

# STUDENT HANDBOOK

2018-19





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# WELCOME

This booklet gathers together as much of the information you may require at one stage or another during your time at BSix. Should you have questions which are not answered here please raise them with your tutor or any of the many other staff whose job it is to help you get maximum benefit from your time at college. By way of a preface to the practical details provided in the following pages, I would like to offer a few general reflections.

I became Principal here only in May but was already familiar with the values and aims of the college. It seems to me that, more than any other sixth form college that I am aware of, BSix has attempted to show that it is possible for an educational provider to be truly inclusive (welcoming students of all abilities) and, at the same time, capable of achieving excellent results. As yet, however, it would be fair to say that we have not convinced the world that such an inspiring position has been arrived at. Whilst many BSix students have taken full advantage of the opportunities offered, and been hugely successful, too many have failed to complete their studies or else not achieved as well as they should.

My ambition, and, I hope, yours is to go much further towards reconciling the dual commitment to inclusivity and excellence. To that end, we are strengthening many of the procedures, systems and approaches we believe will make a positive difference. These include:

- More realistic entry criteria to make sure that students are guided onto course they have every chance of doing well on.
- Greater emphasis on the personal tutor as the key figure in steering students through any trials and tribulations – whether personal or academic – which might impede their progress.
- A more comprehensive range of additional enrichment activities designed to encourage students to push themselves to new heights.
- Improvements to the estate, to make the college facilities more obviously fit for purpose.
- Less tolerance towards students who do not respond to the various steps we take to support them; inclusivity and excellence are two-way streets and students must accept their own responsibilities to travel in the right direction.
- An increase in the channels by which students can express their own views and offer their own ideas as to how BSix can best develop and improve.

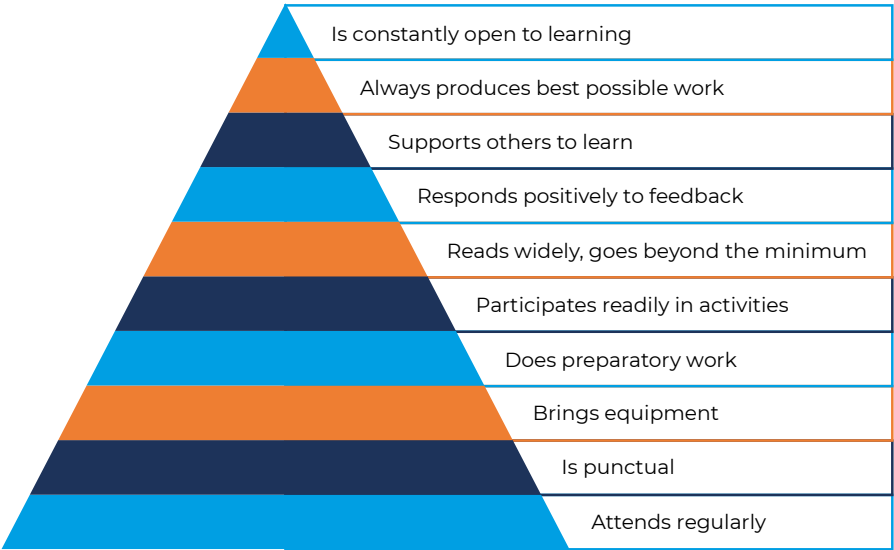
I am very optimistic about the prospects of BSix becoming the kind of institution it has long sought to be. There is much high-quality teaching and learning already in place; many skilled and enthusiastic staff; a lot of experience and wisdom to draw upon. Please be sure to adopt these positive features and to bring to our attention any shortcomings or gaps. Together, let us be able to achieve, without fear of contradiction, as a description of our college, the slogan “BSix: where inclusivity and excellence flourish together.”

