



**ALL SAINTS**  
Sixth Form College

All Saints Sixth Form College

Parent Information Booklet

2017/18

Inspiring Excellence

Together we Aspire, Dream, Believe and  
Achieve guided by Christian Values.

**Our core values are:**

**Ambition**

**Courage**

**Respect**

**Resilience**

**Compassion**

## College Information

Website Address: [www.allsaintssixthformcollege.org.uk](http://www.allsaintssixthformcollege.org.uk)

Address: 51 Horrocks Avenue

Liverpool L19 5NY

Telephone: 0151 230 2570

Head of School: Mr D Lancaster

### Useful contacts:

Assistant Head of School: Sixth Form – Mrs J Lawson	lawsonj@allsaintssixthformcollege.org.uk	0151 230 2570 Extension 412
Head of Year 12 – Ms J Brew	brewj@allsaintssixthformcollege.org.uk	0151 230 2570 Extension 444
Head of Year 13 and 14 – Ms S Dooley	dooleys@allsaintssixthformcollege.org.uk	0151 230 2570 Extension 453

All student absences must be reported to the relevant Head of Year by 9.30am on the day of absence. Written evidence must be provided for all absences including medical appointments.

Your co-operation in ensuring that good attendance remains a priority and will assist us in helping your son or daughter to achieve their full potential.

## **Welcome to All Saints Sixth Form College.**

At All Saints Sixth Form College we realise that every student is different. Everybody has their own talents and interests. As a College our purpose is to ensure that all our students discover, explore and reach their full potential.

We are committed to developing a strong community, supported by education and business links which will enable students to prosper and achieve their aspirations.

Each student is valued as an individual. At All Saints we want all students to experience success both academically and personally.

All Saints Sixth Form College is an innovative hub for post-16 education, offering young people high quality careers advice, UCAS guidance and pastoral support.

Students have the opportunity to take part in the prestigious Scholar's Programme with Trust bursaries available to the highest attaining students to support them-as they start university.

The dedicated Scholar's initiative will also support applications to Oxford and Cambridge, Russell Group Universities and higher level apprenticeship programmes.

### Key Dates for your Diary

Month	Date	Event	Year Group
September	Thursday 28th	Welcome to your future	12 and 13
October	Friday 13th	Deadline for completion of Personal Statements	13
	Monday 30 <sup>th</sup> – Friday 3 <sup>rd</sup>	Pre-public examinations – A level students	13
November	Wednesday 1 <sup>st</sup> Friday 3 <sup>rd</sup>	GCSE English Language resit exams	12 and 13
	Thursday 2 <sup>nd</sup> Monday 6 <sup>th</sup> Wednesday 8 <sup>th</sup>	GCSE Maths resit exams	12 and 13
	Friday 24 <sup>th</sup>	Completion of UCAS applications	13
	December	Tuesday 5 <sup>th</sup>	Parents evening
April	Monday 16 <sup>th</sup>	Pre public exams A level and vocational	12 and 13
May	Monday 14 <sup>th</sup>	External vocational exams commence	12
	Wednesday 23 <sup>rd</sup>	Final day for completion of all vocational coursework	12
June	Monday 4 <sup>th</sup>	A level exams begin	13
	Friday 8 <sup>th</sup>	Final deadline for completion of all BTEC coursework	13
	Monday 11 <sup>th</sup>	Pre public exams	12
	Monday 25 <sup>th</sup>	Beginning of work experience	12
August	Thursday 16 <sup>th</sup>	Publication of A level and vocational results	12 and 13

**Other dates and events may be added throughout the year.**

**You will be informed by letter. The college website will be updated.**

## Attendance

Students are expected to attend college between the hours of 8.40am and 2.50pm. If a student has a non-contact period after lunch they may sign out at 1.15pm provided they are up to date with all coursework.

Good attendance is a key feature of student progress and success. Within the college it is expected that students achieve attendance of 97% and above. When students do not have good attendance it can be difficult for them to succeed in their chosen courses. Lessons in sixth form progress rapidly and poor attendance may mean that valuable teaching and learning time is lost. If a student misses a lesson for any reason, it is expected that upon their return to the college, they will meet with their subject teachers to catch up on any work missed.

**When attendance falls below 92%**, parents will be required to attend a review meeting. If there is no improvement in attendance, students will be placed on an attendance contract and will have a weekly meeting with their Head of Year. If attendance does not improve to an acceptable level, the student may be asked to leave the college.

If a student is going to be absent, the relevant Head of Year must be **contacted by 9.30am**. Parents may telephone or email the Head of Year. If no message is received, a text message will be sent out. If there is still no response by 11.30am a phone call will be made using the available contact numbers.

Written evidence for all absences is required. GP and dental appointments must be made outside of college hours. Hospital and orthodontist appointments will be authorised upon receipt of an appointment card. Holidays will not be authorised. Driving lessons must be organised outside of the college day.

