



ESSENTIAL INFORMATION FOR PARENTS



Our Vision

To be a world class college in which excellence is achieved in a **Positive**, **Ambitious**, **Resilient** and **Thoughtful** environment.

Our Ethos

The BePART Education Ethos is based on the principle that all students, no matter their starting point, can achieve excellence by adopting the values of positivity, ambition, resilience and through purposeful hard work.

We reject the belief that a finite number of students are gifted. Rather, we are shaped by the evidence that incontrovertibly attests to the fact that virtually all students can excel.

Our Approach

We are a process-driven, evidence based institution. By paying attention to the detail and doing the right thing every day, the outcomes will look after themselves.



Our Values

The College values underpin every aspect of College life:

*Be **Positive***

We are positive about what we can do and what others can do.

*Be **Resilient***

We will not give up when faced with difficulties.

*Be **Ambitious***

We work to release the innate human drive for success.

*Be **Thoughtful***

We treat everyone with respect and consideration.

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Welcome

Congratulations on your son or daughter being offered a place at Birkenhead Sixth Form College, the UK's 'Sixth Form College of the Year 2018'.

Starting any new chapter in life can be an exciting time but it can also offer some challenges, especially when it comes to leaving high school. As a specialist College for young people aged 16 and over, we are the most equipped and experienced sixth form to help new students settle in and make the most of both their educational and life experiences during their time with us.



This booklet will give you as parents/guardians an overview of everything you need to know about your son or daughter's next steps, as well as the College structures and systems that are there to help them and you during A Level and/or BTEC study.

WHAT HAPPENS NEXT?

Your son or daughter will receive an Enrolment Pack from the College approximately two weeks before GCSE results day on Thursday 22nd August. Inside it will be everything they need to know about Enrolment, including the exact date and time of their Enrolment appointment, what they need to bring and what they can expect on the day.

Your son or daughter's Enrolment appointment at the College will be on a specified time between Thursday 22nd August and Wednesday 28th August 2019 - details on the letter enclosed with this booklet.

New students' first day at the College is **Monday 2nd September 2019**.

WHAT HAPPENS AT ENROLMENT?

New students will meet with our specialist staff at the College and discuss their final subject choices for A Level and/or BTEC. Tutors and subject teachers will be on hand to have detailed conversations with each student about their choices and to offer the best advice, **including where a student wishes to change their options from the selections they made when they first applied**. The staff will also be able to advise on the best course of action if a student's GCSE results are not as hoped.



Enrolment packs with all the important documents for enrolling at the College will be sent out in August.

Please ensure that your son/daughter completes all the necessary forms and knows the date and time for their enrolment

WHAT HAPPENS ON A NEW STUDENTS' FIRST DAY?

We know that it can be a big change to move from school to a College environment so, for not only the first day but the first month, we have a special programme in place called '**Find Your Feet**' (see next page).

New students start on **Monday 2nd September**, a day before our returning students start the new year. It might feel a bit daunting at first, but everyone who joins the College is a new student so everyone is in the same boat.

This first introductory day will start at 9am and finish at 3pm.

This day is about students meeting their new classmates, teachers and assigned Tutors that will be with them throughout College. Lesson times are normally 90minutes but on this first day they will last for an hour, so students get the chance to find their way around and feel comfortable.

By the end of the day, students will have met their new teachers, know where their classrooms are and met all their new classmates.

Where to go on arrival

New students should head to the College main entrance – there will be plenty of signs around and people on hand everywhere to help guide new students to where they need to be.

Dress Code

As with every other day at Birkenhead Sixth Form College, students can wear their own choice of clothes. There is no 'dress code' as such – anything that students feel comfortable to study in is fine so long as it is nothing offensive or indecent.

What should students bring?

Students should be prepared with any stationery that will help them complete work, take notes during lesson time and keep them organised. Any specific subject-related materials will be provided by the College.

