



**Hills Road
Sixth Form College**
Cambridge

Parents' Handbook 2011 – 2012

College Website Address : www.hillsroad.ac.uk

Association of Parents & Friends website address:
www.hillsroad.ac.uk/parentsFriends.aspx

Tutor's Name:	Tutor's email address:

College Telephone Number: 01223 247251
College Fax Number: 01223 416979

Useful Extension Numbers:

Student Guidance Officer lpike@hillsroad.ac.uk	1268	Principal's PA stenberg@hillsroad.ac.uk	1222
Admissions Administrator rmitchell@hillsroad.ac.uk	1262	Deputy Principal's PA lhawkins@hillsroad.ac.uk	1228
Careers Adviser whodgkiss@hillsroad.ac.uk	1219	Adult Education	1480
Bursary	1260	Tutorial Secretary Guidance Secretary – EMA	1426 1464
Reception	0	Audio Directory	9

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Dear Parent or Guardian

Welcome to our Parents' Handbook. Whether you are a new parent, or one whose links with the College are more established, I hope that you will find the information contained in this Handbook helpful.

At Hills Road, we consider a successful partnership with parents as vital to the success of our students and to our sense of community. Our aim is that each student has a happy, successful and fulfilling time at Hills Road before moving on with confidence to the next stage of their lives, whatever that may be. We know that this is your aim too, and we look forward to developing a strong partnership with you that will help us to support your sons and daughters as individuals, and to recognise and develop their unique talents and potential.

The College has a Parents' and Friends' Association and I would encourage you to become involved. It is an opportunity not only to support the College but also to give your views on various aspects of our work. You may wish to look at the Parents' and Friends' section of the website; this can be found by visiting the College's website, clicking on 'sixth form education', 'parents' and then on 'parents and friends'.

I look forward to meeting you very soon.

Yours sincerely

A handwritten signature in cursive script that reads "Linda Sinclair".

Linda Sinclair
Principal

Our Partnership with Parents

The College welcomes the involvement of all parents and we hope that we will have a successful partnership with you, working together in encouraging your daughter or son to achieve their potential.

The College expects that students will accept responsibility for their own learning and academic progress. Nevertheless, there is a continuing role for parents to play in that process and the College will liaise with parents accordingly, taking into account the needs of individual students.

To encourage your involvement we expect to provide:

- an early opportunity to visit the College to meet your daughter's/son's tutor
- a Parents' Handbook explaining how the College operates
- a calendar of College events on-line and other general communications as necessary
- annual parents' consultations
- regular progress statements as part of student progress review
- prompt consultation with you if we need to discuss your daughter's/son's progress
- representation and the opportunity for involvement through the Parents' and Friends' Association
- representation on the corporate governing body through the Parent Governor and Chair of the Parents' and Friends' Association.

To help us, we ask you to:

- encourage your daughter or son to follow the Code of Conduct and expectations as outlined in the Student Planner
- inform us if you become concerned about your daughter's or son's progress
- inform us of changes in personal circumstances (address/telephone number or domestic circumstances, etc)
- contact us during prolonged absence (beyond three days)
- avoid requesting holidays in term-time and, if absolutely necessary, make such a request in writing at least a month in advance
- respond promptly to College communications
- attend parents' consultations.

What to do if things go wrong

We hope that your daughter or son will be happy and successful at Hills Road and that you will also be satisfied with your own experience as a parent. Nevertheless, we understand that there may be times when we don't get everything right and we shall listen carefully to any feedback which you may have about the College.

At regular intervals we shall ask students and others how successful we have been. The findings from surveys and the action that the College intends to take in response will be summarised and made available, usually on the College website.

If you feel dissatisfied about anything, you are invited to discuss the matter with an appropriate member of staff. For example, an informal approach to your daughter's/son's tutor or to the Assistant Principal (Support and Guidance) may be sufficient to settle the matter.

Should you remain dissatisfied and wish to make a formal complaint, please refer to the College's complaints procedures, details of which are available on the College website or from the Guidance Office. You will receive an initial response within ten working days, explaining how your complaint is to be handled.

Contact with the College

Reception is open from 8.15 am to 9.00 pm Monday to Thursday and 8.15 am to 5.00 pm on Friday during term time; there is an answerphone so that messages may be left when Reception is closed or when the phone lines are busy.

A telephone message can only be delivered to a student if the message is from a parent or guardian and is urgent.

