be in the following format:

Student ID@bolton-sfc.ac.uk

For example, 123456@bolton-sfc.ac.uk

## **Multifactor Authentication (MFA)**

When logging onto Microsoft 365 for the first time from outside College you will be prompted to setup Multi Factor Authentication. Once set up, when you log onto a device that isn't connected to the College network, i.e., from home, you will be requested to enter a 6-digit code. The code can be delivered either to an alternative email address, text message or by using the Microsoft authenticator app.

## **Password Reset**

When you first log onto Microsoft 365 you will be presented with a request for more information screen. Follow the instructions and set up either an authentication phone, alternative email address or answer a number of

security questions and in the event, you need to reset your password you will be able to do it via Microsoft 365. If you don't set this up, you will need to come into College to reset your password.

Once set up simply click on '*forgotten my password*' on the sign in screen and then follow the onscreen instructions.

## Contacting IT Systems for help

If you need assistance, you can visit the IT Systems office on the first floor and speak to one of the technicians or email [ITSystems@bolton-sfc.ac.uk](mailto:ITSystems@bolton-sfc.ac.uk)

## BYOD

The College recognises that the use of non-College owned (personal) devices can be beneficial to Student's whilst they are at college, this may include laptops, tablets, phones etc. To facilitate this Students are permitted to connect to an Open Access Wi-Fi network (AccessSFB) to access the Internet, you will need to enter a password to connect to the Wi-Fi network, this will be made available to you when you start College. Once connected students will need to log on using their College username and password.

Whilst using the service Students **MUST** ensure that the devices firewall and security features are enabled. Users must ensure the device is maintained ensuring its is regularly patched and upgraded using updates provided by the manufacturer.

A full copy of the BYOD policy can be found on the student portal.

## Remote Learning

When you participate in remote or 'live' learning events then you **MUST** adhere to the following Code of Conduct:

- Behave appropriately at all times in accordance with the College code of conduct and IT use policies. Failure to do so will result in relevant action being taken
- You should **NOT** record any sessions. **Anyone recording materials and further distributing them will be subject to disciplinary action.** If you need to re-watch sessions, they will be available on the platform you are working on
- If it is a video Q and A you should be suitably dressed and be located in a neutral a location as possible but it is more likely that staff will operate an audio only session in terms of student participation

- If teachers are delivering a 'Live lesson' from a classroom that you access remotely, they will also record the session and make it available on E Stream/ TEAMS platforms they are broadcasting on for those who cannot attend at the time of broadcast. If you cannot attend a live timetabled session because of illness, you **MUST** telephone the College to tell them you are absent. When you have accessed the materials at a later date, teacher records of your taking part in the session will be updated. **It is your responsibility to tell/prove to your class teacher that you have now accessed the lesson and completed any relevant work associated with it.**

## **Trips, Visits and Activities Policy**

The Sixth Form Bolton incorporates trips, visits and off-site activities into programmes of study, pastoral activities and enrichment activities in order to support the delivery of the curriculum, and to offer enrichment opportunities. Trips are categorised as follows:

**Academic Trip** – compulsory trips during which essential elements of the curriculum are delivered. This will be funded fully by The Sixth Form.

**Enrichment Trip** – this is not a compulsory trip however participation will enhance the learner's broader appreciation of the subject. Students may be asked to contribute towards the cost of this trip.

**Social Trip** – these would take place exclusively in the period after summer Exams and would be typically restricted to BTEC courses where student participation is unlikely to impact on other curriculum areas. These would not be funded by The Sixth Form.

## **Parental/Guardian Consent**

For activities that present no significant risks, such as trips to venues in the local Bolton area that take place within the student's normal timetabled hours, a letter home to parents requesting permission is not required. In order to minimise paperwork and in an effort to work towards becoming paperless, we will inform parents/guardians of the details of the trip by text message. These types of trips will not incur any cost to the student and will be considered as a compulsory trip.