Best wishes

**Kevin Watson, Principal**

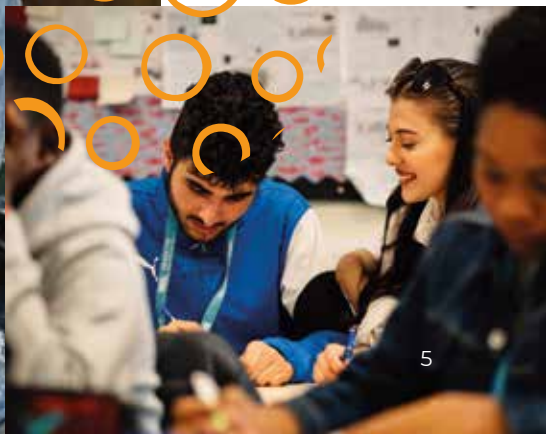
# EXPERT STUDENTS...EXPERT STAFF

At BSix we set out as staff to model the behaviours and attitudes we seek to promote and develop in our students. The diagram below illustrates the view that the qualities we regard as being characteristic of the expert student are hardly different from those demonstrated by the expert staff member. We hope you will find, throughout your time at college, that the high expectations we have of students are mirrored by the standards upheld consistently by all members of staff.



*“Setting an example is  
not the main means of  
influencing others; it is the  
only means.”*

**Albert Einstein**

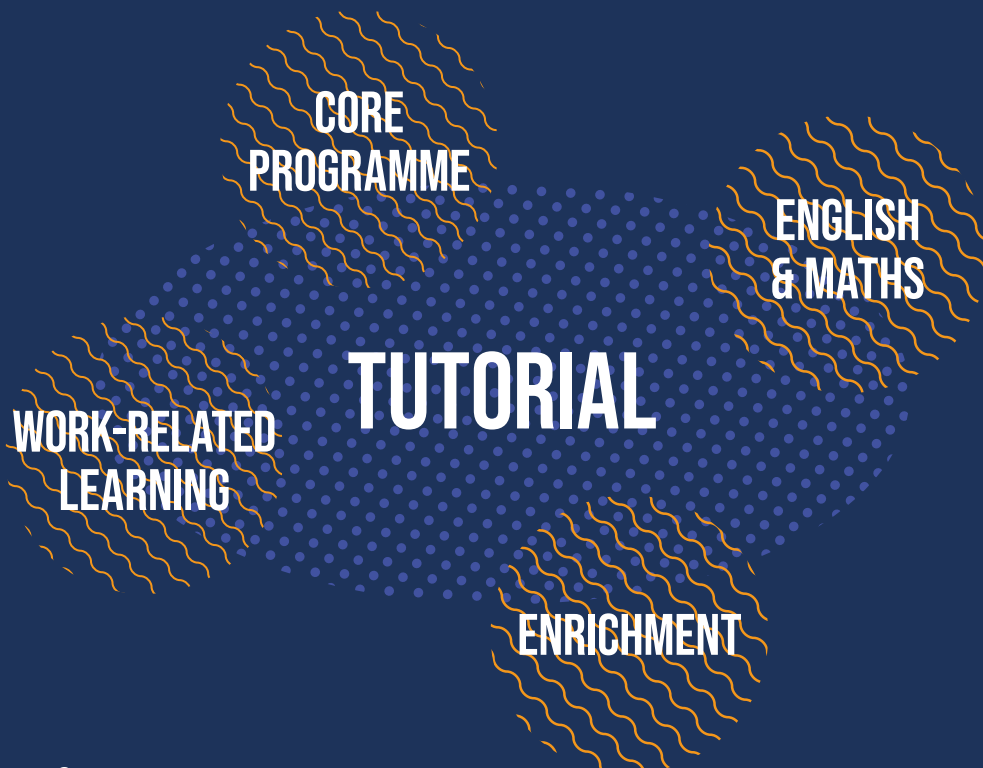


# STUDY PROGRAMME

## 2018-19

All students are enrolled onto an individually tailored Study Programme. The aim of the study programme is to equip you with the necessary skills to progress onto a further course of study, a university degree, an apprenticeship and ultimately into employment.

