



# **POST 16 CENTRE**

# **STUDENT HANDBOOK**

Our mission: to provide quality education,  
support and guidance to meet the needs  
of post 16 students.

We hope that your time in the Barclay Post 16 Centre will be enjoyable and rewarding. We hope that, when you leave us, you will look back on your '6th form' years with fondness and a real sense of achievement.

We offer a range of opportunities for you to enjoy your time in Post 16 education as well as to develop the skills that will equip you for life in higher education and the world of work. These include a trip to a university, a programme of voluntary work and a fund-raising Rag Week. Students will have the chance to serve on the Post 16 Student Leader team and be involved with the school publication, the Barclay Broadsheet. Trips are arranged; there will be a chance to run your own business through the Young Enterprise scheme and an opportunity to participate in the Duke of Edinburgh Award scheme. Social functions throughout the year include a Christmas Lunch, a Summer BBQ and a YR13 Leavers' Ball.

What follows is a brief alphabetical guide to the policies and procedures which apply to Post 16 students at Barclay School. Please take the time to read through this booklet and keep it safely for reference.

Commitment to Barclay Post 16 implies a willingness to abide by the terms and conditions outlined in this booklet.

## Advice and Guidance

As a Post 16 student you will be allocated a personal tutor. Regular review and guidance meetings will be timetabled to give you the support you need during the transition from GCSE to A level study. Topics covered during these tutorial slots include

- Planning for achievement
- Monitoring progress
- Discussing future plans

It is therefore vital that you establish a good working relationship with your tutor and maintain regular contact.

The Post 16 Office is staffed from 8.30 - 3.00 every day by Mrs Tarling and Miss Jones who help with general administration and practical matters.

The student support leader [Mrs Bishop] will monitor attendance and punctuality in Post 16. She is available to work with students in an open and flexible way and will attend lessons and deliver work in the event of teacher absence and can liase between students and teachers. Mrs Bishop will use mobile phone text messaging as a method of contact during the day.

Mr Oxley is The Director of Post 16 and maintains overall direction, supported by the Assistant Leader, Mrs Harrop. Mrs Harrop is responsible for developing independent learning and co-ordinating the work of student reporting and achievement. Mrs Catty is our Senior Academic Tutor, responsible for all UCAS applications and reference writing.

Director of Post 16  
Assistant Leader

Post 16  
Secretary

Student

Tutors

Student Support  
Leader

Career advice is available through Connexions on request. Please see Mrs Bishop, who can arrange an appointment.

## **Attendance**

You should attend school at all times, except when ill or when prior permission has been granted by Mrs Bishop

You must text, telephone or e-mail Mrs Bishop at [bishopj@barclay.herts.sch.uk](mailto:bishopj@barclay.herts.sch.uk) by 8.30 a.m. on each day of absence. Doctor's and dental appointments should be arranged outside the school day, and should not encroach upon lesson time unless this is absolutely unavoidable.

Please note that lesson attendance / punctuality is monitored daily and that parents will if necessary be informed of any concerns. Students whose attendance continues to be unsatisfactory may not be entered for examination.

In the event of teacher absence lessons are NOT cancelled. Mrs Bishop will attend the session, register students, deliver the work set and collect any homework.

## **Collaborative Working [The Stevenage Partnership]**

The Stevenage Partnership brings together the six secondary schools in Stevenage, together with North Herts College. Students may choose to follow courses at any of these centres.

## **Communication**

Students are expected to check the bulletin board in the Post 16 Centre on a daily basis. Failure to do so could be embarrassing!

For important notices, whether to students or parents, we intend to use email as a fast and efficient means of communication. It is therefore vital that we have an up to date address list for both of these groups.

Where necessary, printed material for parents will generally be conveyed by 'student post'.

Please note that, if necessary and for urgent matters, Mrs Bishop will text individual students. You should therefore ensure that she has your current mobile number.

## **Dress**

There is no uniform for Post 16 students. However, you must appreciate that you are in an educational institution, and one where most students do wear a uniform. The school also frequently receives visiting governors, or staff from other schools, who may be shown round by Post 16 students. 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 in lessons, please do so!

## **Driving**

Naturally many students will want to learn to drive during their time in Post 16. A maximum of one hour per week of study time may be used for this purpose, though on no account should you miss scheduled lessons. 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.**

## **Financial Support**

Post 16 students may be eligible for the Education Maintenance Allowance (EMA) which is means tested. Students receive a weekly allowance to support them in their studies (depending on full attendance) and may also receive half-yearly bonus payments. Please see the Post 16 secretary if you wish to apply.