Where a department regularly goes on trips within the Greater Manchester area, we will send a letter home at the start of the year outlining the

planned visits for the academic year, and seek a permission slip to cover these multiple trips. We will send a reminder text message to parents/guardians two weeks before each trip. Students may be responsible for their own travel to and from the location being visited.

For activities which are low risk but are not within the local Bolton area, outside of normal Sixth Form hours, or if the activity is not funded by The Sixth Form, we will send an email/letter home. This email/letter will include a consent slip which must be signed by the parent/guardian and returned to Student Information prior to the trip taking place, along with payment if required. Where a deposit is needed, this must be paid in accordance with the date provided to guarantee a place. If the trip does not go ahead we will endeavour to refund the deposit, however, this may sometimes be non-refundable.

For educational visits which include an overnight stay or a high-risk activity (such as fieldwork or outdoor activities), The Sixth Form will seek additional detailed information. We will send a Medical Consent Update Form for each student attending, along with the letter that contains a parent/guardian consent slip, both of which must be returned, fully completed prior to the student attending.

It is the student's responsibility to update their personal information (including allergies, medical conditions etc) and emergency contact numbers when necessary, via the Student Portal or by informing Student Information. On any trip or visit, the Student Code of Conduct applies.

## **Student Code of Conduct/for Trips, Visits & Activities**

It is imperative that you follow The Sixth Form's Code of Conduct and act responsibly whilst taking part in a College trip, visit or activity. We ask all students to read the following guidelines carefully so that you fully understand our expectations of you when partaking in a College activity.

### **Before the Trip/Visit/Activity**

- During the period leading up to the visit, students should read and act upon all documentation provided by the course organiser, attend preliminary meetings, complete and provide any necessary documentation and, where appropriate, make payments within the appropriate time frame.
- It is the student's responsibility<sup>34</sup> and that of their parents/guardians to

ensure that they have the correct documents for overseas visits, these will include passport (with at least 6 months remaining), necessary Visas, EHIC/GHIC card and any additional insurance cover above that provided through The Sixth Form. Non-UK students should ensure that they can travel freely in and out of the UK on the documentation they have.

- It is the student's responsibility and that of their parents/guardians to ensure that The Sixth Form is informed in writing of any medical condition (including allergies) and dietary requirements (for residential visits) prior to the commencement of a trip. This information must be kept up to date throughout the student's time at The Sixth Form and can be accessed on the Student and Parent Portals.
- Ensure The Sixth Form has the correct contact details for the student and Next of Kin, to be used in the event of an emergency. It is important that students update contact information if it changes during their time at The Sixth Form, again using the Student and Parent Portals.
- Relevant staff will present the Risk Assessment covering all aspects of the trip to the students, students must ensure they are aware of their responsibilities regarding the actions they must take to mitigate/minimise all identified risks.

## **During the Trip/Visit/Activity**

- All students are viewed as ambassadors for The Sixth Form Bolton; thus students are expected to behave in a manner which respects fellow students, staff and members of the public, ensures individual safety and maintains the good image of The Sixth Form Bolton.
- Students have self-responsibility and a responsibility to others. They should behave in a manner which avoids placing themselves or others at risk.
- Students are required to comply with the law of the UK and/or the laws of the country which they are visiting.
- Students are expected to respect, listen to, follow and abide by advice, rules and instructions supplied by accompanying College staff, staff members of educational centres, and officials of the UK or the country being visited.
- Students should adhere to times given for meetings, activities, liaising with staff and organised transport and must ensure that staff are aware of their whereabouts at all times.
- Students are responsible for presenting themselves at the appropriate time and place for the start of the visit. When trips

return to The Sixth Form out of College hours, parents/guardians are responsible for arranging the student's onward journey.