HillsMail: parents who provide an email address will automatically be included in the College's electronic communication system to receive important letters and documents. These communications will be sent by post to those parents not registered with HillsMail.

Parking at the College

There are a limited number of visitor spaces available in the College's front car park. Otherwise, there is a public multi-storey car park off Clifton Road, a short walk from the College.

Please do not drive onto the College site if you are delivering or collecting your daughter or son, as turning in the entrances to the site is a hazard to students and other pedestrians. Students may be picked up or set down in Purbeck Road.

The Parents' and Friends' Association

Membership of the Association is free to all parents and guardians of current and former students of the College. Please look at the College website for information about events and committee meetings. The Association's income comes from a lottery called the 500 Club, and from a variety of fund-raising events.

The Parent Governor

One parent governor represents parents on the College's Governing Body, and is able to put forward the views of parents at Corporation meetings. If there is an urgent matter that you wish to share with the Parent Governor, you may contact her/him via the PA to the Clerk to the Corporation, Ms Julie Francis, on 01223 247251, extension 1467.

Internet and E-mail

All students will be asked to accept the College's rules for the use of College computer equipment and IT facilities. A copy of the "College Policy on Acceptable Use by Students of College IT Facilities" is available on the College website, with an outline of the key elements listed later in this Handbook. The Internet is a valuable educational resource, and the College is committed to developing students' use of IT in ways that will enhance their learning.

STUDENT SUPPORT AND GUIDANCE - QUESTIONS AND ANSWERS

At the heart of the College is our belief in the value of each individual student and that the College's responsibility is to help each one to realise their potential.

How does the tutorial system work?

Tutorial support is provided by a specialist team of nineteen tutors, led by the Assistant Principal (Support and Guidance), Mr Nigel Taylor. This team includes staff responsible for admissions, careers, study skills and the tutorial programme.

Tutor groups are arranged by year group, and contain about twenty three students. Each group has a weekly timetabled tutorial period and tutors monitor attendance on a regular basis through our electronic registration system. Tutors have time available to see students individually at times when they are free of lesson commitments.

Tutors have their own rooms in the Margaret Ingram Guidance Centre, which also contains the Guidance Office and a counselling room. Our Student Guidance Officer, Ms Linda Pike, is a qualified BACP Accredited Counsellor and is able to offer short or longer term counselling to students, in addition to the continuing opportunity of referral to external counsellors if requested.

What additional support are you able to provide for students?

As well as the additional support available in subject departments, the Study Skills Team plays its part in helping students achieve. Many students have benefited over the years from the more specialist kind of help which the team can provide. For example, students who may have a specific literacy difficulty such as dyslexia can receive additional help and, if appropriate, an assessment will be arranged.

How does the College help students to organise their work?

Students receive a Student Planner (incorporating a diary) each year. This contains important information about the College and is also used for recording homework and dates when work is due.

How do you help students with learning difficulties and/or disabilities?

The College welcomes all students who meet the normal admissions criteria and is committed to ensuring that all reasonable adjustments are made to ensure that students with additional support needs are able to achieve their potential. Wherever possible, we will discuss the resources and help that are appropriate with the student, parents or carers, and professionals who have previously provided support, before the student enrolls at the College. If your daughter or son has a learning difficulty or disability which has not already been discussed, please contact your daughter's/son's tutor or contact Mr Glen Taylor (extension 1488), Head of Study Skills.

Can students have access to their files?

With certain limited exceptions, any College reference, record or report on a student would be shown to the student if a formal request is made to the student's tutor.

How does the College monitor the progress of students?

This is done through the Progress Review system.

In November and March of Year 12, the College has subject Progress Review afternoons. Students discuss their progress with subject staff and then their overall progress with tutors. A tutorial Progress Review (without subject consultations) is completed in June/July of Year 12.

In Year 13, subject staff will discuss progress with students at the parents' consultations in the autumn term, as well as in March, following publication of January examination results.

What arrangements are made when staff are absent from College?

In contrast to the standard practice in secondary schools, the College does not normally organise supply cover for staff who are absent for only a few days. This approach takes account of the age and maturity of our students and the College's expectation that they should be able to work independently within a suitable support structure. Although, in such circumstances, students tend to talk of "cancelled" lessons, the *learning* is never cancelled; for example, when the absence is a *planned* absence suitable work is set in advance. When a member of staff is away unexpectedly through illness, the department will set work on behalf of the teacher. In many cases, students will already have work which they can undertake independently for a few days. In cases when an extended period of absence occurs the College will seek to arrange full teaching cover.

