



# **GUEST STUDENT HANDBOOK**

# HELLO AND WELCOME TO BARCLAY POST 16!

We hope that your time here will be enjoyable and rewarding and that you will look back on your 6th form years with fondness and a sense of achievement.

This pack contains all the information you should need to settle in and find your way around.

You will be met on arrival for your first lesson here at Barclay by a member of the Post 16 Team or one of our Head Students who will show you around and make sure you have all the information you need.

If you have any questions please speak to one of the Post 16 Team and we will do our very best to help you.

*Mrs J Harrop*

**Post 16 Leader**



# GENERAL INFORMATION

At the back of this pack is a map showing how to find the school and also a map of the campus to help you find your way around once you arrive.

## THE ACADEMIC YEAR 2011-2012 AT BARCLAY

<b>Autumn term 2011:</b>	<b>Friday 2<sup>nd</sup> September to Friday 16<sup>th</sup> December</b>
Autumn Half Term:	Monday 24 <sup>th</sup> October - Friday 28 <sup>th</sup> October
Christmas Break:	Monday 19 <sup>th</sup> December - Tuesday 3 <sup>rd</sup> January
Bank & Public Holidays:	26 <sup>th</sup> & 27 <sup>th</sup> December, 2 <sup>nd</sup> January
Inset Days:	2 <sup>nd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> September, 3 <sup>rd</sup> January
<b>Spring term 2012:</b>	<b>Wednesday 4<sup>th</sup> January to Friday 30<sup>th</sup> March</b>
Spring Half Term:	Monday 13 <sup>th</sup> February - Friday 17 <sup>th</sup> February
Easter Break:	Monday 2 <sup>nd</sup> April - Friday 13 <sup>th</sup> April
Bank & Public Holidays:	6 <sup>th</sup> & 9 <sup>th</sup> April
Inset days:	16 <sup>th</sup> April
<b>Summer term 2012:</b>	<b>Tuesday 17<sup>th</sup> April to Monday 23<sup>rd</sup> July</b>
Summer Half Term:	Monday 4 <sup>th</sup> June - Friday 8 <sup>th</sup> June
Bank & Public Holidays:	7 <sup>th</sup> May, 4 <sup>th</sup> & 5 <sup>th</sup> June, 27 <sup>th</sup> August
Inset days:	23 <sup>rd</sup> July

## THE SCHOOL DAY AT BARCLAY

<b>08:35 - 09:35</b>	<b>Period 1</b>
<b>09:35 - 10:35</b>	<b>Period 2</b>
<b>10:35 - 10:55</b>	<b>Morning Break</b>
<b>10:55 - 11:55</b>	<b>Period 3</b>
<b>11:55 - 12:55</b>	<b>Period 4</b>
<b>12:55 - 13:35</b>	<b>Lunch Break</b>
<b>13:35 - 14:35</b>	<b>Period 5</b>



## COMMON ROOM & STUDY AREA

The Post 16 Common Room is a large and comfortable area for socialising. However, it relies upon students using it responsibly. The common room must be kept clean and tidy. Lunch may be eaten in the common room provided due care is taken with litter. Access to the Post 16 garden is also available at break and lunchtime in the summer term.

The Post 16 Study Area (PO6) is just off of the Common Room and has computers specifically for Post 16 students. You should soon receive your own username and password giving you access to our network. No eating or drinking is allowed in the Study Area. Playing games is also not permitted. Listening to iPods is acceptable providing they do not disturb others.

## THE POST 16 TEAM

Mrs Harrop our Post 16 Leader is responsible for developing independent learning and co-ordinating the work of student reporting and achievement.

Mrs Bishop is our Student Support Leader and monitors attendance and punctuality in Post 16. She is available to work with students in an open and flexible way and can liaise between students and teachers.

The Post 16 Office is staffed from 8:30am-3:00pm every day by Miss Jones who help with general administration, attendance and practical matters.

### CONTACT INFORMATION

Main School Telephone Number		01438 232221
Post 16 Office Telephone Number		01438 232229
Post 16 Leader	Mrs J Harrop	<a href="mailto:harropj@barclay.herts.sch.uk">harropj@barclay.herts.sch.uk</a>
Student Support Leader	Mrs J Bishop	<a href="mailto:bishopj@barclay.herts.sch.uk">bishopj@barclay.herts.sch.uk</a>
Post 16 Admin Manager	Miss S Jones	<a href="mailto:jones08@barclay.herts.sch.uk">jones08@barclay.herts.sch.uk</a>
Academic Tutor	Mrs L Anton	<a href="mailto:antonl@barclay.herts.sch.uk">antonl@barclay.herts.sch.uk</a>

# ATTENDANCE

If you are going to be absent please inform **Mrs Bishop** by email **before 8:30am** on the day of your absence.