**Your study programme will consist of:**



## TUTORIAL

- Tutorial is the heart of the Study Programme
- The Tutor is the 'custodian' of the Study Programme for every tutee
- 2 x 1 hour slots consisting of a Group Tutorial and dedicated one-to-ones
- Comprehensive Tutorial scheme of work for all Levels
- Comprehensive one-to-one system – Monitoring of the full study programme, recording of progress, SMART target setting
- Coaching referrals – Individual / small groups

## CORE PROGRAMME

- A-levels
- GCSEs
- Applied subjects
- Extended projects

## ENGLISH AND MATHEMATICS

- GCSE or Functional skills in English and / or mathematics
- Study skills
- Academic support and mentoring
- Library sessions

## WORK-RELATED LEARNING

- Careers education
- Careers interviews
- CV workshops
- Employability skills
- Work related learning
- Work placements
- Apprenticeship club
- UCAS guidance
- Volunteering

## ENRICHMENT

- Clubs
- Societies
- Events
- Hackney University Extension
- Student Leadership



# WHY TUTORIAL MATTERS

The tutorial process is an active process, in which a personal tutor has the responsibility for helping students' development within group tutorials and within individual student/tutor meetings (one to one). As soon as you join the college you will be assigned a personal tutor, they are there to support you in achieving your goals.

The support we offer can range from:

- Making sure you are enrolled onto the right programme
- Making sure you have all the information you need
- Helping you to set your goals and record your progress
- Helping you to organise your study time
- Helping you to maximise your learning through a flexible study programme tailored to your needs
- Referring you for additional support if necessary
- Referring you to specialist support through welfare, guidance, counselling and other agencies
- Preparing you for interviews, the world of work or higher education

This is done through discussion, negotiation and using feedback about your learning progress. If you have any problems, please let your personal tutor know. Think of your tutor as your 'professional' friend.





Your programme will involve:

**One-to-One Tutorials** – A chance to talk through regular individual sessions. Remember you can ask for one of these too, when you feel you need it. This involves individual action planning and review, using information from yourself and others i.e. relevant staff including teachers, enrichment leaders, college support staff (student support/welfare) etc. The aim is to provide students with an opportunity to both manage and develop confidence in their own learning, thus ensuring that they achieve their learning goals. Guidance and educational counselling are an essential part of a personal tutor's role before, during and at the end of a student's period of study at college.

**Group Tutorials** – Opportunities to learn new skills, discuss and generate new ideas and perspectives. Through group tutorials, you will engage with wider social and cultural issues from around the world to broaden your thinking and to support your development in the next stages of your progression. It's also a time to engage and discuss issues with your peer group.

**Monitoring Progress** – As you are studying we expect that you will work hard to achieve your qualifications and that you will have a sense of responsibility for your work and your peers. However, we are still responsible for notifying your parent/guardian of any issues in relation to:

- Attendance
- Punctuality
- Behaviour
- Progress



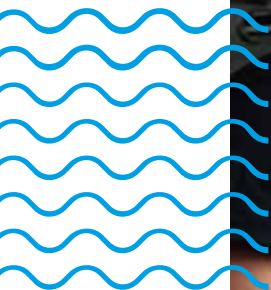
The college has a number of systems in place to ensure that if you are not working to your full potential that you get back on track:

**Estimated Grades** – During the year all staff will meet and discuss every students' performance both academic and also looking at attendance, punctuality, behaviour and attitude. Your tutor will discuss your estimated grade in your subjects and will set you SMART targets to improve your performance.

**Reports to parents** – The College will send two progress reports over the course of the year to your parents detailing your estimated grades, attendance and punctuality record and a brief summary of how you are performing in your subjects.

**Additional Support** – One to one individual support with student achievement officers, group support in the Library and the English and Maths Hub.

**Parent's Evenings** – All parents are encouraged to attend parent's evenings which are held each term to discuss your progress. If we have any particular concerns about you they will be contacted and requested to attend.





**Disciplinary System** – If we feel that you are not meeting your potential and/or your attendance, punctuality, behaviour and progress is not to the expectation of the college, you will be put onto the College' Disciplinary System to get you back on track. This involves:

**Stage 1** – a warning from your personal tutor. Targets will be set and reviewed. If your performance has improved, the warning will be removed.

**Stage 2** – a warning a from the senior tutor. This will also involve a meeting with your parent/carer. Targets will be set and reviewed. If your performance has improved, you will be referred back to your tutor for more monitoring before the warning is removed.

**Stage 3** – a warning from the head of department. This will also involve a meeting with your parent/carer. Targets will be set and reviewed. If your performance has improved, you will be referred back to the senior tutor for more monitoring before the warning is removed. If you fail to meet your targets, then you will be withdrawn from your study programme and the college.