What are the arrangements for Parents' Consultations with subject staff

There is one Parents' Consultation for each year group and parents will be invited to attend one of three designated afternoons (3.15pm – 6.30pm). The dates are given in the calendar at the end of the Handbook.

You will be reminded of these consultations in advance and your daughter or son will make an appointment for you to see the appropriate subject staff. Tutors are available if there is a specific need to see them, although the primary focus is on meeting subject staff.

How does the College monitor the attendance of students?

The College uses an electronic system for the recording of attendance. Tutors are able to view the records for individual students on computer screens and will review attendance weekly.

If a student is absent from College they must enter the appropriate absence code in the electronic register on their return. Full instructions will be given to students. An acceptable reason must be given for all absences, otherwise the absence will be considered unauthorised. Parents are asked to contact the College by the fourth day of a student's absence in one of the following ways:

- E-mail the student's tutor and give the reason for absence and an indication of the likely duration if possible.
- Telephone the Guidance Office on 01223 247251, ext. 1268.

Do I need to provide written notes for absence?

Notes will not normally be required, as students will be asked to provide reasons for their absence through the electronic registration system on their return to College. On the fourth day of absence, please contact the College as explained in the previous answer. As with progress, the tutor will contact you if absences are a cause for concern, and may request confirmation of the reason for absence.

Will the tutor contact me if there are problems?

If problems are minor, students often put matters right in a short period of time. If problems persist, or are more serious, then the tutor will contact you.

The College normally continues to liaise with parents up until the end of students' courses, including any period after students have reached the age of 18. Students who are 18 or over have the right to ask the College not to release information to parents; nevertheless, this right has rarely been exercised.

Should I contact the tutor if I am worried about my daughter's or son's progress?

Yes. Tutors are the main point of contact between the College and parents and you should not hesitate to get in touch. The easiest way to make contact will be by e-mail. In return, if you haven't already done so, it will be helpful if you can provide an e-mail address for the tutor to contact you. Tutors will be pleased to arrange a meeting with you if appropriate.

What happens if a student is taken ill during the College day?

If students are feeling unwell during the day and need to go home they must sign out in the Guidance Office. Students are asked to phone the Guidance Office to confirm that they have arrived home safely. In some cases it may be necessary for the student to be collected by a parent/guardian or sent home in a taxi if they have some distance to travel.

If it is felt that a student need not go home, they can rest in the medical room until well enough to return to lessons.

On rare occasions, e.g. suspected fracture, a College first aider might accompany a student to the Accident and Emergency Department at Addenbrooke's Hospital unless the student prefers to be accompanied by a friend. Parents/guardians would be contacted immediately.

How can I support my son/daughter's transition to advanced level study?

We know that families give a great deal of general encouragement to students. College places new demands on students, particularly with requiring more work to be done outside lessons: this should be at least 4 hours of independent study per week for each of their AS or A2 courses. Subject teachers will set essays and various other tasks to be completed outside lesson time, and there will be additional reading, research and preparation in all subjects. Having a suitable room at home in which this can be done helps students a lot.

Can holidays be taken during term-time?

Sometimes families need to take holidays during term time . Experience shows that missing more than a week of term can have a significant impact on a student's progress, so we ask that such visits are avoided or, if unavoidable, kept as short as possible. Permission for absence of longer than two weeks will only be given in exceptional circumstances.

Please ask your daughter or son to collect a Planned Absence form from their tutor at least one month in advance, which will prompt them about what to do.

Are there any circumstances in which I might be asked to pay examination fees?

This would only apply if the student, through their own actions, made it impossible for a grade to be awarded by the examination board – for example by failing to complete coursework or by missing an examination. The College can also require the payment of fees where a student fails to observe the Code of Conduct, for example by not attending lessons. Parents would be invited to discuss the situation before any such action were taken. If a student resits an examination, then the fees are normally paid by the student.

What will the timetable be for my daughter or son?

A timetable blank is included in this Handbook for your information. Students are given a printed copy of their timetable at the start of the year. Each first year student will have about 18 or 19 periods on her or his timetable, but the exact pattern is determined by subject choices at enrolment. The remaining periods are intended for independent study. Students can choose to study at home if such periods are at the beginning or end of the day, but many choose to work in College.

What about safeguarding and child protection?

The College takes student safety very seriously. We are committed to providing a safe environment in which students can learn, identifying students who are likely to suffer significant harm and taking appropriate action to help to ensure they are kept safe both at home and in College. The College has a designated person for child protection and a College policy which explains our approach in more detail.