- Students are responsible for their valuables and personal documentation whilst on trips, unless such items have been placed with venues for safekeeping.
- The Sixth Form Bolton has a no smoking policy (including e-cigarettes). This will also apply when travelling, during the day's activities and in residential accommodation. Students should also abide by any no smoking requirements operating in facilities used or visited.
- Students are not allowed to purchase, consume, carry or supply alcohol, illegal substances or dangerous/offensive weapons. Disregarding this may result in immediate disciplinary action by staff and The Sixth Form Bolton. In addition, students may find themselves in breach of the laws of a particular country and may be subject to their legal procedures. There may be situations when the consumption of alcohol is allowed with meals in countries where the student is above the legal age for consumption. This will be made clear by members of staff before and during a residential visit. Parents/guardians should inform The Sixth Form in writing should they have any objection to this legal consumption of alcohol.
- Students on a residential visit must remain in their specified accommodation/room and adhere to given curfews. The supervising residential staff at the places visited are there to make the visit enjoyable, and are to be treated as having similar authority as The Sixth Form Bolton's staff.

### **Failure to Comply with the Code of Conduct**

- Students who fail to comply with the above Code of Conduct may, at the discretion of the organiser, be disciplined. Depending on the nature of the breach this could involve measures including close supervision; restriction of learning activities that can be undertaken; restrictions regarding the use of personal time; being sent home at the students'/parents' expense; referral to senior staff for disciplinary action and possible expulsion.
- The Sixth Form needs to be confident that students taking part in offsite activities/educational visits understand their responsibilities on these visits and the importance of these visits to their own and other students' study programmes. The Sixth Form Bolton needs to be confident that students will act in a mature and responsible way in order to bring credit to themselves and to The Sixth Form Bolton. The staff will only provide trips and visits opportunities to

those students who are willing to adhere to the Code of Conduct.

## **4. Support for Students**

### **Progress Tutors**

The Progress Tutor has an overview of all student progress and achievements at The Sixth Form. Their role is to help and support students to manage their academic progress, working closely with teachers and parents/guardians. As your first point of contact in The Sixth Form, the Progress Tutor will help learners in a number of ways:

- Settling into life at The Sixth Form
- Offering support for any personal issues that may arise
- Ensuring that you are on the right course
- Highlighting enrichment opportunities and encouraging you to develop your wider academic and employability skills
- Helping you to organise and manage your time
- Guidance when applying for university courses or employment
- Helping with any problems or questions you might have



Tutor group sessions take place throughout the year and are an important and compulsory part of a student timetable. Students will also see their Progress Tutor regularly for one-to-one meetings to review their academic

progress and to agree performance targets. Attendance will be closely monitored and action taken when it falls below The Sixth Form's expected

standards.

Student safety and welfare is important to us. The Sixth Form's Safeguarding Officers, the BSafe team, are here to support our young people if their personal circumstances place them in a vulnerable position. They can also contact your Progress Tutor or any one of The Sixth Form's Senior Managers.

Students can self-refer to The Sixth Form's counsellor, Beverley Downings by email on **[bdownings@bolton-sfc.ac.uk](mailto:bdownings@bolton-sfc.ac.uk)**.

## Curriculum Support

All curriculum areas offer a wide range of academic support that varies throughout the two years of study. It is vital that students attend any extra support that has been added to their timetable. Any activity added to a timetable means it is compulsory.

## Health & Wellbeing

The Sixth Form actively promotes a healthy lifestyle and wellbeing for all students and staff. We have our own College counsellor and can signpost students to the service run by Bridgewater Community Healthcare called "The Parallel".

Here at The Sixth Form we want our students to get the most out of their time with us. We have recognised that the health and wellbeing of each individual student is vital for them to have the best experience possible during their studies.

We regularly promote advice and guidance on different aspects of health such as:

- Physical health
- Mental health
- Healthy diet
- Well being

We also run events throughout the year where we designate certain days/weeks to a topic surrounding certain health matters.



HEALTH AND WELLBEING

**The Parallel**

**Under 19 and living in Bolton? Would you like time to talk about your health?**

**General health, emotional health, contraception & sexual health, relationships, substance misuse, diet & weight and more.**

**The Parallel can help.**

The Parallel is a **safe, friendly and confidential** service to discuss any of your health concerns or worries.

