

# parent information guide.

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Everything you need  
to know for when  
your son or daughter  
joins us in September.





# welcome

**Hi, I'm Holly and I'm the Head Student at Birkenhead Sixth Form College.**

I thought you would be interested in hearing about College life from a student's perspective as your son or daughter joins us in September.

I'm going into my second year at the College in September, and I can honestly say that I can't wait. It's been a strange time for everyone this year, but I feel like the support we've had from our teachers and tutors and the way that we've switched to learning from home has been amazing.

I was in the exact same shoes as new students just this time last year, and I understand there might be some nervousness before coming here, but you really don't have to worry. I came with just two other people that I knew, and I didn't even have lessons with them, but I made friends so quickly from lessons and my tutor group, and from getting involved with clubs so I settled in with no problems at all. All it takes is just that first person to say 'hello' and no one looks back!

All the teachers have been lovely, and I'm positive I made the right decision to come here. Don't get me wrong, the work's hard, but the teachers' support means that it's not overwhelming and I think it gets the best out of the students – it certainly does with me.

Sometimes, we also forget to say that it's a lot of fun here! We make friends and make memories that'll stay with us forever, so I'd say to everyone to make sure to enjoy it.

Our team of Student Ambassadors wear purple lanyards, so if any new students ever needs any help with anything at all, they just need to ask us. That's what we're here for.

**Holly**  
Head Student



# what happens next?

## July

### Receive Enrolment forms

Your son/daughter will have received their Enrolment forms in the post with full details of their Enrolment appointment.

**FAST TRACK ENROLMENT** – we also included a pre-paid envelope with the Enrolment forms. Please encourage your son/daughter to return it to us as soon as possible to save time at their Enrolment appointment.



## August

### GCSE Results Day - 20th August 2020

Please can you ask your son/daughter to email a photo of their GCSE results to [results@bsfc.ac.uk](mailto:results@bsfc.ac.uk)

This will help us get ready for their Enrolment appointment.

### GCSE Results Day Clinic - 20th August 2020 (2-4pm)

If your son or daughter's GCSE results aren't as they had hoped and they need some advice before their Enrolment appointment, then our expert tutors run a drop-in GCSE Results Day Clinic. Please note - this does not replace an Enrolment appointment.

### Enrolment appointment - from 24th August 2020

This is when your son/daughter will officially become a Birkenhead Sixth Form College student and make their final subject choices with any help that they need from our Heads of Department and tutors.

## September

### Welcome Days – 1st or 2nd September 2020

Students will be allocated their Welcome Day at Enrolment in August.

This is a chance for new students to get used to the College campus and meet their new teachers and fellow new students. They'll get to see how friendly and knowledgeable their teachers are and just how different College is to school.

### Virtual Welcome Days – 3rd & 4th September 2020

Join the exciting online enrichment programme over these two days from home - especially for new students to help them meet new friends and get more familiar with the College.

### Monday 7th September 2020

Lessons start for all students in College.



# what to expect in September

In line with current government guidance, the College is planning to be open to all students in September as they restart their education with a full programme of study.

Social distancing measures, deep cleaning and the reappointing of the College campus including classrooms will all play a part in keeping our students and staff working in a Covid-safe environment.



Extensive investment and training in IT hardware and software means that our teachers are leading the way in being able to switch seamlessly between classroom and virtual teaching, meaning that whatever the circumstances in September, each and every student will still operate their full timetable and receive the same expert teaching, whether that is in person or virtually.

We will also ensure that every student has the ability to use the Microsoft Teams software so they can participate in virtual classrooms without any barriers preventing them from accessing the highest quality of teaching.



We can guarantee that students at Birkenhead Sixth Form College are in the best place they can possibly be, however the situation continues to unfold. We are specialists in the field and have already proven that we can adapt to a changing environment and still deliver A Level and BTEC education to a world class standard.

# keeping safe

Following government guidance the College has put in place a system of controls (see our risk assessment on the website) to create a safer environment for students. The College has been reappointed, classrooms have been rearranged to support social distancing and students are required to:



**stay at home if they are ill**

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**use hand sanitiser when they enter/leave the building**

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**frequently wash their hands with soap for 20 seconds**

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**catch it, bin it, kill it - use a tissue or elbow when they cough/sneeze**

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**use the wipes provided to clean any surfaces they have touched**

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**avoid touching their eyes, nose or mouth**

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**engage with NHS test + trace**

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**maximise social distancing whenever possible**

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Safety measures will be updated as required according to the latest government guidelines.

# enrolment

We are delighted that your son/daughter will be joining us in September. They should have already received a letter confirming a date and time for their Enrolment appointment in August.