FINANCIAL MATTERS

Essential textbooks and materials are provided free of charge, unless they are kept by the student after the course. Students are expected to pay towards the cost of field trips and visits, although the charges for these are kept to a minimum. Examination fees are paid by the College for first-time entries, although students normally pay for re-sits.

Financial help for students in the academic year 2011-2012

National arrangements for providing financial support for students starting post-16 courses in September 2011 are changing significantly.

The Young People's Learning Agency (YPLA) has provided the following information about financial support arrangements for the coming year.

1. The Education Maintenance Allowance (EMA) will no longer be available to Lower Sixth students starting courses in September 2011.
2. We have been informed that Upper Sixth students in 2011-2012 who received an EMA payment of £30 per week during the academic year 2010-2011 will receive a transitional, reduced EMA payment of £20 per week in the coming academic year. Upper Sixth students who previously received £10 or £20 per week will not be eligible for any EMA payment.
3. The current Discretionary Learner Support Fund (which is separate from EMA) will be replaced by a new 16-19 Bursary Fund. This new fund will be the only money available to support Lower Sixth students in 2011-2012; it might also provide limited funding to supplement EMA for Upper Sixth students in specific circumstances.
4. Hills Road Sixth Form College has been informed of the sum of money for 2011-2012 which will be provided under the new 16-19 Bursary Fund. This sum is substantially less than the money currently provided under EMA and the Learner Support Fund.
5. Guidelines about applying for the new 16-19 Bursary Fund will be provided to all students at the start of the autumn term. These will indicate both the eligibility criteria, relating to household income, and also the range of activities for which an application can be made (e.g. transport, essential educational activities linked to chosen AS/A level courses.)
6. The College will conduct an audit of likely demand for the 16-19 Bursary Fund at the start of the academic year, before finalising how much money can be distributed to the various categories of students applying for financial assistance.

If you have any urgent concerns about financial support which you would like to discuss after reading the guidelines which will be provided, please contact Ms Linda Pike, Student Guidance Officer, at the College (01223 278046).

CAREERS AND APPLICATIONS FOR FURTHER/HIGHER EDUCATION

Year 12 students receive an outline of the programme "A brief introduction to careers information, education and guidance for Year 12 and Year 13 students, 2011-13" in September. From January a comprehensive programme covers higher education, gap year and employment options. Students will use a variety of resources and internet sites.

Careers Area

The Careers Area is situated in the Library and Resources Centre and includes an extensively stocked reference section with information about jobs, further and higher education courses, sponsorships, and gap year activities. The computer network is available for running careers guidance programmes, accessing course descriptions and details of career areas, researching offers and rejections in previous years, and there is also a TV/DVD player with a good stock of DVDs of mock interviews.

Making Choices

An important part of our student guidance system involves helping students to make career choices. Help in this is available from College careers staff, tutors and subject staff. Students are advised to research career opportunities as soon as appropriate. A careers programme starts in the spring term of Year 12; by the end of Year 12, most students should have definite ideas of the options available and be researching particular higher education courses or employment routes in more detail.

Visit www.ucas.com for course search, a parent's guide and the Stamford Test – an online programme which will suggest possible course choices. Many of the College databases and Careers computer programs can be seen at home via remote access link.

Work Experience

Work experience can be a very valuable activity, which can add depth and credibility to either a personal statement for UCAS or a job application. Work experience can give students an insight into a future career or profession and can give them confidence that they are making the right choices for their future. The Careers Department will help students organise a placement for themselves. The College will arrange insurance cover and check that each placement is safe and suitable. Placements are normally for a week or fortnight and must take place in College holidays. Time off from College is not normally given for work placements. It can take the College several weeks to authorise a placement and students must remember this if they approach a company about a placement. It is important to realise that **any placement which takes place without authorisation from the College is likely to be uninsured** and students may be at risk.

UCAS Applications (Higher Education)

Applications to universities are normally made in the autumn term of Year 13 and students are strongly advised to have completed their application by October. Later applications are possible where students remain unsure of their choices.

Students applying for Dentistry, Medicine, Veterinary Science/Medicine, and Oxford or Cambridge Universities need to have completed their forms by mid-September for the October deadline. It is essential that students meet the deadline dates agreed with tutors for the submission of their application forms.