**Appeals Hearing** – a formal meeting with a member of the senior management team. This will also involve a meeting with your parent/carer. At this stage, the panel will decide if you should be allowed to continue your study at BSix College or to uphold the withdrawal.

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# TUTORIAL PROGRAMME

Your tutorial programme is made up of lots of different aspects which will cover:

- Performance monitoring
- Estimated Grades
- Advice and Guidance
- University, UCAS and Employability
- Enrichment monitoring
- English and Maths monitoring

Aspects of learning to broaden your knowledge:

September	October	November
Growth Mindset	Diversity	Anti-Bullying Safeguarding
December	January	February
Wellbeing	Healthy Living	Environment
March	April	May
Employability and Enterprise	Progression	Exam and Revision

# WHAT WE WANT FROM YOU WHILST STUDYING WITH US

- Consistently good attendance and punctuality
- The commitment to meet deadlines and manage your time effectively
- Good behaviour, and respect for others including self
- The drive for achievement to enable progression
- 100% effort
- Commitment to your development of English and Maths
- A willingness to carry out self-directed study
- Review previous targets with tutor



It is important that all students carefully read these simple rules:

**Timekeeping** – Anyone consistently turning up late for any of their lessons (including break and lunch times) will face discipline.

**Stationery** – Students turning up to lessons without file, books, coursework and handouts, notes, pens, pencil, paper may face discipline.

**Attitude, General Conduct and Commitment** – Students must behave in a responsible manner at all times. Swearing will not be tolerated. Smoking is only allowed in the designated smoking area. ID Cards must be worn at all times. The college has a zero tolerance to bullying. Those found guilty of bullying fellow students will be disciplined and will face exclusion from college. Students are expected to give 100% effort for all activities undertaken.

**Cleanliness** – Students must not litter on college property. Students must clean their own work area when working in workshops, IT suites etc. Personal hygiene should also be given priority.

**Mobile Phones** – Mobile phones must not be turned on or answered during lessons (unless part of a class activity). This will interrupt work activities and group members. Notify lecturers at start of lesson if you are expecting an emergency call.



# WHAT IS ENRICHMENT?

## BSeven introduction

A key part of your study programme is enrichment. This is a core component for every student and the aim is to increase your skills, confidence and enjoyment whilst at College. Universities, apprenticeship providers and employers need to see a range of transferable skills on your CV and personal statement, not just good qualifications.

BSeven is the department that organises all of the extended learning opportunities which happen outside the classroom. These are designed, reviewed and regularly refreshed through listening to student opinions and needs. BSeven leads on Careers, Work experience and Enrichment clubs and societies.



**BSEVEN**



**Categories 1 and 2** – Careers and Work-related learning are compulsory for all students. Your curriculum department will have planned and scheduled your work-experience options as part of your course and the careers team will collaborate with your personal tutor to ensure you receive as much support as possible.

**Categories 3 and 4** – for you to select something that you are interested in – a society and/or a club from one of the Enrichment pathways. There will be more information available at the Enrichment Fair which you will attend as part of your College Induction. Additional activities may be added during the year dependent on demand. Specifics of times and days for each activity will be shared via tutorial and can be accessed via the BSeven team in the canteen. Up to date information will also be emailed to you for enrichment options that you have expressed interest in.

Every student must choose one additional activity, but you are free to choose more than one if it fits with your timetable, and in consultation with your tutor who will help guide you to a study programme tailored to your needs and ambitions.

Please refer to our dedicated Enrichment brochure, which you will have received during enrolment, or speak to a member of the BSeven team in the canteen for further details.





# STUDENT VOICE


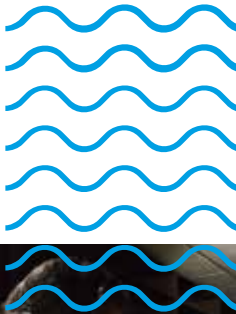
BSix encourages its students to play a full part in the running of the College. Getting involved in the student voice is a fantastic way to boost your skills for life at BSix and beyond. Stand out from the crowd with universities and employers by showing you are an active member of your community who goes the extra mile!

