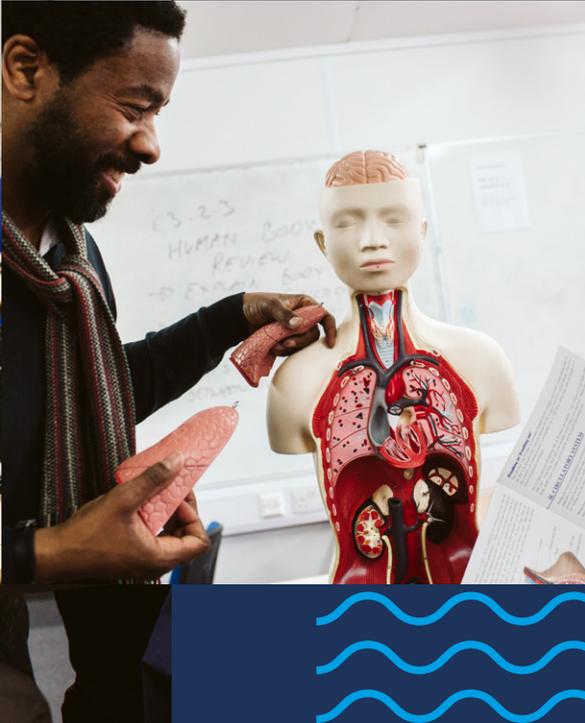


STUDENT HANDBOOK

2019-20





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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.

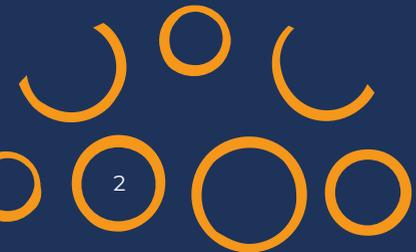
I became Principal here only in May but was already familiar with the values and aims of the college. It seems to me that, more than any other sixth form college that I am aware of, BSix has attempted to show that it is possible for an educational provider to be truly inclusive (welcoming students of 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.

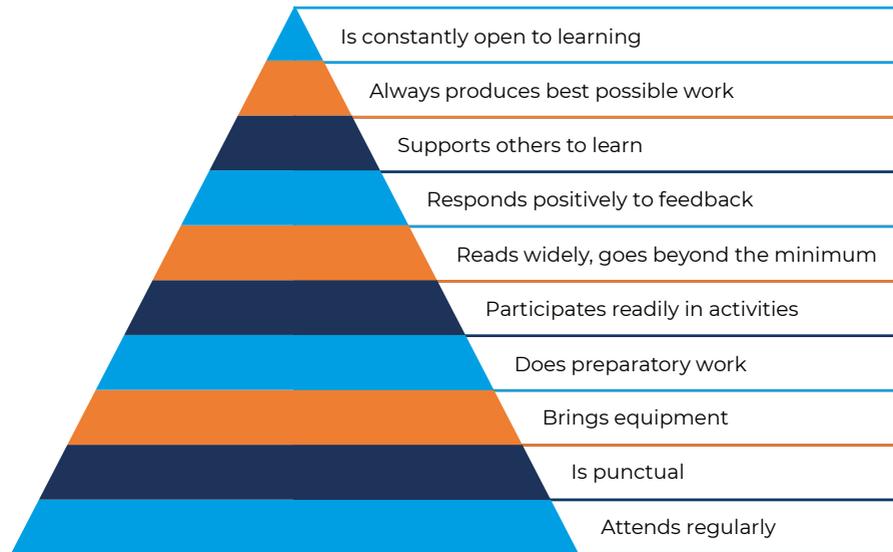
I am very optimistic about the prospects of BSix becoming the kind of institution it has long sought to be. There is much high-quality teaching and learning already in place; many skilled and enthusiastic staff; a lot of experience and wisdom to draw upon. Please be sure to adopt these positive features 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