Usually, about 35% of our students take a "gap year" between College and university. We offer a post results application day at the start of September to help gap year applicants. Each year the College also helps former students to process applications made after they have left Hills Road.

Employment after A levels

The College's Careers Adviser organises an employment group for students seeking employment (with or without training) after A levels. Employers are invited to speak to this group during the year. Help is also provided with CVs, letters of application and interview technique.

THE CURRICULUM

Year 12

For most Year 12 students joining us, the standard curriculum framework looks as follows:

- Four AS level courses *
- One period a week for working on your Extended Project
- One or two courses chosen from the enrichment programme
- One tutorial period
- Private study periods.

* In certain circumstances, students may choose to take five AS subjects. Double Maths plus three AS subjects is a normal programme, though individual guidance is necessary to confirm the advisability of taking any other combination of five AS subjects. A few students may follow an A2 course in Year 12, if they have already achieved an AS qualification in that subject.

Year 13

On their transition to Year 13, for most of our students, the programme consists of:

- Three or four Advanced level courses (mainly A2 courses with the possibility of a new AS level in subjects where there are spaces)
- One period a week for finalising your AS Extended Project in the autumn term
- One tutorial period
- Private study periods.

In addition, some students choose to follow an enrichment course.

Extended Project

At the heart of our Extended Curriculum is the opportunity for students to develop and realise an advanced level project entirely of their devising. Begun in Year 12, the AS Extended Project Qualification offers students the chance to gain real independence, resilience and maturity as an advanced level learner, while pursuing any topic of their choosing. From staging a fashion show to designing a carbon neutral house, from researching ground-breaking cancer therapies to beginning the novel they have always wanted to write, the Extended Project presents a fantastic opportunity for them both to pursue their interests and to spread their wings. Taught in a university style through seminars and 1:1 tutorials, it prepares students well for higher education and for employment. Best of all, the Extended Project Qualification is an AS level that is very well regarded by universities as evidence that the transition from College to University will be a smooth one for students who have successfully demonstrated their aptitude for independent learning.

Other Opportunities

Some students also choose to take advantage of the opportunities offered by our extensive Adult Education programme and by the College's broad range of extra-curricular activities, clubs and societies that operate beyond timetabled time, most of which are organised and run by students themselves.

EXAMINATIONS

AS and A Level Grades – How they work

For most subjects, students study two units in Year 12 to qualify for an AS and two more, at A2 level, in Year 13 to complete an A level qualification. (In some subjects, three units are studied at both AS and A2 level.) Marks obtained in Year 12 are just as important in determining the final A level grade as those gained in Year 13 (retaking AS unit exams during Year 13 can boost that final grade). The total of the AS marks determines the AS grade and the total of the AS and A2 marks together determines the A level grade.

Most module exams are available in January and in May/June each year. At Hills Road, almost all AS modules are examined in May/June, although work for coursework modules will be produced during the year. At A2, some modules are examined in January, but most in May/June. Any module exam can be retaken in a later session, so a module taken in Year 12 could be retaken twice before the student left the College. If an exam is retaken, the best mark always counts.

At the appropriate times, teachers will advise students on what, if anything, and when to retake. It is necessary to balance any likely increase in marks against the additional preparation time required and stress involved during the exam period.

AS and A Level Grades – How they are certificated

Consistent with government expectations, Hills Road will certificate AS level qualifications at the end of Year 12 (unless special circumstances dictate otherwise, such as illness which prevents a student from taking all their AS units in Year 12).

Students are able to retake any AS level units during Year 13. If there is a grade improvement (at unit or AS level), the student's AS level would then be re-certificated at the end of Year 13 using the highest UMS points scores achieved from the original results and the resits (an AS grade cannot go down if it is re-certificated).

Students will have to enter all certificated AS level grades on their UCAS application. UCAS guidelines state the following: *"You should list all your qualifications for which you have accepted certification from an awarding body. If you have certificated a qualification, you must include it, even if you are retaking all or part of it."* The UCAS guidelines apply to all certificated qualifications, including the Free-Standing Maths Qualification (FSMQ) taken at a number of local schools.

On UCAS forms, we make AS and A level grade predictions which take account of likely performance in both A2 modules and AS retakes.

AS and A Level Grades – How they are calculated

All AS and A2 unit exams have their 'raw' marks converted into what are called uniform marks (UMS) in a way that ensures that all carry appropriate weight in the final grading. This allows awarding bodies to ensure consistency over the percentage of students that achieve a particular grade in any given year. The majority of our subjects at Hills Road are two unit AS and four unit A Levels (two AS units and two A2 units).