**No appointment is necessary** - just drop in during our opening times for a chat.

**Find opening times and more at:**

- [bridgewater.nhs.uk/the-parallel](https://bridgewater.nhs.uk/the-parallel)
- [@parallieLbolton](https://www.instagram.com/parallieLbolton)
- 01204 462444
- The Parallel is at **9a Churchgate** in the town centre, near the old Prestons of Bolton building.

## Students with a special educational need or disability

Our Additional Learning Support Team meets the specific learning needs of students who may need short term or on-going help to succeed on their course. The Sixth Form has specialist support staff, who work in classes or in discrete one- to-one sessions. In addition, we have a range of assistive technologies.

Learning support staff can also help if you have a learning, sensory or physical disability. The Learning Support Team apply for exam access arrangements and can provide specialist equipment (such as a laptop or software) where necessary. Please contact your Progress Tutor or Darren MacFarlane, Senior Leader and Head of Learning Services if you have any questions.



**Senior Leader Team**

**From left to right:**

Mark Goodwin, Simon Christian, Andy Lythgoe, Jill Badanjak, Darren MacFarlane & Nicola Sodano.

# The Sixth Form BSafe Team

Safeguarding is defined by the government as ‘the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.’

The Sixth Form is fully committed to the safety and wellbeing of all our students and has a team of specialist safeguarding officers on site, known as The Sixth Form ‘B Safe’ team.

There is additional information available on the Pastoral Portal. Students can also trigger the ‘Alert’ button on your ‘My Page’ within the Student Portal.

## BSAFE TEAM



**RACHEL LANGFORD**  
DEPUTY DESIGNATED SAFEGUARDING LEAD

**JULIE CURRAN**  
SAFEGUARDING OFFICER



**ANDY HOWARD**  
SAFEGUARDING OFFICER

**DENISE CRILLY**  
SAFEGUARDING OFFICER



**DARREN MACFARLANE**  
DESIGNATED SAFEGUARDING LEAD

**SARAH BALL**  
SAFEGUARDING OFFICER  
& ASSISTANT PRINCIPAL



## Prevent Strategy

As a College we have a legal obligation to deliver the Government's Prevent Strategy, which forms part of our College Safeguarding Policy. This Prevent Strategy is designed to reduce the threat of terrorism in the UK and specifically to reduce the risk of people being drawn into terrorism by becoming radicalised. Students should be aware that terrorism and radicalisation take many forms and can be from different political standpoints, cultural viewpoints or faiths.

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## Radicalisation

*noun*

The action or process of causing someone to adopt radical positions on political or social issues.

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The Sixth Form is an inclusive provider of 16-19 education. As a College we foster shared values and cohesion. Extremist ideology runs counter to the College and British Values which make our community successful, including respect and tolerance for others, the right to live and study free of persecution, freedom of speech, democracy, the rule of law and equality of opportunity and treatment.

If students have any concerns at any time that someone they know in The Sixth Form is or may be being radicalised, they should report this to one of The Sixth Form's 'B Safe' Team. We will be looking at these issues during the College year throughout the tutorial programme.

## Money Matters

The Sixth Form receives bursary funding to assist students with financial needs. The Sixth Form expects excellent attendance and all bursary payments require students to have zero unauthorised attendance marks to qualify for payments.

### Guaranteed Bursary

This is awarded to students whose needs fall into the following clearly defined groups: students in care or recent care leaver, young people in receipt of Income Support or Universal Credit and those with a disability who are in receipt of both Employment Support Allowance and Disability Living Allowance. Students who qualify for the guaranteed bursary will also receive free College meals.

