



POST 16 @ MILT

PARENT GUIDE 2020



CONTENTS

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

POST 16@
MILT



WELCOME TO POST 16 @ MLT

Dear Parents/Carers,

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

At MLT we aim to provide an environment that helps your son / daughter make a smooth and confident transition to university, work or further training. We want to achieve the best possible partnership between us, students and parents and communication is therefore very important to us.

Working together with you, we hope to achieve the highest level of care and support for your son / daughter.

Ms Angela Savage, Mr Sam Boon and Mrs Judith Townsend

MLT Post 16

MEET THE TEAM

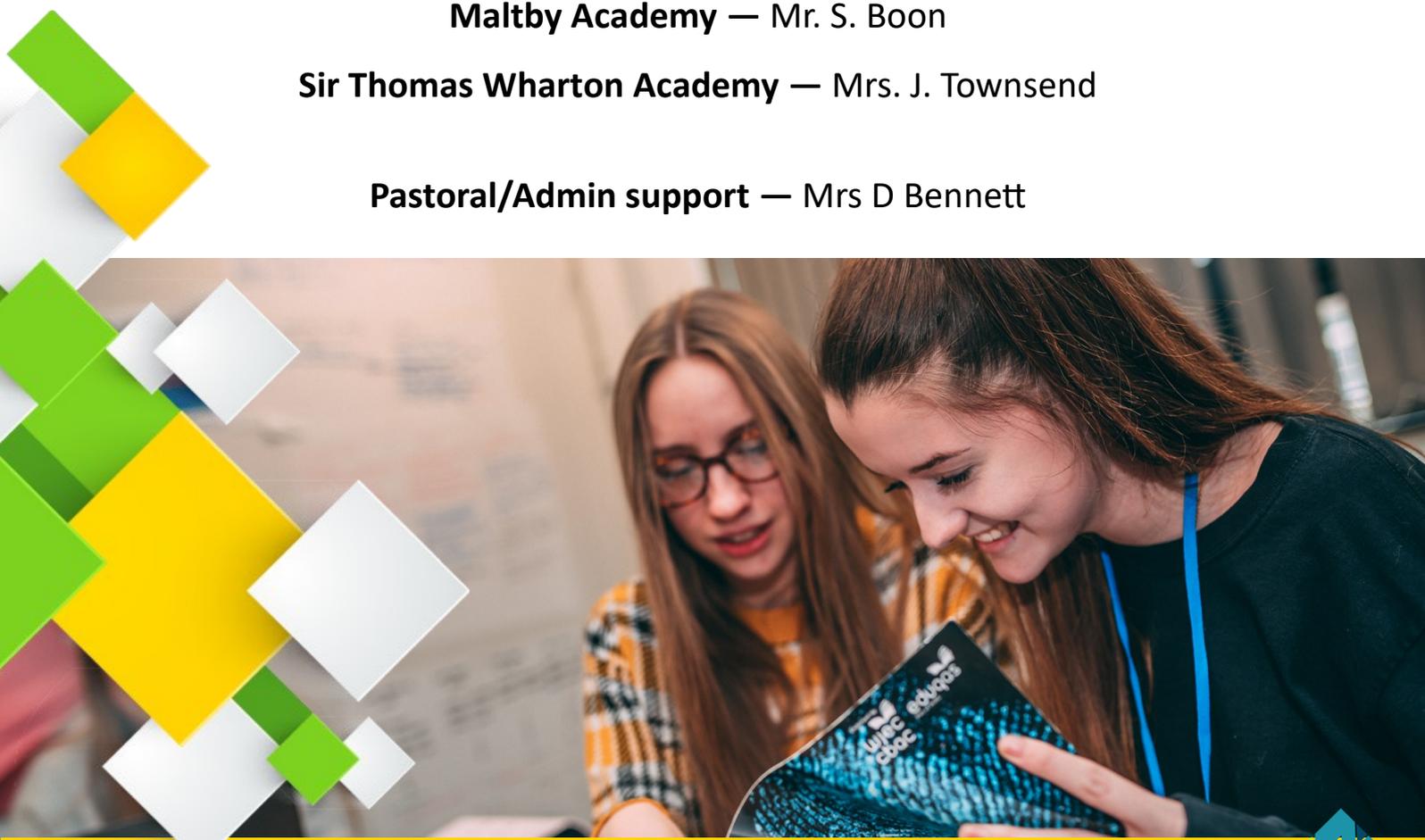
Post 16 Collaborative Leader — Ms. A. Savage

Directors of Post 16:

Maltby Academy — Mr. S. Boon

Sir Thomas Wharton Academy — Mrs. J. Townsend

Pastoral/Admin support — Mrs D Bennett





THE POST 16 COMMITMENT

We aim to provide your son/daughter with opportunities to develop both their personal and academic skills. This Agreement provides a basis for our mutual commitment to achieve this aim.

We intend for your son/daughter to make maximum use of all of the tuition and facilities available to them and that in return they will commit to having a responsible attitude to their own learning and general conduct, including behaviour, dress, appearance and attendance and commitment.