Two unit AS and four unit A Levels

Two unit AS subjects will have 200 total uniform marks and four unit A-level subjects 400 marks. In some subjects, the two units that form an AS or A2 qualification may be worth 100 marks each. In other cases the marks may vary, such as 120 for the first unit and 80 for the second.

Three unit AS and six unit A Levels

Mathematics, Music and Science subjects have three/six units with 300 uniform marks for AS and 600 for A-Level.

Senior examiners in each subject judge the difficulty of each paper by looking at a sample of candidates' work and exam papers from the current and previous years, examiners' reports and statistical data. They then use their professional judgement to decide on the grade boundaries for each paper, using what are called 'raw marks'. For example, you might need 40 raw marks out of 50 for an A grade one year, but 42 out of 50 the next.

To make the unit results compatible and comparable (so that they can be added together to get the final grade, even if they were taken at different times), raw marks from the examiners are converted to points on the uniform mark scale (UMS).

Two Units	Four Units	Three Units	Six Units
Overall AS grade boundaries (marks out of 200) are:	Overall A level grade boundaries (marks out of 400) are:	Overall AS grade boundaries (marks out of 300) are:	Overall A level grade boundaries (marks out of 600) are:
Grade A: 160 marks	Grade A: 320 marks	Grade A: 240 marks	Grade A: 480 marks
Grade B: 140 marks	Grade B: 280 marks	Grade B: 210 marks	Grade B: 420 marks
Grade C: 120 marks	Grade C: 240 marks	Grade C: 180 marks	Grade C: 360 marks
Grade D: 100 marks	Grade D: 200 marks	Grade D: 150 marks	Grade D: 300 marks
Grade E: 80 marks	Grade E: 160 marks	Grade E: 120 marks	Grade E: 240 marks

The A* Grade – What it is and how it works

The A* grade is awarded for the A level qualification only, not for the AS qualification or at unit level. (Exception: the Extended Project is an AS qualification but an A* grade can be awarded)

The A* grade is awarded to candidates who have achieved an A grade overall in their A level, and:

- for Music/Science subjects: a total of at least 270 UMS from three A2 units,
- for Mathematics: a total of at least 180 UMS from their C3 and C4 units,
- for Further Mathematics: a total of at least 270 UMS from the best three A2 units used in their A level Further Mathematics certification,
- for all **other subjects**: a total of at least 180 UMS from their A2 units.

CODE OF CONDUCT FOR FULL-TIME STUDENTS

The College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the College community, all students are asked to abide by its code of conduct which is outlined below:

All students are expected to:

Show consideration and respect for others and for the College environment:

- talk to all students, staff, College visitors and members of the local community with respect; and behave at all times in an appropriate and courteous manner
- avoid transmitting any communications or images (via phones, IT or other means) which may cause distress
- respect College property, buildings and grounds by not dropping litter, posting notices without permission or otherwise causing damage
- use the designated eating areas when consuming food and drink and avoid taking food or drink (other than bottled water) into lessons or other timetabled activities
- dispose of chewing gum (responsibly) before entering the College site
- avoid walking or sitting on the grass in the Main Quad
- dress in a manner which is appropriate for a working environment, avoiding clothing which is extreme, offensive or distracting, or a potential risk to health or safety; suitable clothing and footwear is expected for sporting activities
- ensure mobile phones or other electronic devices are switched off in lessons and tutorial periods unless permission has been given by an individual staff member for their use in specific teaching and learning activities. Electronic devices can be used **in silent mode only** in the Library and must not be the cause of disturbance to others
- mobile phones may be used, with appropriate consideration to others in social areas, dining areas and corridors

Help to ensure a safe and secure learning environment:

- carry your College ID card at all times and show this to College staff when requested
- seek permission if you wish to bring or invite any visitors onto the College premises; report immediately the presence of any unauthorised visitor to a member of staff or to the College Reception
- leave the College site by 6.00 pm, unless under the supervision of a member of staff
- avoid carrying an offensive weapon or anything which could be mistaken for an offensive weapon
- avoid consuming alcohol or any illegal substances on or off the College premises during the College day or when engaged in College activities; avoid bringing alcohol or any illegal substances onto the College premises
- help to keep the College a smoke-free zone by not smoking anywhere on the College site, except in the designated smoking area on Purbeck Road; the College site includes the Sports and Tennis Centre and the Luard Road playing fields
- avoid playing ball games or throwing frisbees or other projectiles on the College site