The student voice programme encourages participation both in the College and in the wider community. Students undergo professional leadership training and meet regularly to assist each other with their roles. Our students will tell you that the College always listens and will do its utmost to respond to constructive and appropriate suggestions. Ofsted has called our approach “innovative” and “highly responsive”.

Students are invited to meet with senior managers and Heads of Department. Present and former students are represented on the governing body and students have an active role in the recruitment of staff. The student voice is brought together through regular meetings and termly seminars on relevant themes.

The strands of the Student Voice are:

- **Class Representatives:** Every Tutor Group elects a representative whose job it is to gather the opinions of their class mates, works closely with the Student Union and ensure your opinions are heard by staff.

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- **Student Union:** The Student Union are the democratic student leadership of the college, responsible for ensuring every student has the best BSix experience possible. The Student Union sets the direction of the student voice, working with each strand to empower students and staff to make a real difference. Student Union Officers have a diverse role that revolves around giving top level customer service. This work includes: listening to the views of students; giving presentations to the Senior Management Team and Governors; running campaigns on local and national issues; coordinating and supporting the Clubs; creating events that raise awareness of important issues and celebrate the diversity of BSix; organising the Christmas Show and end of year Prom.
  - **Student Ambassadors:** Student Ambassadors are students who play an integral role in student recruitment and experience at BSix. Ambassadors gain valuable employability skills through their hard work. They represent BSix at College open days, taster days, student interview sessions and much more. The role involves meeting and engaging with a wide range of different people, including teachers, parents, primary school and secondary school students, visitors and the media.
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- **BCitizens:** BCitizens is a programme designed by one of our alumni, Rhasan Brunner. It aims to help students become positive citizens of society through developing leadership, teamwork, and community organisation skills. Improving community relations is high on the BCitizens agenda and every student involved raises the profile of young people at BSix, enhances their sense of involvement, and improves relationships between young people and others in the community. Our BCitizens received an award from Citizens UK for 'Outstanding contribution to the local community' for their work on turning Clapton into a Citysafe zone. They have also been part of delegations to the Mayor Hackney and the candidates for Prime Minister! They were influential in creating the "Hackney 100" jobs for young people and most recently more affordable housing in the borough.



# EQUALITY AND DIVERSITY

Equality is about creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential. It is about identifying patterns of experience based on group identity, and the challenging processes that limit individual's 'potential' health and life chances. An equalities approach understands that our social identity – in terms of gender, race, disability, age, social class, sexuality and religion – will impact on our life experiences.

Diversity literally means difference. When it is used as a contrast or addition to equality, it is about recognising individual as well as group differences, treating people as individuals, and placing positive value on diversity in the community and in the College.

## **Why is Equality and Diversity important?**

We live in an increasingly diverse society and need to be able to respond appropriately and sensitively to this diversity. Students in the College setting will reflect this diversity around gender, race and ethnicity, disability, religion, sexuality, class and age. The College believes that successful implementation of equality and diversity in all aspects of college ensures that staff and students are valued, motivated and treated fairly.






# FIRE PREVENTION AND EMERGENCY PROCEDURES

## Fire

In the event of an emergency situation such as the outbreak or suspected outbreak of fire, the building will be evacuated. All occupants with the exception of disabled persons in wheelchairs and staff with specific duties will leave the building and go directly to the assembly point.



When the Fire bell is sounded you must stop work immediately. Make no attempt to collect personal belongings which are not with you. Leave the building by the nearest exit and make your way to the designated meeting point (this will be pointed out to you on your tour of the college).

## Health and Safety

We expect you to:

- Report all accidents, however small, to a member of staff immediately. Trained first aid staff and medical rooms are available
- Inform your tutor (in confidence) of any medical needs, or any condition which might require special or emergency action
- If you need to report a college absence you must call the college phone number on 020 8525 7150 and leave a message. It is also good practice to email your Tutor