## **At this appointment they will be able to:**

- Discuss subject choices and plans for the future with specialist staff
- Finalise subjects choices
- Find out about College buses and financial support - look out for our new College bus service from **Wallasey**
- Officially become a Birkenhead Sixth Form College student

## **Fast track Enrolment**

If your son/daughter would like to speed up their Enrolment appointment, they can:

- 1. By 14th August 2020**, complete and sign their Enrolment forms (these will have been received at an earlier date) and return them to us in the reply paid envelope.
- 2. On 20th August 2020**, email a photograph or scan a copy of their GCSE results to: [results@bsfc.ac.uk](mailto:results@bsfc.ac.uk) (they will still need to bring a paper copy to their Enrolment appointment).

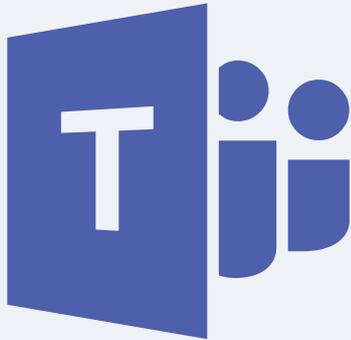
# worried about grades?

Although we have College entry requirements of five grade 4s or above including English Language and Maths, there are opportunities for your son/daughter if they don't meet those grades.

Enrolment will give them the opportunity to discuss these options with our staff, whether that's considering taking a BTEC subject as opposed to A Level or going onto our Foundation Programme that gives students the chance to take A Levels after gaining further qualifications.

Don't forget the applicants' GCSE Results Day Clinic on **Thursday 20th August 2020, 2-4pm** if your son/daughter needs to talk to any of our expert advisors about their results and options.





## new normal

The College is all set up for the 'new normal' and we can now operate a hybrid learning platform which means we can just as easily teach face-to-face in a classroom or teach virtually via Microsoft Teams.

High quality learning can be delivered in any circumstances and the College has the capacity to switch seamlessly from face-to-face to virtual learning.

We will also make sure that no one is disadvantaged because of a lack of IT devices or internet access at home.

We will be asking everyone exactly what equipment they have access to and we will provide anything required so that every single student has the same opportunities when it comes to digital learning.

We have an expert team of Digital Learning Advisors at the College and they will provide training and support so that students can fully access everything they need to.

# tech spec

If you are thinking of buying a new computer or would like to check that your son/daughter's current computer is suitable to support digital learning, please follow these guidelines:

## Laptop/ Desktop Computer Advised Specification

Operating System;	Windows 10 / Mac OSX High Sierra (and above) / ChromeOS
RAM	4GB (sometimes shown as 4000MB) and above
Processor	Intel i3-4100 Series or higher
Webcam	Inbuilt or External
Speakers	Inbuilt or External

**Tablet** - Less than 3 years old with WebCam

## Windows 7/ 10 PC – Detailed Specifications

Press and hold the Windows Key on the Keyboard and press the letter R at the same time. This will bring up the Run Dialog box. In this box type 'dxdiag' and press enter: at the first screen select No. This will display a screen showing your system specification. Refer to the above table to ensure that it is higher than the specification above.

## Mac

Select the Apple logo at the top left of the screen, then select About This Mac. A screen will display showing your system specification. Refer to the above table to ensure that it is higher than the specification above.

## Mobile Devices

You can use Microsoft Teams on these mobile platforms:

**Android** - Compatible with Android phones and tablets.

**iOS** - Compatible with iPhone, iPad, and iPod touch.

# term dates

## Autumn Term 2020

Tue 1 / Wed 2 Sep	New Student Welcome Days
Mon 26 Oct	Half Term
Mon 2 Nov	Term Continues
Fri 4 Dec	College Closed (Single Day)
Fri 18 Dec	Break up for Christmas Holiday

## Spring Term 2021

Mon 4 Jan	Term begins
Mon 15 Feb	Half Term
Mon 22 Feb	Term Continues
Fri 26 Mar	Break up for Spring Break

## Summer Term 2021

Mon 12 Apr	Term begins
Mon 3 May	Bank Holiday
Mon 31 May	Half Term
Mon 7 June	Term Continues
Fri 16 July	Break up for Summer Holiday

Please note these dates are provisional and may change due to ongoing circumstances.



## support

We'll help your son/daughter with getting back into education and adapting to a new environment with a full range of support. They will be given a tutor who is in charge of all their needs outside of subject lessons and we have a team of Learning Support Assistants if they have additional needs. There is also our Designated Mental Health Lead, Jen, who will help your son/daughter get the help they need if they're having any sort of wellbeing issues, such as anxiety.



# clubs, sports & activities



There are lots of opportunities for your son/daughter outside the classroom and our enrichment programme can run virtually as well as in person:

▶ **more than 30 clubs & societies**

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▶ **sports teams**

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▶ **leadership opportunities**

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▶ **gold duke of edinburgh**

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▶ **volunteering**

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# College bus routes

The College operates a number of subsidised bus services. Full details will be given at Enrolment.