- avoid causing an obstruction on the pavement outside the College by gathering in groups or by locking bicycles to the railings at the front of the College
- avoid causing an obstruction inside the College by sitting or leaving bags in corridors
- behave at all times in accordance with the College's health and safety policy and, when appropriate, with the College's fire evacuation procedures

Accept responsibility for your own learning:

- participate actively and to the best of your ability in lessons and in the general life of the College
- attend punctually all required activities
- be prepared for all lessons by bringing relevant books, materials, equipment and stationery
- complete assignments to the best of your ability and by the stated deadlines
- avoid any behaviour which would cause a distraction to others or disrupt the teaching and learning taking place
- prioritise College commitments over other activities during the College day (9.00 am – 4.00 pm); personal appointments with doctors, dentists, or for driving lessons should, as far as possible, be made outside these times, as should any paid work; if possible, avoid taking a holiday during term time
- accompany your parent(s)/guardian(s) to the annual subject consultations with your teachers

Promote good communications:

- log on each day to your College IT account in order to account for absences, read the News Channel and check and respond to your email (especially messages from staff)
- only send e-mails to multiple recipients if you have the permission of a member of staff whose initials should appear on the email; in such cases, the content must be about College activities and care must be taken where the content could be considered to be controversial; for example, taking a particular political or religious stance
- avoid language in verbal or written communications which could be considered to be disrespectful or offensive

Promote the good reputation of the College:

- behave at all times in ways which will reflect creditably upon the College; instances of inappropriate behaviour off the College site which bring discredit upon the College may be treated as if they had taken place on College premises
- seek the Principal's approval before broadcasting or publishing information about the College or members of the College community

Abide by all College policies and expectations, including those relating to:

- equality and diversity
- health and safety
- bullying
- acceptable use of IT
- coursework and plagiarism

Shortly after the start of term, your tutor will ask you to sign this code of conduct as part of your learning agreement with the College. By doing so, you will be indicating your acceptance of the College's expectations. You are welcome to raise any concerns you may have before signing.

Failure to meet the expectations outlined in this code of conduct may result in disciplinary action in accordance with the 'Inappropriate and Serious Misconduct' policy. Cases of serious misconduct (this includes seriously disruptive or dangerous behaviour, verbal or physical abuse, bullying, harassment, theft, possession or use of illegal substances or alcohol, criminal damage, serious IT misuse) could result in permanent exclusion from the College.

EXTRACTS FROM OTHER COLLEGE POLICIES

Relevant College policies are available on the College website (under "Sixth Form Education", click "Parents"), or if you would like a written copy, by request from the Guidance Office. We include here short extracts from a few policies which we would particularly like parents to be aware of.

Mission Statement

The College aims to provide an education distinguished by opportunity, quality and achievement for all our students within a caring college community.

Equality and Diversity

Hills Road Sixth Form College celebrates and values diversity; the College treats all staff and students with respect and dignity, and seeks to provide a positive working and learning environment free from discrimination, harassment or victimisation, in which all its members can fulfill their potential. The College seeks to make all its members aware that they have a legal and moral duty to play their part in promoting a culture of equal opportunities for all.

The College does not tolerate any form of behaviour which is discriminatory and will take action, in accordance with the College's grievance procedure (staff) or discipline policy (students) against anyone found guilty of abuse, harassment or intimidation.

Acceptable use of College IT Facilities

This policy is designed to ensure the maximum availability of College computers, that hardware and software perform reliably, that unnecessary support work is minimised and that the requirements of the law are met.

Forbidden Activities

- The use of College computers in a way that may affect the integrity of the College IT facilities.
- The use of College computers to breach copyright laws.
- The use of College computers in a way that disrupts other users' legitimate activities.

- The use of College computers extensively for any purpose not connected with College activities.
- The use of College computers for illegal or “disreputable” purposes.

Coursework

Coursework refers to work that is completed independently and not under examination conditions; coursework marks contribute towards the final grade of the subject concerned.

It is the responsibility of each department to keep the coursework database up-to-date and to ensure that students are aware at the beginning of each academic year of major coursework requirements, including dates, deadlines and the Joint Council for Qualifications (JCQ) guidelines.

Coursework must be the independent work of the student concerned. The College’s Plagiarism Policy explains the procedures to be followed in the event of suspected malpractice.

Students must meet coursework deadlines.

