



# Year 12 Induction Day Programme

## Tuesday 2nd July 2019





**Outline for the day**

Time	Activity	Location
09:45-10:00	Arrive at college and collect programme Head to tutor base	Cafe
10:00-10:20	Tutor session - welcome to S6C, timetables issued	Tutor base classroom
10:25-11:10	Subject session 1	Classrooms
11:10-11:25	Break	Cafe
11:25-12:10	Subject session 2	Classrooms
12:15-12:35	Optional talks: choose one from Aspiring to Excellence for all A level or Vocational? Wider Participation EPQ	Theatre TF02 A&P Centre TF01
12:35-13:05	Lunch - buffet in the Cafe	Information fair in Reception Foyer: find out about IT, 16-19 bursary, travel options, Duke of Edinburgh, S6C Student Union
		Ice creams for sale
		Sporting activities on MUGA
13:05-13:35	Clubs & Societies Fair	A&P Centre
13:35-14:20	Subject session 3	Classrooms
14:20-14:40	Optional talks: choose one from Aspiring to Excellence for all A level or Vocational? Wider Participation EPQ	Theatre TF02 A&P Centre TF01
	Q&A for parents with Principal	Cafe
14:40-14:55	Close of day - Principal/VP, SU President, Head of Year 12	Theatre



## Who's who in the College?

### The Leadership Team

Simon Firth	Principal
Louise Henderson	Vice Principal
Craig Chambers	Assistant Principal / Teacher of Computing
Kathryn Clarkson	Business Manager
Nicola Miller	SENDCO / Associate Senior Leader / Teacher of Biology and Applied Science
Dr Sally Tye	Faculty Lead - Humanities / Teacher of History and RS
Chris Forster	Faculty Lead - STEM / Teacher of Biology and Applied Science
Richard Eno	Faculty Lead - Creative / Teacher of Film Studies and Digital Media
Rebecca Anderson	Pastoral Lead / Teacher of English Literature

### Pastoral Team

Lizann Halford	Student Services Manager (Acting)
James Denton	Student Services Administrator
Sophie Bellars	Maternity
Rosie Roberts	Maternity

### Support Staff

Hanna Boddy	PA to the Principal
Gary Kinsey	Data Manager
Lisa Lucas	Examinations Officer
Kevin	Caretaker
Leyanne Hind	Receptionist

### Teaching staff

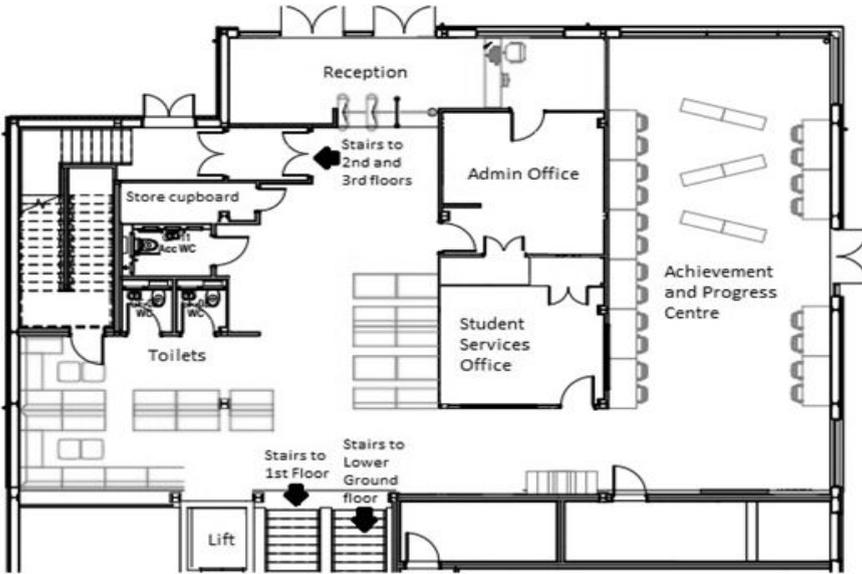
Steve Price	Business
Catherine Pennington	Business / Economics
Phil Greenwood	Maths and Further Maths
Stuart Halford	English Language and Law
Chris Papp	Physics and Chemistry
Andrew Lomas	Sociology
Nicola Miller	Biology and Applied Science
Emma Rackley	Sport Studies
Luke Muchmore	Sport Studies / Health and Social Care
Diane Newton	Health and Social Care
Nadine Tunstall	Geography and EPQ
Kirsty White	Psychology
Nikki Mesnard	Psychology
Laurance Rushby	Art / Photography