Students should remember that staff will be required to provide a reference for students. Attendance and punctuality data will be included in any reference provided.



## The Tutor System

We have a dedicated team of staff to support our students throughout sixth form. Tutor groups are arranged by year group, and contain about twenty four students.

Each group meets with their form tutor on a daily basis during registration. There is a planned programme of activities and tutors will discuss the following with students on a weekly basis:

- Attendance and punctuality
- Progress
- Study Skills
- Health and well-being
- Current affairs
- Future pathways – UCAS, apprenticeships, employment.

There is an assembly once per week which may be facilitated by a visiting speaker or will focus on topics which are relevant to sixth form students such as university, student finance or study skills.

### Form Class Information

#### **Year 13: Head of Year – Miss S Dooley**

Form	Tutor	
6 John	Mrs J Kaitell	kaitellj@theacademyofstnicholas.org.uk
6 Andrew	Mr W Stanistreet	stanistreetw@theacademyofstnicholas.org.uk
6 James	Miss L Hafez	hafezl@theacademyofstnicholas.org.uk
6 Philip	Miss E Fillingham	fillinghame@theacademyofstnicholas.org.uk

#### **Year 12: Head of Year – Miss J Brew**

Form	Tutor	
6 Matthew	Ms L Hughes/Miss C Ewart	hughesl@theacademyofstnicholas.org.uk
6 Mark	Mr G Wyatt	wyattg@theacademyofstnicholas.org.uk
6 Luke	Miss E Mather	mathere@theacademyofstnicholas.org.uk
6 Peter	Miss K Bell	bellk@theacademyofstnicholas.org.uk
6 Paul	Mr D McNamee	mcnameed@theacademyofstnicholas.org.uk
6 Thomas	Ms H Newman	newmanh@theacademyofstnicholas.org.uk

## The Curriculum

All students will undertake a Study Programme which is composed of the following:

3 or 4 Level 3 subjects: A level or vocational – 9 hours teaching time per fortnight for each subject

Enrichment – 1 hour per week

Supervised Study – 3 or 4 hours per week

Ethical Issues – 1 hour per week (led by our RE staff)

Work Experience – facilitated to meet individual student requirements

Any student who has achieved below a grade 4 (grade C if in year 13) in maths and English Language and Literature will be required to resit these subjects. There are 3 timetabled lessons per fortnight and attendance is compulsory.

Students are guided to choose subjects based on GCSE results and any future career or study plans.

### **External Examinations**

Resit examinations take place in November and May/June of each year.

External examinations for A levels take place in June of year 13

External examinations for vocational subjects (BTEC and OCR Technicals) take place in January and May of years 12 and 13.

### **Assessment and Reporting**

Assessment takes place regularly and is an integral part of curriculum planning to ensure that progress is monitored and interventions can be put in place.

Formal assessment takes place four times a year. This is either in the form of a pre public examination which is sat in the examination hall, or a formal assessment in the classroom. On each occasion, results are reported to parents / carers. Students will also receive a grade for effort and homework. Parents will be invited in to discuss the outcomes of assessments if students are falling behind or failing to meet their expected target grade. Interventions will also be put in place for students.

If you are concerned about your son / daughter's academic progress, please contact Mrs Lawson to arrange an appointment. A full review of current progress can then be discussed and a support plan put in place.

## Work Experience

The Department for Education (DfE) has published updated advice on post-16 work experience.

‘A quality work placement should be an integral part of most students Study Programme and in particular for students choosing to enter a particular occupation or profession or those taking a vocational route to achieve their career aims’.

As a result of this directive, as a college we strive to ensure that all students in year 12 take part in work experience.as follows:

Students on a Level 2 Study Programme and those students who are hoping to enter a vocational profession such as health care, early years education or teaching are required to complete work experience for one day per week for a minimum of a term.

All remaining students will undertake a one week placement in June/July of year 12. We would encourage students to plan their own work experience as far as possible. This process will be supported by our Careers Manager.

Employability Skills recognised by employers:

Communication

Teamwork

Problem solving

Initiative and enterprise

Planning and organising

Self-management

Learning

Technology

The aim of work experience is to develop a range of employability skills for students which will transfer into the work place.

At certain times throughout the year, workshops, activities and presentations by visiting speakers will be organised in order to further develop our students for employment and entry into higher education.





## Enrichment and Extra-Curricular Activities

Enrichment is an important part of the sixth form Study Programme. Both universities and employers place emphasis on the development of transferable skills and life experience. We have developed a comprehensive programme of enrichment activities which students must participate in.

The planned activities include:

- UCAS support
- Visits to universities
- Student finance and money management
- Student Cookery
- Duke of Edinburgh
- Survival Skills
- Sign Language
- Conversational French and Spanish
- Health and well-being – keep-fit, gym, football
- Future Teacher Programme
- Volunteering



## Future Pathways

It is our aim that by the end of their Post-16 studies at the college, our students will have the qualifications, skills and confidence to continue their pathway into higher education or employment.