We undertake to provide:

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

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



STUDENT COMMITMENT

1. I will do everything I can to achieve my full potential while I am taking part in Post 16 provision at MLT, and I will take responsibility for my own learning and personal development. I will be fully committed to my courses.
2. I will attend every day and take a positive part in all lessons or activities on my timetable, and provide immediate explanations for absence or lack of punctuality.
3. **I understand that unsatisfactory attendance (below 95%) without reason will be reported to those with parental responsibility and may lead to the termination of my course.**
4. I will attend study periods (proactively ensuring I have sufficient work to do during this time).
5. I will ensure that my parents telephone the attendance office before 8.30am to report any absence and provide medical evidence for hospital and GP appointments.
6. I will attend tutorial sessions with my personal tutor and will inform him/her of any changes in my programme of study or circumstances relating to my Post 16 provision.
7. I will show consideration for students and staff at all times.
8. I will maintain an acceptable standard of behaviour in any activity associated with the Post 16 provision at MLT.
9. I will respect property and adhere to the Health and Safety Procedures of Post 16 provision.
10. I will return all books and other material loaned to me during the courses I am undertaking.
11. I will co-operate in all administrative matters relating to the keeping of records, examination entries, and post-college destination information.
12. I understand that parents/carers may be involved in serious cases of discipline or lack of progress.
13. I will meet all deadlines given by teaching staff for submission of assignments and coursework.
14. I understand that Post 16 at MLT is a **place of work** and I will dress accordingly, including wearing a lanyard on site at all times.
15. I will actively seek to discuss progress, career aspirations and plans for further/ higher education with my tutor, teachers, Director of Sixth Form and AVP Post 16 Collaborative.
16. I will not arrange other appointments during my lesson time, except in an emergency. This includes driving lessons and part-time work.
17. I understand that as Post 16 courses are very intensive, I will not arrange holidays during term-time.
18. I will adhere to this code of conduct.



KEY INFO

A mini bus is provided, free of charge, to transport students between campuses and runs throughout the day.

Maltby Academy Address:

Braithwell Road, Rotherham, S66 8AB

Director of Sixth Form: Mr. Sam Boon

Telephone: 01709 812864

Email: sboon@maltbyacademy.com

Sir Thomas Wharton Academy Address:

Tait Avenue, Doncaster, DN12 1HH

Director of Sixth Form: Mrs Judith Townsend

Telephone 01709 864100

Email: j.townsend@stwacademy.com

Timing of the Post 16 Day

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

**POST 16@
MILT**



KEY DATES

MARCH 2020	Learning Cycle Report sent home
APRIL 2020	Trial Examinations Yr 12
MAY 2020	A Level Examinations Yr 13 Learning Cycle Report sent home
JUNE 2020	Resit Examinations Yr 12 A Level Examinations Yr 13 UCAS and Next Steps Parent's Presentation UCAS Higher Education Fair Visit University Open Day Visit
JULY 2020	Learning Cycle Report sent home

ATTENDANCE

All students are expected to attend Post 16 for the full school day regardless of how many lessons they may have on their timetable. They will be expected to use their study time wisely for private study.

Driving lessons, doctors' appointments, dentist visits should be scheduled **outside of Academy hours** unless there is an emergency.

Holidays should not be taken in term time.

If students are unwell, the home Academy should be contacted on each morning, before 8.30 am.

The number to ring is STWA: 01709 864100 or Maltby: 01709 812864



ASSESSMENT AND REPORTING

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

Year 12

1st Learning Cycle	December 2019
2nd Learning Cycle	March 2020
3rd Learning Cycle	May 2020
4th Learning Cycle	June/July 2020

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

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

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

COURSE REQUIREMENTS

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

Choosing to study at Post 16 is a positive commitment, as it would be for any student continuing their education post 16. The students are starting a programme of full time education which needs their full commitment. There is an increase in demand between GCSE and Level 3 courses, with a difference in the style of teaching and learning that takes place. Students are more responsible for managing their own progress. This means that there is a great deal more independent study required outside lesson time and a large amount of reading expected.

Further to this, certain subjects will have controlled assessment and coursework demands that will prove a challenge for the organisational abilities of students. It is important that students are prepared for this.

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





CAREERS

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

UCAS Applications and University Entry

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

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

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

Employment and Apprenticeships

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



SUMMARY OF KEY EXPECTATIONS OF POST 16 STUDENTS

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

Your son/daughter will be allocated a personal tutor after they have enrolled in sixth form.

The tutor should be the first point of contact with any issues or difficulties that they may have and also if you need to discuss anything.

Email contacts can be found at the front of this guide.



CHARACTERISTICS OF A SUCCESSFUL STUDENT

The following information is the culmination of 8 years of research.

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

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

V.E.S.P.A

Vision: *You know what you want to achieve*

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

Effort : *You put in many hours of proactive study*

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

Systems: *You organise your learning and time*

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

Practice: *You practice and develop your skills*

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

Attitude: *You respond positively to setbacks*

This relates to

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



16-19 BURSARY FUND

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

Bursary for Vulnerable Students:

Vulnerable Students are:

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

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

Discretionary Fund

The Discretionary Fund can help with:

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

ELIGIBILITY

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

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

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

**POST 16@
MLT**



Q: What should I do if my son/daughter is ill and cannot attend the Academy?

If they are unwell, we should be contacted on each morning, before 8.30 am.

The number to ring for Maltby Academy is **01709 812864**, or for Sir Thomas Wharton Academy, the number to call is **01709 864100**. We will always contact parents about any concerns we have about absences.

Q: What should I do if my son/daughter needs to be away from the academy for a reason other than illness (e.g. university open days, family wedding, funeral etc.)?

Permission from the Post 16 pastoral officer must be sought well in advance of the event/activity. Absence from school could affect entitlement to the bursary. It is better to check with the college before deciding to attend an event/activity.

Q: What should I do if I want to take my son/daughter out of the academy for a holiday during term time?

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

Q: Should I encourage my son/daughter to do work experience?

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

Q: Should I encourage my son/daughter to do paid work?

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

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

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

Q: What should I do if my child tells me that he/she intends to leave Post 16 before completing his/her courses?

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