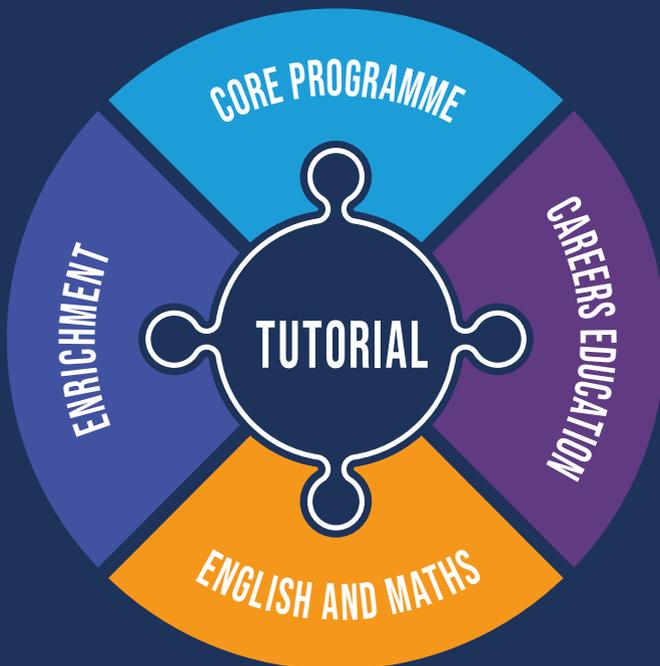


STUDY PROGRAMME

2019-20

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
- 1 period of tutorial per week consisting of group PSHE topics, Mindset and one-to-ones
- Comprehensive one-to-one progress monitoring system
- SMART target setting
- Academic referrals – Individual / small groups

CORE PROGRAMME

- A-levels
- GCSEs
- Vocational courses
- Extended project

ENGLISH AND MATHEMATICS

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

CAREERS EDUCATION

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

ENRICHMENT

- Academic and Creative
- Volunteering and Outdoor Pursuits
- Sports and Fitness Exercise



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 your tutor can provide ranges 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.

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’ academic performance, 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 learning mentors, group support in the LRC 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.

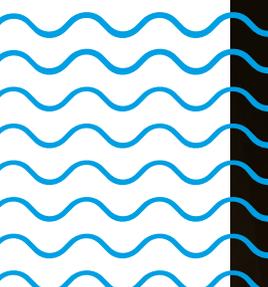
Student Support Process – If we feel that you are not meeting your potential and/or your attendance, punctuality, behaviour and progress is not to the expectation of the college, you will be put onto the College’ Student support process to get you back on track. This involves:

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

Warning 2 – a warning from the curriculum manager. 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.

Warning 3 – a warning from a vice principal. 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 curriculum manager 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.



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 Skills
- Enrichment monitoring
- English and Maths monitoring

Aspects of learning to broaden your knowledge:

September	October	November
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
- 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 be put through the student support process.

Stationery – Students turning up to lessons without necessary and relevant equipment will be put through the student support process.

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.



ENRICHMENT

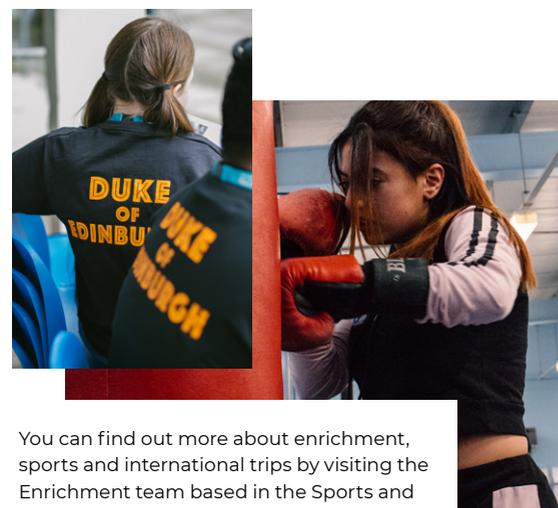
BSix Sixth Form College believes that every student should have the opportunity to pursue their talents in order to develop their personal character.

Enrichment is a compulsory part of the study programme which will provide you with the skills and techniques designed to increase your confidence and wellbeing whilst at the College.

There are three categories of enrichment that you can choose:

- Academic and Creative;
- Outdoor Pursuits and Volunteering;
- Competitive Sports and Fitness Exercise

Each enrichment activity has been developed with a university with accreditation.



You can find out more about enrichment, sports and international trips by visiting the Enrichment team based in the Sports and Enrichment Centre

The **compulsory** enrichment options are:

- Coding Club
- DJing and Music Production
- Dance Company
- Journalism Club
- Beginner Languages Club
- Sports Leadership
- Hackney Citizens Volunteering and Community Organisation
- Knowledge is Power Core Programme (debates and seminars)
- Instrumental and Band Practice
- Photography Club
- Financial Literacy – Managing Your Money
- Environment and Sustainability Club
- Sports Academy*
- Maths Club
- Hackney Shed Drama Company
- Choir
- Student Ambassador Programme
- Creative Writing Club
- Duke of Edinburgh Scheme

The **non-compulsory** enrichment options are:

- Gym
- Basketball
- Archery
- Question Time Debate
- Football
- Table Tennis
- Knowledge is Power Seminars
- UK Trips
- Netball
- Boxing
- International Trips
- Reading Club
- Fitness Instructor Programme

*subject to trials

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 curriculum managers. 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 Council and ensure your opinions are heard by staff.