### Discretionary Bursary for 16-18 year old students

In order to be considered for funding from the Discretionary Bursary, students must be under 19 years of age on 31st August 2022. You may be eligible for:

- Weekly bursary payments where there is evidence of your parents'/guardians' currently receiving any type of income-based support (i.e. Working Tax Credit) and the household income is less than £30,000 per year OR having a combined household income (income of the parent(s)/guardian(s) of the student) below £30,000 per year. If your application is successful for the Student Bursary, you will be eligible for a weekly payment that will be determined by the Sixth Form and will be based on your individual circumstances.
- If you live 4 miles, or more, away from The Sixth Form and do not qualify for the Greater Manchester 'Our Pass' there may be some financial assistance available towards Travel Costs. Please enquire at Student Information.  
[https://ourpass.co.uk/?utm\\_source=TfGM%20homepage&utm\\_medium=MPU&utm\\_campaign=OurPass&utm\\_content=organic](https://ourpass.co.uk/?utm_source=TfGM%20homepage&utm_medium=MPU&utm_campaign=OurPass&utm_content=organic)

Please contact the staff in the Student Information Centre for help with your bursary application.

**Further Education Free Meals Fund:**  
To be eligible for a daily free meal, the student or their parent/guardian/carer must be in receipt of one or more of the following benefits:



- Income Support
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa
- Income related Employment Support Allowance (ESA)
- Income related Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999 (Free Meals Only)
- The guarantee element of the State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have annual gross income of no more than £16,190 as assessed by HMRC
- Working Tax Credit run on – paid for 4 weeks after stopping qualifying for Working Tax Credit

### **Discretionary Hardship Grant for students who are over 19 years of age**

Students who are over 19 years of age may still be eligible for some financial support from the 19+ Hardship Grant. They are required to complete and submit the bursary application form with appropriate supporting evidence.

### **Exams, Fees & Other Charges**

#### **BTEC Awards**

Students are entitled to one free entry for each examined BTEC unit of their course. Students will have to pay the full entry fee for any units which they wish to re-sit. The exam fee must be paid before the entry is made and will not be refunded. The current exam fee will vary depending on the unit and course. College Senior Managers may also outline other circumstances when students are expected to pay their own exam fees (e.g. poor attendance or unauthorised leave).

BTEC First Award, Certificate, Extended Certificate, Diploma Units (late fees also apply).

BTEC Nationals Timetabled tests or set-tasks (late fees also apply).

## **GCSE Mathematics/English Language**

Students with agreement of the department may be offered a voluntary resit opportunity in November for GCSE Mathematics and/or GCSE English Language. Students are expected to pay the exam fee, the cost of which is available from the Exams Officer or the Exam Board (late fees also apply). We return this fee for Students who achieve a grade 4 or higher in the November resit.

## **Progression Examinations**

Progression examinations are an important part of assessing whether a student is making appropriate progress in your course in preparation for external examinations. Formal progression examination weeks form part of the College calendar and thorough preparation for these is expected. At the end of the first year, students will sit the College's formal end of year examinations, which provide a good indicator of overall performance at this point and suitability for second year progression.

## **Students requiring exam access arrangements**

If a student requires special arrangements for examinations, such as extra time allocation or the use of a scribe, they will need to inform their progress tutor as soon as possible so that, where appropriate, exam access arrangements can be applied for insufficient time before the examination.

## **Policies and Procedures**

Exam policies and procedures can be found on Student Space and on the Parent Portal.

## **Other charges**

The Sixth Form seeks to ensure that any extra costs incurred are kept to a minimum. As such there are no course fees to pay, unless students are required to by Local Authority guidelines, and there is no registration fee. Charges which may be payable, and are not defined as fees, include:

- Additional printing credit if the free allowance is exceeded
- Replacement ID badges
- Students are encouraged to buy set texts in English Literature
- Students will be asked to pay for any damage to College property and equipment resulting from unreasonable behaviour
- Field trip charges for the travel, board and lodging and other additional costs associated with field trips and similar activities,

which are outside the requirements of the course. Where trips are compulsory The Sixth Form will provide funds

- Charges may be made for optional extra activities which are outside the scope of the course specification

## **Equal Opportunities**

The Sixth Form looks to ensure that equality of opportunity is available to all members of the College community. For our College this means not simply treating everybody the same, but understanding and tackling the different barriers which could lead to unequal outcomes. We also look to devise creative and respectful ways of using the diverse experiences of students to add value to the learning experience for everyone. In short, we value everyone as individuals.