FIND YOUR FEET



The 'Find Your Feet' programme runs for the first month that students join us, and is designed especially to help new students settle in.

Although academic success is the central purpose of studying here, evidence shows that feeling settled, making friends and getting involved in the full College experience goes a long way to helping students achieve their full potential – and Find Your Feet is about just that.



What goes on?

- **Clubs and activities** run each day throughout lunchtimes to help break the ice and facilitate friendships
- Sessions with **assigned tutor groups** centre around getting to know each student, and for students to get to know each other
- We understand that a new building can be confusing and getting lost can be stressful, so **extra signage** is put up all around the College and staff and **Student Ambassadors** from the second year are in place to help students find where they need to be
- There are designated areas for quiet lunch if some students are feeling a little overwhelmed and Student Ambassadors, who were in the very same boat just a year ago, are on hand to talk to
- Students can vote for their **Song of the Day** which is played out in the students' refectory area at the end of lunchtime. Last year, students reported that this gave them a lift to get stuck into the afternoon's work
- **Funday Fridays** involve fun games such as inflatable sumo wrestling and a bucking bronco for students to play in the Sports Hall. They are fun to play, but just as fun to watch!

WHAT SUPPORT IS ON OFFER?

A wide range of support is available and can be accessed whenever needed. These include:



Student Development - Tutors

All students are allocated a Tutor and it is this Tutor who helps a student navigate College life: monitoring attendance, encouraging progress and advising on choices for the future. A student's Tutor is the first point of contact if they require any advice or support. Students see their allocated Tutor in weekly small group tutorial sessions and termly one-to-ones, but they can also drop into the Student Development base whenever they require. If you have any queries or concerns, you can contact your son or daughter's Tutor to discuss it with them.



Learning Support

The College has a team of dedicated Learning Support staff, including Dyslexia specialists, who can provide support, advice and guidance for students with a wide range of learning difficulties. If you would like to discuss additional support for your son/daughter, please contact the Learning Support team on 0151 652 5575.



Academic Writing Programme

The College offers dedicated support for students to develop their academic writing skills. This programme includes assisting with structuring extended writing, interpreting exam questions effectively and writing in a more formal style. Many students have benefitted from this additional support to help them achieve higher grades.



Designated Mental Health Lead

The College has a trained designated mental health lead Tutor to provide information, advice and guidance to students with mental health concerns.

PARTNERSHIP WITH PARENTS

We value the strong partnership we have between student, Tutor, subject teachers and parent or carers. Ways to keep up to date with your son/daughter's progress are outlined below:

Parent Portal

The Parent Portal is an online tool that gives you direct access to your son/daughter's up-to-date attendance and progress data. Account details, including username and password will be distributed at the New Parents' Evening in September. We urge you to login regularly to the portal to see how your son/daughter is doing.

New Parents' Evening

Wednesday 18th September 2019

The New Parents' Evening gives you the opportunity to meet your son/daughter's Tutor, learn more about the College, the courses and also ask any questions.

Parents' Evenings

Thursday 7th November & Thursday 14th November 2019

We hold Parents' Evenings to provide an opportunity for consultation between parents, staff and students. Students make their own timetable of appointments with subject teachers and Tutors. We will send a letter of invitation prior to each event.

Second Year Transition Evening

This evening is an important opportunity for parents to learn more about the second year of study and how they can support their son/daughter during this crucial year. Parents will also be able to learn more about the application process for university and the financial support available. Details of this evening will be sent out to you at the start of the second year.

GETTING IN TOUCH

Your son/daughter's Tutor is your first point of contact for all queries or problems. You will receive an email with the Tutor's details on the first day of term at the College and/or you can phone 0151 652 5575.