# THE USE OF ICT IN THE COLLEGE

- You will be allocated a network account, a VLE account and a College e-mail account when you enrol. You will be allowed to access the Internet, and to prepare, send, receive and store e-mail messages, whenever such access and e-mail use is directly relevant to your study programme or related enrichment activities
- You will be allocated personal file space on the network. It will be your responsibility to look after the files you store
- In order to ensure the security and availability of the network and the data files you save, a number of network security measures will be put into place. These will include: Anti Spam – Anti Virus – Internet Usage Management
- A standard set of applications will be made available to you through your network account and accessed via the Start Menu or Dock (iMac). If your course requires access to specialist software this detail will be stored in your profile
- The College reserves the right to investigate suspected violations of its IT Policies, including the gathering of information from the user or users involved and the complaining party, if any, and examination of material on the College's servers and network. During an investigation, the College may suspend the account or accounts involved and/or remove material that potentially violates the Policy



# THE LIBRARY

**Our Mission is:** “To foster student success by promoting independent learning in a welcoming environment of mutual respect, and provision of key learning resources.”

The Library is a structured learning environment that provides access to a range of resources and associated support that reflects curriculum needs and the diverse student body at BSix. It is a centralised area for purchasing, processing and housing teaching and learning resources and providing information in a variety of formats.

The collection is still growing and currently comprises: 11,876 unique titles and 36,933 volumes, online access to electronic databases, e-books, periodicals, CD-ROMs, an Audio and DVD collection and a distinct Careers and Teachers Resource collections. Free quality printing and photocopying is also a significant part of the learning resource provision. The Library provides 130 individual study carrels, 1 audio visual station and 49 open access computers. The Library team is comprised of the Library Manager and three Library Assistants.



**You can expect:**

- The library to open punctually within the advertised opening hours
- Welcoming, friendly and knowledgeable staff
- Opportunities to develop your independent learning skills
- Support for your studies through the provision of varied, relevant and up-to-date resources
- Help and guidance in the use of online resources and computing facilities
- To be consulted about the service we provide
- A firm commitment to Equal Opportunities and a safe working environment

**We expect you to:**

- Respect others' right to study: the library is for silent individual study only; alternative group work study spaces are available separately.
- Enjoy listening to your electronic gadget using ear/headphones at a low volume so that other library users are not disturbed
- Handle all resources and equipment with care
- Ensure that you return all loaned items by the date stamped on the date label
- Keep phones and other valuables secured and take calls outside of the library
- Only to eat food in the recreation areas (Canteen) and note that the College is a chewing gum-free zone
- Observe the copyright law when using all the free library printing or photocopying facilities





# Opening Hours

## Term Time

Monday – Thursday

8:30am – 5:00pm

Friday

8:30am – 3:30pm

## Holiday Time

Monday – Friday

10:00am – 1:00pm & 2:00pm – 4:00pm

*(Holiday times are subject to change but are always advertised in advance)*

Our Contact details are:

telephone number: **02085257190** & email:

**librarygroup@bsix.ac.uk**



# STUDENT SERVICES

BSix College recognises that some students may face additional barriers to learning. The Inclusion and Wellbeing Team provides a wide range of additional learning support for students with special educational needs, disabilities and learning difficulties, as well as other welfare and wellbeing difficulties.

The College provides academic, financial, personal and welfare support for students, through interventions including mentoring, coaching, counselling, peer mentoring, one-to-one and small group study sessions and exam support.

## EXTERNAL SUPPORT

Range of support from Education, Health, and Social Care services, including Mental Health services.

## SEN SUPPORT

SSOs support students with EHCPs.  
Preparation for Adulthood interventions  
Exam Support

## WELFARE SUPPORT

SWO support for LAC students and other vulnerable groups.  
Mentoring.  
Information, Advice & Guidance.

# SUPPORTING STUDENTS AT BSIX

## ACADEMIC SUPPORT

SAO support for students with learning difficulties.  
Study skills

## PASTORAL SUPPORT

Mentoring & coaching for students with social and emotional needs.  
Mentoring & coaching for students with challenging behaviour

## COUNSELLING

1:1 counselling  
Group sessions  
Workshops  
Support Groups


# THE SUPPORT TEAM

**The Inclusion and Wellbeing Manager** works closely with students, parents, teaching staff and other professionals to ensure that students are supported by early identification and assessment and receive appropriate support packages, including reasonable adjustments, access arrangements and exam support, including extra time, readers, scribes and adapted materials.

**Student Support Officers (SSOs)** primarily support students with learning difficulties and disabilities within the classroom, working closely with students and teachers. SSOs work alongside teachers to enable students to gain access to the curriculum. They will arrange for students to use a variety of learning methods to suit their individual needs and will provide individual packages for students to support their learning outside the classroom.