All students and their parents will receive equal treatment, regardless of gender, ethnicity, sexuality or disability. Any concern should immediately be notified to your Progress Tutor or one of the College's Senior Managers. This policy also extends to cover issues such as graffiti, name calling, physical violence or harassment.

## **Celebrating Diversity**

The Sixth Form aims to make sure that all staff and students know more about the varied cultural and religious backgrounds of staff and students at the College and encourages students to get to know and work with people from other backgrounds. Students take part in a wide range of events across the year to recognise and celebrate The Sixth Form's diverse communities.

## **British Values**

The Sixth Form sees British values underpinning what it means to be an integrated citizen in our multi-cultural, multi-faith society. As well as actively promoting these values to our students, The Sixth Form will seek to embed these into the students' pastoral programmes and across curriculum areas.

## **Religious Festivals**

The Sixth Form fully respects that students celebrate different religious festivals. The Sixth Form recognises certain important religious days as warranting time away from studies. Any student who wishes to be absent from College for reasons of religious observance should follow College absence procedures.

# Student Enrichment and Wider Skills Development Careers and Employment

## Careers Programme Overview Student Journey



### Vision Statement

Our aim is to support all students in the planning of their career, so that they leave The Sixth Form Bolton well informed and equipped for the next step of their career journey.

### Booking an appointment

You can either drop into the ground floor careers pod or email us at: [careers@bolton-sfc.ac.uk](mailto:careers@bolton-sfc.ac.uk)

## Milestones and Learning Outcomes

## Key Events and Experiences

### Year 12

#### How we can support you

At enrolment we ask students what their planned career is and we use this information to help us to plan that years Careers Activities to make sure we are offering relevant events and experiences to all of our students.

We will support you throughout year 12, as you begin to research your university and employment options and identify your next steps beyond The Sixth Form.

Opportunities for careers exploration is embedded within all subject areas and during tutor groups.

The B6 Careers Team Offer a range of stand-alone career events as well as one-to-one career guidance appointments.

### Year 13

#### How we can support you

In the first term of year 13, we will support you with your university research and offer 1:1 support with your UCAS applications.

The careers team can also support you with applications for employment. If you are hoping to secure an apprenticeship after sixth form, you can also join our Apprenticeship Academy.

Some BTEC Extended Diploma students have an opportunity to undertake an Industry Placement, which involves spending 2 days per week in a workplace environment.

The World of Work Programme helps students to develop the key skills needed in both future employment and university study.

Throughout the year, you can access the careers team for career guidance appointments.

If you are invited for a university or job interview we can help you to prepare for this by offering an interview practice session.

### Year 12

#### Key Events and Experiences

- ✓ 1:1 Careers Guidance Appointments
- ✓ Guest speakers across curriculum areas
- ✓ Trips and visits
- ✓ Enrichment
- ✓ Careers Day
- ✓ Work Experience
- ✓ Volunteering
- ✓ University open days

### Year 13

#### Key Events and Experiences

- ✓ 1-1 Careers Guidance Appointments
- ✓ World of Work Programme
- ✓ UCAS Support
- ✓ BTEC Industry Placements
- ✓ Apprenticeship workshops
- ✓ Interview preparation and practice
- ✓ Guest speakers across curriculum areas
- ✓ Trips and visits
- ✓ Enrichment



Inspiring and preparing  
young people for the world  
of work.

## Professional Growth Programme - Employability

The world of work has changed considerably over the last decade and we aim to support our students in meeting these new demands. The employability sessions we provide as part of the Professional Growth Programme will equip students with the necessary skills and knowledge to prepare them for employment in their chosen career.

As part of the Professional Growth Programme, students sign up to a chosen career pathway and undertake a weekly programme of employability sessions which will help them develop the skills that employers within their chosen career path are looking for. The Professional Growth Programme is delivered via a combination of online learning modules and in person 'live' sessions, where students will take part in hands on activities which will enhance their teambuilding and communication skills.