- **Student Council:** The Student Council are the democratic student leadership of the college, responsible for ensuring every student has the best BSix experience possible. The Student Council sets the direction of the student voice, working with each strand to empower students and staff to make a real difference.
- **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.



- **Student Governors:** Each year the college elects two student governors to sit on the corporation board. As a student governor, you will learn about the business of the college as a corporation and will be able to represent the views of students in matters around college finance, student services, curriculum and quality.



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**

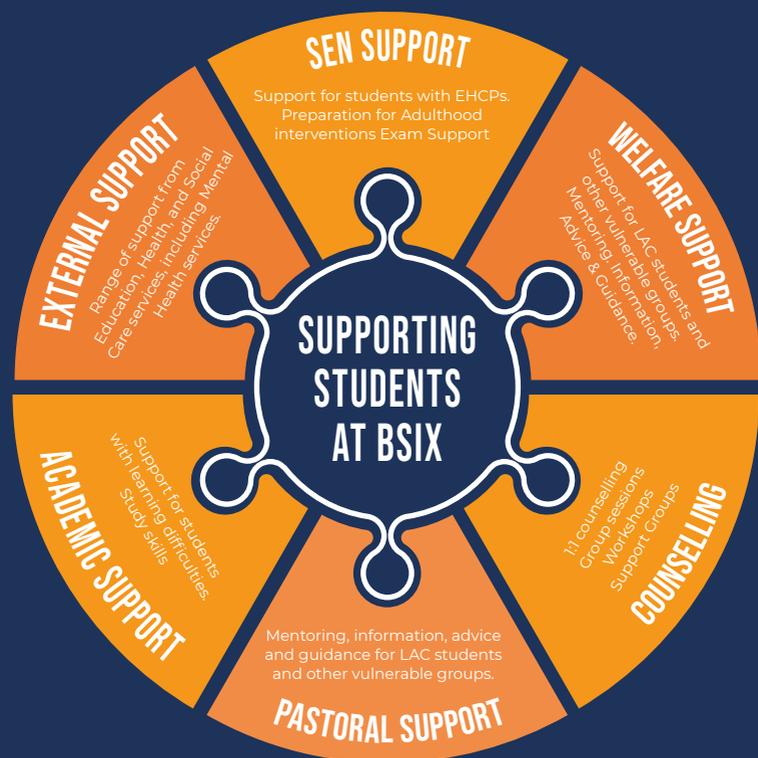
THE USE OF ICT IN THE COLLEGE

- 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

STUDENT SERVICES

BSix College recognises that some students may face additional barriers to learning. The Inclusive Learning 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.



THE SUPPORT TEAM

The Head of Inclusive Support 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.

Learning Mentors provide support through 1:1 and group intervention sessions. Learning mentors support students in developing skills such as exam techniques, personal organisation, study skills 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 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.

College Counsellor 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:

Email: support@bsix.ac.uk

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

Kishan Pithia: Vice Principal - Student Services, Designated Safeguarding Lead

Salma Asokomhe: Designated Deputy Safeguarding Lead

Reaz Rahman: Designated Deputy Safeguarding Lead

Liam Broom: Head of Inclusive Support

Stevland Angus: Sports Coordinator

Hafsa Ali: Counsellor

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

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?			

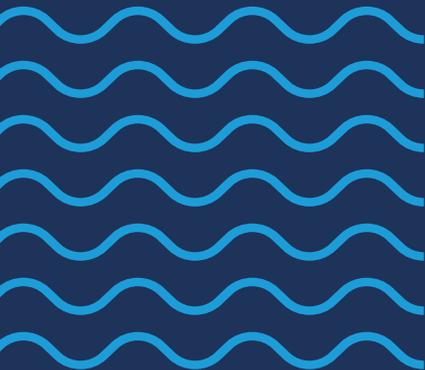
PARENTS EVENINGS

Parents Evening (meet the tutor)
Wednesday 2 October 2019

Parents Evening
Thursday 12 December 2019

Parents Evening
Thursday 26 March 2020

Sign up for an open event online at
www.bsix.ac.uk



Get in touch

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Freephone **0800 3892 947**

Email **info@bsix.ac.uk**

Visit **www.bsix.ac.uk**