### **Going to university**

Students apply to university using the UCAS system. This is a centralised admissions system which ensures applications are received by universities. The universities then communicate outcomes to UCAS who deal directly with the student. The application is completed online.

There are four parts to the process:

1. Students must complete a personal statement. This is a statement which outlines why they want to study a particular subject, practical experience they have gained in this area and academic knowledge they have which supports their application. In addition, students may wish to add details of any hobbies or voluntary work they have undertaken. The personal statement should be no more than 4000 characters with no spelling or grammatical errors.
2. Students must complete the application form, providing personal details and qualifications. This must be entered accurately.
3. Students must make up to five choices of subject. They may apply for more than one course at a university. It is advisable that students attend the open day for any university they are applying to. These are advertised on the website for each university.
4. Staff are required to write an academic reference for each student. This will give details of the student's academic competence in the subject area and their suitability for study at degree level.

**The deadline for UCAS applications is Monday 15<sup>th</sup> January at 5.00pm.**

**However, as a college we have set a deadline of Friday 24<sup>th</sup> November to ensure that offers are received before we finish for the Christmas break.**

Once the application has been completed, students will begin to receive offers for places on their chosen courses. This will be in the form of grades to be achieved or UCAS points to be gained.

### **UCAS Tariff Points**

University offers are based on achieving a certain number of points from the grades a student achieves at the end of year 13.

Most universities will ask for A level grades of A – C or UCAS points of between 108 and 124. Typical offers for each course can be found in the prospectus.

For example if the offer was 112 points a student would need two BTEC's at Distinction and one at Merit or BBC at A level.

Once a student receives their university offers, their form tutor will be able to explain the grades they need to achieve.

A Level	AS Level	BTEC Diploma	BTEC 90 Credit Diploma	BTEC Subsidiary Diploma	EPQ
A* = 56		D*D* = 112	D*D* = 84	D* = 56	A* = 28
A = 48	A = 20	D*D = 104	D*D = 78	D = 48	A = 24
B = 40	B = 16	DD = 96	DD = 72	M = 32	B = 20
C = 32	C = 12	DM = 80	DM = 60	P = 16	C = 16
D = 24	D = 10	MM = 64	MM = 48		D = 12
E = 16	E = 6	MP = 48	MP = 36		E = 8
		PP = 32	PP = 24		

Meeting the college deadline for university applications will:

- Leave more time for revision and study and reduce anxiety
- Give a student a sense of determination and able them to plan for their final term as offers will be received before Christmas
- Improve determination and help the student to focus
- Ensure that students have a choice of destination – offers of places are made as applications are received
- Provide ample time to prepare for an interview or prepare a portfolio if required

#### Some useful websites

[www.ucas.com](http://www.ucas.com)

[www.topuniversities.com](http://www.topuniversities.com)

[www.whatuni.com](http://www.whatuni.com)

[www.university.which.uk](http://www.university.which.uk)



Whoever you are, whatever your background - if you want to get your career going, an apprenticeship is a great place to start.

An apprenticeship gives you both work experience and qualifications by combining on the job training with study (usually one day a week) meaning you can earn while you learn. With some apprenticeships you can even get a degree.

It usually takes between one and four years to complete an apprenticeship depending on which level you take. Apprenticeships are available across a wide range of industries and many high quality, prestigious companies offer them.

The minimum wage for apprentices aged 16-18 is currently £3.50 per hour. The same applies if you're 19 and over and in the first year of your apprenticeship, after that you are entitled to the National Minimum Wage. However many employers pay more than this. Pay is dependent on the industry, location and type of apprenticeship, for example some higher apprenticeships can pay as much as £500 per week

At All Saints, we encourage all our students to consider apprenticeships as one of their options when making decisions about their future. With increasing numbers of quality, degree level apprenticeships, it makes sense to spend some time researching apprenticeship possibilities.

Here are a few websites that can help you get started:

**Get in Go Far** <https://www.getingofar.gov.uk/>

The national apprenticeship website offering support and advice. Over 25, 000 apprenticeship vacancies are advertised here daily.

**Mapped out** <http://www.gmlpf.net/mappedout/>

An online directory of Apprenticeships and other training opportunities for young people aged 16 to 18 on Merseyside.

**Get my First Job** <https://www.getmyfirstjob.co.uk/>

GetMyFirstJob will connect you with the best employers and training providers to get you on the right track faster. And it only takes minutes to sign up.

**Not going to Uni** <http://www.notgoingtouni.co.uk/apprenticeships-223>

An online apprenticeships guide that offers you advice on how to become an apprentice as well as listing apprenticeships from over 1000 providers.