This innovative programme prepares and supports students to secure university places in competitive fields of study. It is a structured programme, focussing on learning through experience with highlights of the course including:

- Visits from leading NHS staff
- University taster days
- Free uniform, Nurses watch and a week's experience within a Hospital, during which, you will directly participate in patient care including the observation of surgery
- Overnight stay in London to learn about the history of medicine.



This course currently focuses on students studying Health Studies, looking to pursue a career in nursing, midwifery, social work and related career pathways.

## Work Experience

Work experience is a vital part of a young person's learning experience. It supports the academic skills students develop during their time at The Sixth Form Bolton and allows them to acquire skills that cannot be taught in the classroom, ensuring they are work ready when it comes to seeking employment. It also aids students in choosing an industry and career path to move forward in, enabling them to make contacts in that industry they would otherwise not be exposed to. 'Real world' experience can add considerable weight to your CV, and for those applying to university, professional experience looks great on their UCAS personal statement. The government has identified that if a student has 4 or more encounters with an employer by the age of 18, they are 86% less likely to be unemployed as an adult. It also allows students to experience personal growth through the development of self-reliance, stepping outside their comfort zone and enabling them to identify their strengths and areas for improvement.

A study by the City and Guilds vocational training unit shows that **80%** of employers think work experience is essential and **66%** of employers would be more likely to hire a young person with work experience over someone without any.

Please contact Emily Dover [edover@bolton-sfc.ac.uk](mailto:edover@bolton-sfc.ac.uk) for further help and guidance relating to work experience.

Through completing a work placement learners will:

- Improve their ability to gain a job
- Develop their knowledge and skills relevant to their course and future career
- Develop their employability "soft skills" such as communication and problem solving

A Level students will complete their work experience placement in the week commencing 19th June 2023.

BTEC Extended Diploma students in Sport, Public Services, Science and Art, ICT and Business all students will complete a week's long compulsory work placement of their choice. Dates for work experience can be seen on page 4 of this handbook.

Responsibility for obtaining this placement lies ultimately with the students although there is a vast amount of support and guidance available to assist you at The Sixth Form through the work experience officer, careers guidance team, curriculum teachers and personal tutor.

Students on the BTEC Extended Diplomas in Business, Applied Science and IT will also have the opportunity to complete an extensive 350-hour placement running for 2 days per week from October to May in the second year of the course. Some placements will be sourced by The Sixth Form and will be allocated via an interview process. Students may also find their own appropriate placement which will be required to be approved by The Sixth Form regarding its suitability in advance of its commencement. Those who are interested in this route will be asked to indicate their interest at the end of their first year and some students will be invited onto this route by the course leader. These placements will form a substantial part of the course and will amount to 50 days' work placement over 25 weeks alongside academic study. It is essential that all work placements are organised via The Sixth Form and that all necessary paperwork is completed in order to meet health and safety requirements and ensure your safety and wellbeing on your placement.

*"All of the evidence from employers and government agencies indicates that students with work experience have that vital 'step up' when competing for jobs."* **Dr Charles Knight, Associate Director**  
**Edge Hill University Business School**

*"Work experience is a key component within further education, not only do learners gain an understanding of the workplace, they also get to link real experiences to their academic learning. Work experience can also be the edge a learner needs against other candidates in their next steps of the career journey."* **Kat Healey, Head of Learning and Development**  
**Seddon Construction Ltd**

## Enrichment

Students at The Sixth Form Bolton will have the opportunity to take part in a wide range of enrichment activities. These are provided to ensure that students leave The Sixth Form with more than just an excellent grade profile.

We actively encourage all of our students to undertake a range of enrichment activities, particularly in your first year. The enrichment programme is designed to help students stand out from the crowd and become fully equipped for life after The Sixth Form Bolton. The activities we offer allow students to gain skills in new areas, further existing skills, make new friends and take part in a range of leisure activities.