**PLEASE NOTE:** Lesson attendance and punctuality is monitored daily and that parents and home centres will if necessary be informed of any concerns. Students whose attendance continues to be unsatisfactory may not be entered for examination.

# COMMUNICATION

Students are expected to check the notice board in the entrance to the Post 16 Centre on arrival. Failure to do so could be embarrassing!

For important notices, to students or parents we intend to use email as a fast and efficient means of communication. For urgent matters we will text individual students. It is therefore vital that we have an up-to-date email address and mobile phone number.

# INDEPENDENT STUDY

Student's individual timetables generally contain a small number of periods throughout the week when they do not have a lesson with a member of staff. During these 'non-contact' periods we expect students to undertake independent study in the Post 16 study area (PO6). Whatever programme of study you are following you should be spending at least 5 hours per subject per week on independent study in addition to your lessons. Good students will often spend considerably more.





## **CODE OF CONDUCT**

Students who choose to continue their education in Barclay Post 16 are expected to behave in a mature and responsible manner, with particular attention to their influence upon younger students. You will be treated as young adults and given considerably more freedom of action than you will have had in Year 11. However, as you acquire more rights, we expect to see a greater sense of responsibility from you.

We hope you will have a happy and successful time in Barclay Post 16. However, if attendance, effort or behaviour gives cause for concern your home centre and parents will be informed.

## **DRESS CODE**

There is no uniform for our Post 16 students. However, you must appreciate that you are in an educational institution and one where most students do wear a uniform. All Post 16 students must therefore be prepared to dress appropriately (smart casual) with nothing shabby, provocative or revealing. If asked to remove a hat during lessons, please do so.

## **DRIVING**

Naturally many students will want to learn to drive during their time in Post 16. Driving lessons should be booked outside of school hours. Clearly the driving test, which is non-negotiable, is a different matter.

**Unfortunately, owing to pressure of space, we are unable to provide parking facilities on site.**

## ALCOHOL & TOBACCO

Smoking and the drinking of alcohol are **not** permitted in or near the school, which includes the garages by the front entrance to the school.

## MOBILE PHONES/IPODS

Mobile phones may not be used or switched on during lessons or study periods, however they are permitted at break and lunch time.

iPods and mp3 players are also not to be used during lesson time unless you have the permission of your class teacher.

## ANY PROBLEMS?

We want you to feel welcome and supported here at Barclay Post 16. If you have a problem or any concerns please come and speak to us. We will do everything we can to help you and answer your questions.

For any administration queries or practical help **Miss Jones** is available in the Post 16 Office.

If you have a problem with your studies please speak with either **Mrs Harrop** our Post 16 Leader or your course teacher.

Our Student Support Leader, **Mrs Bishop** is also available in her office in the Post 16 Centre foyer for help, advice and guidance.



# POST 16 TEACHING & LEARNING CONTRACT

These are the expectations for Barclay Post 16

<b>SUCCESSFUL STUDENTS WILL...</b>	<b>EFFECTIVE TEACHERS WILL...</b>
<b>Attend all lessons, unless unwell or on interview</b>	Plan their lessons with pace, variety and challenge
<b>Be punctual, show good time management and meet all deadlines</b>	Ensure that 'boardroom' style seating is used in all lessons, unless there is particular reason not to
<b>Take notes as a matter of course in all lessons</b>	Ensure that all students are actively involved in Q&A and discussion
<b>Consolidate learning by reviewing each lesson</b>	Encourage group work and peer presentations
<b>Keep a well organised folder with dividers</b>	Provide students with advice on organising and recording learning
<b>Take an active role in group work, class Q&amp;A and discussion</b>	Make effective use of available technology [e.g. data projector, interactive whiteboard]
<b>Know how to improve their performance</b>	Negotiate 'brain breaks' in blocked lessons
<b>Spend sufficient time on private study [independent learning]</b>	Offer students guidance on private study [independent learning]
<b>Discuss work with other students beyond the lesson</b>	Provide students with 'the bigger picture' and share half termly planning sheets
<b>Seek support, advice and guidance where necessary</b>	Discuss indicative, working and target grades with students on a regular basis through one-to-one discussions

# ADVICE TO STUDENTS BEGINNING YEAR 12

IFROM STUDENTS WHO HAVE BEEN THERE!!

**Check the  
white board  
every day**

Be ORGANISED  
from the start

*Use your non-contact time to use the  
**Independent Study Area***

**WORK HARD**  
IN THE FIRST TERM SO THAT YOU  
**DON'T FALL BEHIND**

**DON'T TAKE ON  
TOO MUCH  
PART-TIME  
WORK**

**10 HOURS MAX**

**TALK TO THE POST 16 TEAM IF THINGS GET TOUGH!**

# HOW TO FIND US

We can be found on Walkern Road, which is off of the High Street in the Old Town.  
(Marked A on the map below)