## **Holidays**

Post 16 courses are hard work. It is only just possible to cover a course in the time available. It is therefore extremely unwise to take holidays during term time, as it is rarely possible to 'catch up' the lessons missed. It is also quite unreasonable to expect staff to make special provision for students who have been absent for this reason.

If a term-time holiday is unavoidable, please speak with Mrs Bishop in the first instance. However, please note that the EMA January / July bonus (where applicable) will not be paid.

## **Independent Study**

Students' 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 supervised study area (PO6).

Whatever programme you are following you should be spending at least 10 hours per week on independent study in addition to your lessons. Good students will often spend considerably more.

## **Meetings**

Regular meetings are an essential part of Post 16 life. These are held in PO6 on a regular basis. The meetings cover a range of issues which are relevant to students and may involve outside speakers. Attendance is compulsory, and a register is taken at every session.

## **Monitoring Academic Progress**

Post 16 tutors will carry out an internal review of progress every half term and parents will be invited to discuss their son's / daughter's progress with subject staff in November. A detailed written report to parents will be issued in the spring term.

Students will be set a *Minimum Expected Grade (MEG)* for each Post 16 subject, based on their overall *GCSE* performance. This will help students, teachers and tutors to measure progress against expectations and to set realistic goals for the future.

Post 16 tutors will discuss academic progress and other matters with individual students on a regular basis as part of the programme of *Review and Guidance* interviews.

## **Part-time paid employment**

Many students will want to do some paid work in the evenings and at weekends. You should take care, however, that the time you devote to such work outside school is not excessive. An AS level student doing four subjects should carry out a minimum of 10 hours of private study per week, and most will also expect to have some sort of social life! It is simply not possible to do paid work for more than 10 hours per week without the school work suffering. Ten hours per week should be seen as the absolute maximum.

## **Problems**

If you have a problem, please speak with your tutor or Mrs Bishop in the first instance. If you have a problem with your studies, please speak with your tutor or Mrs Harrop. Some problems e.g. a lost timetable can be solved by the Post 16 Secretary, Mrs Tarling/Miss Jones.

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 had in Year 11. However, as you acquire more rights, we expect to see a greater sense of responsibility from you.

We hope that you will have a happy and successful time in Barclay Post 16. However, if attendance, effort or behaviour are giving cause for concern you will be interviewed by Mrs Harrop and your parents will be informed. If there is no improvement after an agreed period further action will need to be taken. In extreme cases a fixed term or permanent exclusion may be necessary.

## **Programme of Study**

You must commit to at least 15 hours of contact time i.e. lessons per week. Most students will have 18-20

If you feel that, having begun the course, you have made the wrong choice of subject, you should speak to Mrs Harrop as soon as possible. It may be possible to change courses in September, though from 1<sup>st</sup> October this is no longer an option. After this date you are expected to show commitment and see the course through.

## **Review and Guidance**

You will be allocated a tutor who will discuss *Minimum Target Grades (MTG)* and *Current Working Grades (CWG)* with you on a regular basis.

They will monitor progress and achievement and deal with any student concerns.

## **Registration**

You should register punctually for your first lesson every morning in the Post 16 Centre you study at. Please ensure you read the white board and check your pigeon hole daily for messages and information.

You will also be registered in each lesson. Please note that contact will be made in the event of any unauthorised absence.

## **School Support**

Post 16 students support the school in a number of interesting ways. You could

- serve on the Post 16 social committee
- join the BROADSHEET team as a journalist
- support younger students in P.E., Art, Drama and other practical subjects
- help in the Learning Support Department
- work as a library assistant
- run an after-school club e.g. dance, drama, board games
- become a Post 16 Student Leader

You may decide to work as a Buddy, with YR7 students, or train to be a Mentor, working with an individual student in a more focussed way.

All of these opportunities allow you to develop your skills [and add to your CV] whilst making a very real contribution to the Barclay Community and voluntary hours.

## **Social Facilities**

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. The Post 16 Student Leader team will be responsible for ensuring that the area is well looked after.

Access to the Post 16 garden is available at break and lunchtime in the summer term.

Smoking and the drinking of alcohol are not permitted in or near the school.