## **Our current programme includes:**

### **B ACTIVE**

- Cricket Academy
- Boys Football Academy
- Girls Football Academy
- Netball
- Level 2 Gym Instructor (Exclusive to Sports and Public Services students)

### **B GIVING**

- Duke of Edinburgh Award
- Voluntary Service Award
- National Citizen Service
- Peer Mentor Programme
- Primary School Mentor Programme

### **B INVOLVED**

- Student Council
- The Sixth Form Magazine
- Law Society
- Psychology Society
- Business Enterprise

### **B CREATIVE**

- Performing Arts Academy
- Brass Band
- Rock Band
- Film Club
- E-sports

### **B PREPARED**

- First Aid
- Sign Language
- UK Senior Maths Challenge
- Debating Society
- MHFA England – Mental Health First Aid Certificate
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A variety of activities and trips will also be available to all Level 3 students on the College's designated Enrichment Day on **Wednesday 9<sup>th</sup> November 2022**.

To find out more ask your progress tutor or email [rmolyneux@bolton-sfc.ac.uk](mailto:rmolyneux@bolton-sfc.ac.uk) or [slawther@bolton-sfc.ac.uk](mailto:slawther@bolton-sfc.ac.uk)

## B6 Learner Voice

The Sixth Form is committed to listening to our students and responding to their views about their College experience. There will be many opportunities throughout student time here for them to contribute to the development of The Sixth Form. B6 Learner Voice is a formal way for students to have their say and make a difference.

As a member of the B6 Learner Voice, learners will attend meetings to discuss current affairs happening at College, explain how they might impact students, and contribute their own ideas and suggestions.

Students will ultimately be enhancing the quality of College life from a student perspective. Most importantly, they will be developing a range of transferable skills that future employers and universities require.

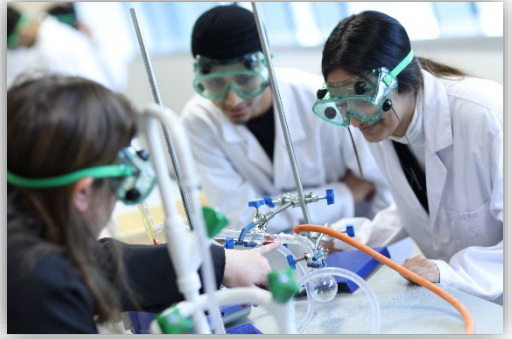


**The B6 Learner Voice** aims to ensure that students enjoy their time at The Sixth Form by organising and facilitating a range of events and activities throughout the academic calendar, for example the MacMillan Coffee Morning, Children in Need and more.

**Positions available** within the B6 Learner Voice are; President, Vice President, Charity and Events Organisers, Student Governors and Equality and Diversity Representatives.

If you require any additional information regarding the B6 Learner Voice please contact the Learner Voice Support Tutors: Lexy Shipley [ashipley@bolton-sfc.ac.uk](mailto:ashipley@bolton-sfc.ac.uk) or Javan Dawson [jdawson@bolton-sfc.ac.uk](mailto:jdawson@bolton-sfc.ac.uk)

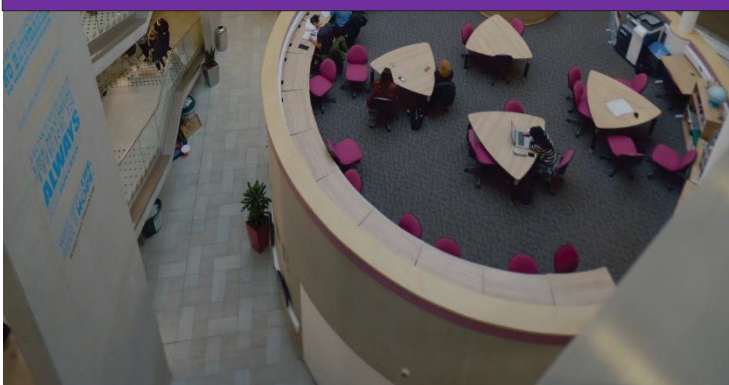






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SUPPORTIVE FOCUSSED BRILLIANT