Plagiarism

Introduction from the Policy Statement

Plagiarism occurs when a person uses other people’s thoughts, writing or creative work **and presents them as his or her own**, that is without clearly acknowledging the source of the information. It can take several forms, including:

- directly copying another person’s work, for example from the internet, a book, another student’s assignment; the work may include text, statistics, figures, photographs, pictures, diagrams etc
- paraphrasing another person’s work
- cutting and pasting together sections of the work of others into a new whole
- receiving material help from other people while producing an assignment, without express permission or instruction from a teacher

Plagiarism is a serious breach of discipline and students are responsible for informing themselves about this policy.

The College will make students aware of this policy early in the course.

COLLEGE YEAR 2011/12 Summary of key dates (the Calendar is available on the College website)

	Term Dates	Progress Reviews, Parents' Evenings, etc.	Examinations
August	Upper Sixth guidance day – 31 st August Lower Sixth enrol – 1 st and 2 nd September		
September	Upper Sixth lessons begin – 6 th September Lower Sixth induction day – 9 th September Lower and Upper Sixth lessons begin – 12 th September UCAS deadline (Oxbridge, Vets, Doctors, Dentists) – 14 th September	Parents' and Friends' Association Committee Meeting – Wednesday 7 th September Prize Giving – Thursday 15 th September Lower Sixth New Parents' Evening (1) – 20 th September Lower Sixth New Parents' Evening (2) – 22 nd September Lower Sixth New Parents' Evening (3) – 27 th September Gap Year Presentation to Parents – Tues 13 th September	
October	Autumn Half term Monday 24 th to Friday 28 th October	Parents' and Friends' Association AGM and Committee Meeting – Tuesday 4 th October Upper Sixth Parents' Consultations (1) – 20 th October Upper Sixth Parents' Consultations (2) – 31 st October Parents' Consultations (3) – 1 st November	
November	Open Evenings – 16 th and 17 th November Lower Sixth Subject Progress Review (1) [pm] 21 st November Lower Sixth Subject Progress Review (2) [pm] 22 nd November Lower Sixth Subject Progress Review (3) [pm] 25 th November	Parents' & Friends' Association Committee Meeting – Monday 21 st November Autumn Concert – Wednesday 23 rd November at 7.30pm	
December	Term ends 16 th December – Lessons P1-P3	Carol Service – 15 th December at 8.00pm	

	Term Dates	Progress Reviews, Parents' Evenings, etc.	Examinations
January	Term starts 3 rd January	Lower Sixth Parents' Consultations (1) – 19 th January Lower Sixth Parents' Consultations (2) – 23 rd January Lower Sixth Parents' Consultations (3) – 24 th January Parents' & Friends' Committee Meeting –Thurs 12 th January	Public Examinations (9 th January – 27 th January)
February	Spring Half-term Monday 13 th to Friday 17 th February	Parents' & Friends' Committee Meeting – Tues 28 th February	
March	Lower Sixth Subject Progress Review (1) [pm] 14 th March Lower Sixth Subject Progress Review (2) [pm] 15 th March Lower Sixth Subject Progress Review (3) [pm] 16 th March Term ends 30 th March		January public examinations results 8 th March
April	Term starts 16 th April	Higher Education Information Evening for parents – to be confirmed Summer concert – 26 April	
May	Bank Holiday Monday 7 th May Lower Sixth last teaching day 11 th May Lower Sixth study leave begins 14 th May Upper Sixth last teaching day 18 th May	Parents' & Friends Association Committee Meeting – Wednesday 2 nd May	Public examinations (AS begin 14 th May, A2 begin 28 th May)
June	Lower Sixth Guidance Day – Monday 11 th June Half Term – 4 th – 8 th June Upper Sixth Leavers' Day – 29 th June Upper Sixth Ball – 29 th June	Parents' & Friends' Association Committee Meeting – Monday 18 th June	
July	Lower Sixth Ball – 6 th July Term ends 17 th July		
August	Upper Sixth students (2012) return to college for guidance day – to be confirmed Lower Sixth enrolment – to be confirmed		AS/A2 results 16 August

HILLS ROAD SIXTH FORM COLLEGE – Shape of week 2011-12

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 9.00 - 10.05					
10.05 - 10.10	Changeover				
Period 2 10.10 - 11.15					
11.15 - 11.35	Break				
Period 3 11.35 - 12.40					
12.40 - 13.45	Lunch				
Period 4 13.45 - 14.50					
14.50 - 14.55	Changeover				
Period 5 14.55 - 16.00					