COLLEGE CORE REQUIREMENTS

At Birkenhead Sixth Form College, students are taught by dedicated professionals who work tirelessly to support them to excel in their studies. College students are expected to take responsibility for their own education and meet the following core requirements:

- Attend all lessons on time and be fully prepared.
- Be attentive and engaged in class and complete all work, including homework as directed.
- Show respect to all staff and follow any directions given.
- Treat fellow students with consideration and allow them to focus on their studies.
- Turn off your mobile phone and have it out of sight when in class or in The Hub.
- In the unlikely circumstance of you being absent, you must inform the College. You need to also email your teachers to get work you will have missed.
- All study deficits to be cleared as required by your teachers.
- With the exception of water, no food or drink to be consumed in the classrooms or in The Hub.
- Wear your College ID when on campus.
- Be ambitious and accept the challenge to fulfil your potential.

Be **POSITIVE** Be **AMBITIOUS** Be **RESILIENT** Be **THOUGHTFUL**

ABSENCES

We expect students to be present at all lessons to ensure that they don't miss crucial contact time with their teachers or Tutors. We ask parents to support us with this by scheduling personal appointments and activities outside of College time.

Reporting absence through illness

If your son/daughter is too ill to attend College, we need to be informed as soon as possible. If the absence is over more than one day, please also notify the College on each day or indicate a likely date of return.

**To report a student absence
Call 0151 652 5575 (Option 3) or email attend@bsfc.ac.uk**

Students who become ill at College are asked to report to the Attendance Office. If they are too unwell to travel home alone, you will be called and asked to make arrangements to collect your son/daughter from College.

Attendance is monitored on an on-going basis by both subject staff and assigned Tutors. We expect students to maintain a minimum of 95% attendance at the College.

Holidays in term time

Students should not book holidays during term time. To assist your planning, please refer to the College calendar on the back page of this booklet.

TRAVEL

The College is easily accessible by bus, train or car whether you're coming from Wirral, Cheshire or the Liverpool area. Further details of the subsidised College bus routes are enclosed in this pack.

Termly and annual College bus passes will be available to buy at Enrolment.



FINANCIAL SUPPORT

We are committed to ensuring that all students have access to the right support to be successful in their academic studies. Financial support is available to help cover the cost of:

- Travel to and from College
- Compulsory College trips
- Text books and other learning materials
- Free College meals to the value of £2.41 per day
- Gold Duke of Edinburgh's Award

Students are encouraged to apply for financial support by completing an application form. Applications are assessed on the students individual circumstances and household income. For example, if your son/daughter is eligible for free school meals, they will also be eligible for further financial support.

An application form is enclosed. It should be completed and the necessary supporting documentation brought into College at your son/daughter's enrolment appointment. This will help us ensure that their financial support is in place for the start of term.

TIMETABLE

All students are full-time students and are expected to be engaged in independent study and learning in the times between lessons, tutorials and support sessions.

MONDAYS / TUESDAYS / THURSDAYS 9:00am - 4:15pm

First Lesson: 9:00am - 10:30am

Second Lesson: 10:45am - 12:15pm

Third Lesson: 1:00pm - 2:30pm

Fourth Lesson: 2:45pm - 4:15pm

WEDNESDAYS 9:30am - 3:00pm

First Lesson: 9:30am - 11:00am

Second Lesson: 11:15am - 12:45pm

Third Lesson: 1:30pm - 3:00pm

FRIDAYS 9:00am - 2:30pm

First Lesson: 9:00am - 10:30am

Second Lesson: 10:45am - 12:15pm

Third Lesson: 1:00pm - 2:30pm

PART TIME WORK

We recognise that many students have part time jobs, which are valuable financially and for work experience. However, students need to maintain balance. Their studies must come first and we recommend a maximum of 10 hours of part time work per week.

FOOD AND DRINK

The College's refectory, named 8SQ, consists of a canteen and social area for all students.

The canteen serves a wide range of hot and cold meals, snacks and drinks, catering for a variety of dietary requirements at very reasonable prices. Students who qualify for free school meals can use their allowance in 8SQ.



Contactless and Apple payments are accepted in 8SQ.