▶ **Wallasey - new!**

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▶ **Heswall / Pensby / Irby**

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▶ **South Wirral**

includes Eastham, Bromborough & Bebington

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▶ **Ellesmere Port / Neston**

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▶ **Liverpool area**

with pick-up points close to Litherland High School and Hillside High School

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**free travel for students receiving a bursary.**

# financial support

We are committed to ensuring that all students have access to the right resources to be successful in their academic studies and remove any barriers to participation. Bursary support is available to help cover the cost of things like:

**College meals**

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**travel to and from College**

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**compulsory College trips**

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**selected learning materials**

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Details on how to apply will be given at Enrolment.



# College core requirements

**At Birkenhead Sixth Form College, your son/daughter will be taught by dedicated professionals who will work tirelessly to support them to excel in their studies. As a College student, they 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 mobile phones and have it out of sight when in class or in The Hub.
- In the event of being absent, students must inform the College. Students also need to email their teachers to get work they will have missed.
- All study deficits to be cleared as required by teachers.
- With the exception of water, no food or drink to be consumed in the classrooms or in The Hub.
- Wear College ID when on campus.
- Be ambitious and accept the challenge to fulfil their potential.

# attendance & absences

It is a College Core Requirement that all students attend all classes punctually. This gives students the best opportunity to be successful in their studies as good attendance is directly linked to good attainment. Two weeks of absence has been shown to result in a drop of 1 whole grade at A Level. **Students should remember that their attendance is always required on references for universities and employers.**

## Definitions of attendance:

- 100% - Good
- 99-95% - Acceptable
- Less than 95% - Below expectations

## Action required in the event of absence

If students need to miss a lesson, they or their parent/guardian should inform the College Attendance Office in advance of any unavoidable planned absence by emailing them on [attend@bsfc.ac.uk](mailto:attend@bsfc.ac.uk) and/or telephoning on **0151 652 5575**.

## Authorised and unauthorised absence

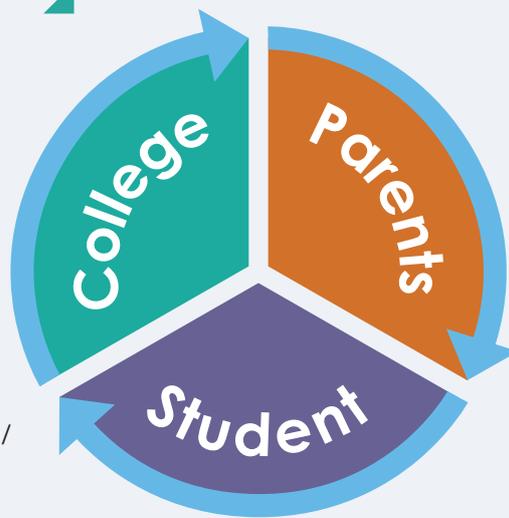
Students are expected to maintain 100% attendance and punctuality through the year. **The College is not able to authorise holidays in term time.** Students taking holidays in term time put their achievement at risk. Routine medical and dental appointments are also **not** permitted reasons to be absent and will be recorded as unauthorised. These should be arranged for outside of lesson time.

# parent partnership

We value the strong partnership between students, parents and the College.

As a College, we are committed to offering high quality teaching, sixth form expertise and high levels of monitoring.

You can keep updated with your son/daughter's progress in several ways:



## **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 in September. We urge you to login regularly to the portal to see how your son/daughter is doing.

## **New parents' Information Evening - September**

This will be held virtually and will be an opportunity to hear from the Principal and Vice Principal, as well as meeting your son/daughter's tutor.

## **Parents' Evenings – November**

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.

# any questions

If you have any other questions or queries, you can email these to our Admissions team on [enrol@bsfc.ac.uk](mailto:enrol@bsfc.ac.uk)

New students' College email address can be found on their lanyard issued on Registration Days in July and we'll be using this to keep in touch from September.

Students will be reminded how to login in their New Student Guide issued on their Welcome Days in September.

Anyone who didn't manage to attend a Registration Day will be given email login details at Enrolment.

## Social Media

Follow us on Instagram, Facebook and Twitter for the latest College news

 [birkenheadsixthformcollege](https://www.facebook.com/birkenheadsixthformcollege)

 [@bsfc](https://twitter.com/bsfc)

 [bsfc\\_](https://www.instagram.com/bsfc_)



For the latest College information, please visit:

 [bsfc.ac.uk](https://www.bsfc.ac.uk)

# make the switch to Birkenhead Sixth Form College and discover that:

- It's a great place to make new friends

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- Students are taught by the best teachers

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- Students get better results with us than elsewhere

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- Students get treated like adults

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- Teaching can switch easily from face-to-face to virtual learning

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make the  
**switch**  
to Birkenhead Sixth Form College



**“An amazing place  
where amazing things  
happen.”**

Parent of former student



**Birkenhead Sixth Form College**

Park Road West, Claughton, Wirral, CH43 8SQ

0151 652 5575 / enrol@bsfc.ac.uk

 [bsfc.ac.uk](http://bsfc.ac.uk)