**Student Achievement Officers (SAOs)** provide support in small group intervention sessions. SAOs support students in developing skills such as exam techniques, personal organisation and revision. They also provide subject-specific support with homework and Key Assessments. Support sessions give students extra time to complete work and an opportunity to receive help with understanding their course.





**Student Welfare Officer (SWO)** provides pastoral support as well as information, advice and guidance to students who are experiencing difficulties in their personal lives, including Looked After Children and Young Carers.

**Behaviour Mentors (BMs)** provide coaching and/or mentoring to students with social, emotional or behavioural difficulties to help them learn to manage their own behaviour, provide coping strategies and to build confidence and resilience.

**College Counsellor (CC)** provides an extensive confidential counselling and coaching support service for students with emotional or social barriers to their learning. A variety of services are available, including 1:1 counselling sessions, targeted workshops and support groups.

## Contact Details

If you feel you would benefit from emotional, wellbeing, welfare, academic or exam support, you can contact the support team using the details below:

Tel: **0800 3892 947 ext. 393**

Email: **support@bsix.ac.uk**

Rooms: SEND Office and Student Services Centre

# SAFEGUARDING AT BSIX

BSix provides a safe environment for its students. The College has a safeguarding team to ensure that all students are safe, and their welfare is protected. Please see someone if you have any concerns about your own or others safety or wellbeing. You can talk to anyone that you trust, and we will try our best to help you.

You can also e-mail to **helpafriend@bsix.ac.uk** and one of the team will get back to you.





## The Safeguarding Team

**Designated Safeguarding Lead:** Rebekah Westgate, Assistant Principal for Student Recruitment and Development. Located in Central Offices.

**Deputy Designated Safeguarding Lead:** Lisa Novelli, Inclusion & Wellbeing Manager, Mental Health Lead. Located in SEND Office.

**Safeguarding Officer:** Reaz Rahman, Behaviour Mentor. Located in SEND Office or Computer Study Room.

**Safeguarding Officer:** Salma Asokomhe, Student Welfare Officer. Located in Student Development Centre

**Safeguarding Officer:** Hafsa Ali, College Counsellor. Located in Counselling Room.

**Safeguarding Officer:** Stevland Angus, Sports Coordinator. Located in Gym.

**Safeguarding Officer:** Liam Broom, Student Support Officer. Located in SEND Office.

**Safeguarding Officer:** Eva Doubravska, Student Achievement Officer. Located in the Hub.

## Contact Us

If you can't find someone, or feel more comfortable contacting by email, you are able to report any concerns you might have to this email address specifically designed for you: **[helpafriend@bsix.ac.uk](mailto:helpafriend@bsix.ac.uk)**

# INDUCTION CHECKLIST

Have you:	Yes	No	Require more info
Obtained your student ID Card?			
Received your timetable?			
Had your timetable checked by your tutor?			
Had a tour of the College?			
Checked that your mobile phone and email details are correct with your tutor?			
Received the Student Handbook and been shown how to access it online?			
Received information about enrichment opportunities?			
Received information on tutorials and target setting?			
Been informed of the possible consequences of poor attendance, timekeeping and behaviour?			
Received information on health and safety policies and procedures i.e. fire evacuation?			
Received information on Equality and Diversity?			
Received information on the Email and Internet Acceptable Use Policy?			
Been given a demonstration on how to access and use the VLE?			

# PARENTS EVENINGS

**Parents Welcome Evening**  
**Wednesday 26th September 2018**

5pm–7pm

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**Parents Evening**  
**Wednesday 12th December 2018**

5pm–7pm

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**Parents Evening**  
**Wednesday 27th March 2019**

5pm–7pm

Sign up for an open event online at  
**[www.bsix.ac.uk](http://www.bsix.ac.uk)**



## Get in touch

**BSix Brooke House**  
**Sixth Form College**  
Kenninghall Road, London, E5 8BP

Freephone **0800 3892 947**

Email **[info@bsix.ac.uk](mailto:info@bsix.ac.uk)**

Visit **[www.bsix.ac.uk](http://www.bsix.ac.uk)**