In addition, the College's convenient location in the heart of Cloughton Village means there are a large number of shops along Upton Road available for students, including convenience supermarkets and cafes.

WHO'S WHO?

We have over 160 staff at the College, all dedicated and specialists in sixth form education. Senior members of staff include:



MIKE KILBRIDE
Principal

Mike will deliver a talk to new students on their first day, explaining the College ethos and inspiring Positivity, Ambition, Resilience and Thoughtfulness.



ROB MYATT
Deputy Principal

Rob oversees the teaching side at the College and will be working with subject teachers to help new students meet the new challenge of sixth form study.



PAULA BLAKEMORE
Vice Principal

Paula manages the 'Find Your Feet' programme and is in charge of helping students settle into College life, making new friends and having fun.



AMANDA HOEY
Assistant Principal

Amanda manages our Learning To Learn programme that supports students as they step up to sixth form study.



JAMES KING
Learning Support Manager

James heads up the Learning Support team who support students inside and outside of the classroom. Our aim is to encourage independence and build confidence.



JO WOOD
Head of Student Development

Jo leads our team of Tutors who are students and parents first point of contact. Jo's team take care of all students' pastoral needs.

CLUBS & SOCIETIES

There is a large number of clubs, societies and activities that student can get involved with, taking place throughout the week during lunchtimes and after College. These include:

Arabic Language Club
Arts & Crafts
Badminton
Basketball
Board & Card Games Club
Boccia (indoor bowls)
British Sign Language
Chess Club

Clubbercise
Competitive Team Sports
Creative Writing Group
Darts
Debating
First Aid Certificate
Football
Gold Duke of Edinburgh Award



Guitar workshop
Law club
Lego club
LGBT+ and friends
Mandarin Chinese (for beginners)
Multigym
Netball

Photoshop for Beginners
Pulse: Exploring the Christian Faith
Student Newspaper
Table Tennis
TaekwonDo
Tag Rugby
Voluntary Work
(Elderly or Disabled & Primary Schools)

Taster sessions for clubs and societies will be running throughout the **Find Your Feet** programme in September.

Is there something that your son/daughter is interested in but it's not on the list? Email enrol@bsfc.ac.uk with your suggestion and we'll try our best to arrange a new club or activity.

APPLICANTS' GCSE RESULTS DAY CLINIC

If your son or daughter's GCSE results are not as you had hoped, or you simply want to talk to someone before the Enrolment appointment, we will be running a GCSE Results Day Clinic at the College.

THURSDAY 22nd AUGUST 2019
2pm - 4pm

This will be a chance to talk to one of our Tutors about options for A Level and BTEC study, and it will be on a first-come-first-served basis.

Please note: this will not take the place of your son/daughter's Enrolment appointment and each student will still receive expert advice and counselling at Enrolment where final subject choices will be made.





Term Dates

2019 - 2020

Autumn Term 2019

Monday 2nd September (New students only) - Friday 25th October 2019

Half Term: Monday 28th October - Friday 1st November 2019

Monday 4th November - Friday 20th December 2019

Christmas Holiday: Monday 23rd December - Friday 3rd January 2020

Spring Term 2020

Monday 6th January - Friday 14th February 2020

Half Term: Monday 17th February - Friday 21st February 2020

Monday 24th February - Friday 3rd April 2020

Spring Break: Monday 6th April - Friday 17th April 2020

Summer Term 2020

Monday 20th April - Friday 22nd May 2020

Half Term: Monday 25th May - Friday 29th May 2020

Monday 1st June - Friday 10th July 2020

IMPORTANT DATES

Enrolment

Appointments between
Thursday 22nd August &
Wednesday 28th August 2019

New students start college
Monday 2nd September 2019

New Parents' Evening

Wednesday 18th
September 2019

Parents' Evenings

Thursday 7th November &
Thursday 14th November 2019



tes Winner

fe awards
2018

Sixth form college of the year award