### Student Leadership Team

Maisie-May Gilcrest	President
Callum Crowley	Vice President
Corina Torcica	Student Liaison
Rosie Del Grosso	Student Voice
Slana Mathys	Sustainability
Freya Cook	Equality and Diversity

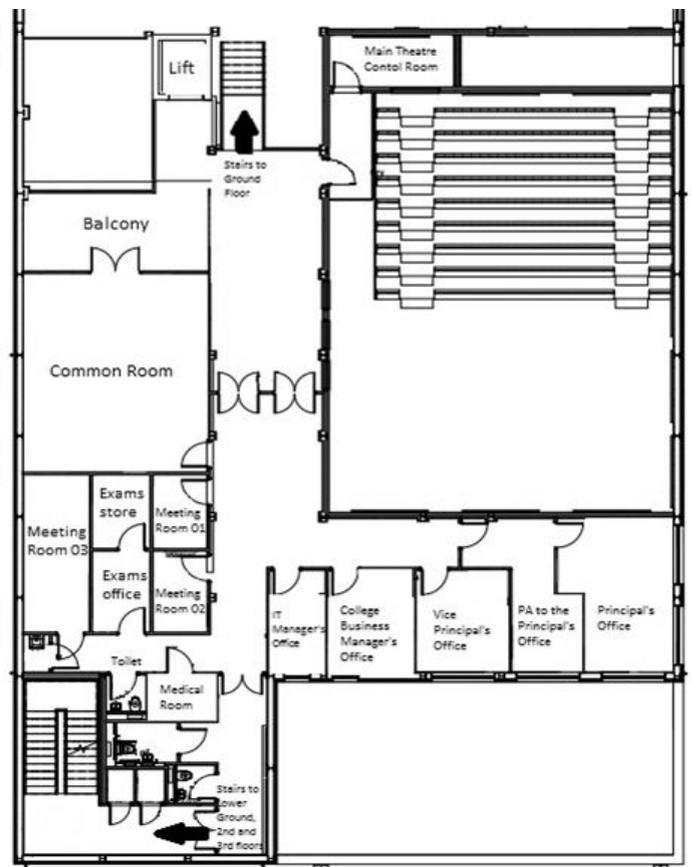
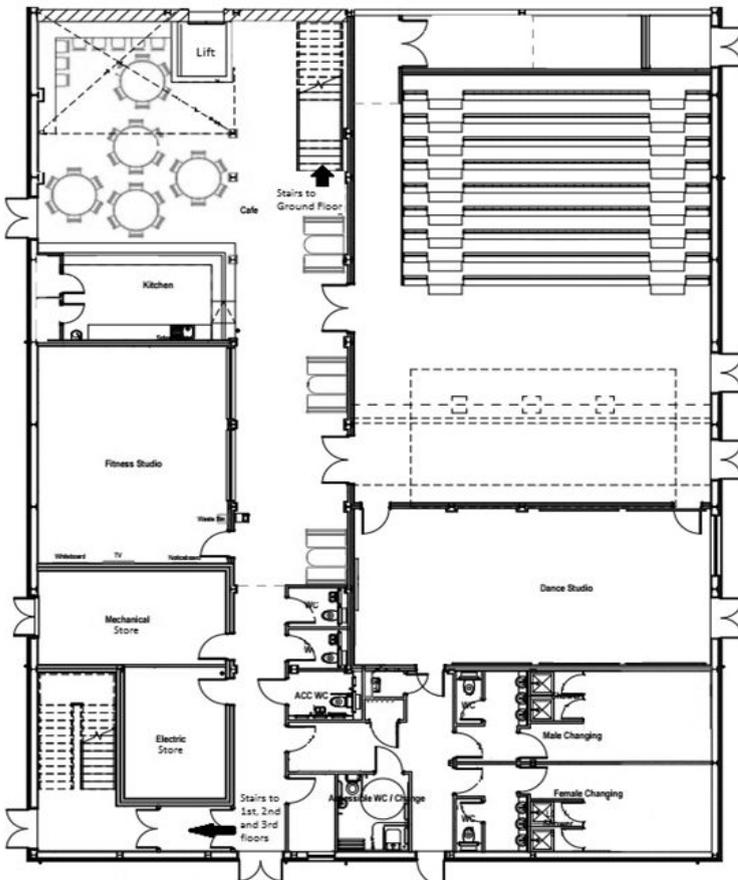
Finding your way around S6C

Ground Floor

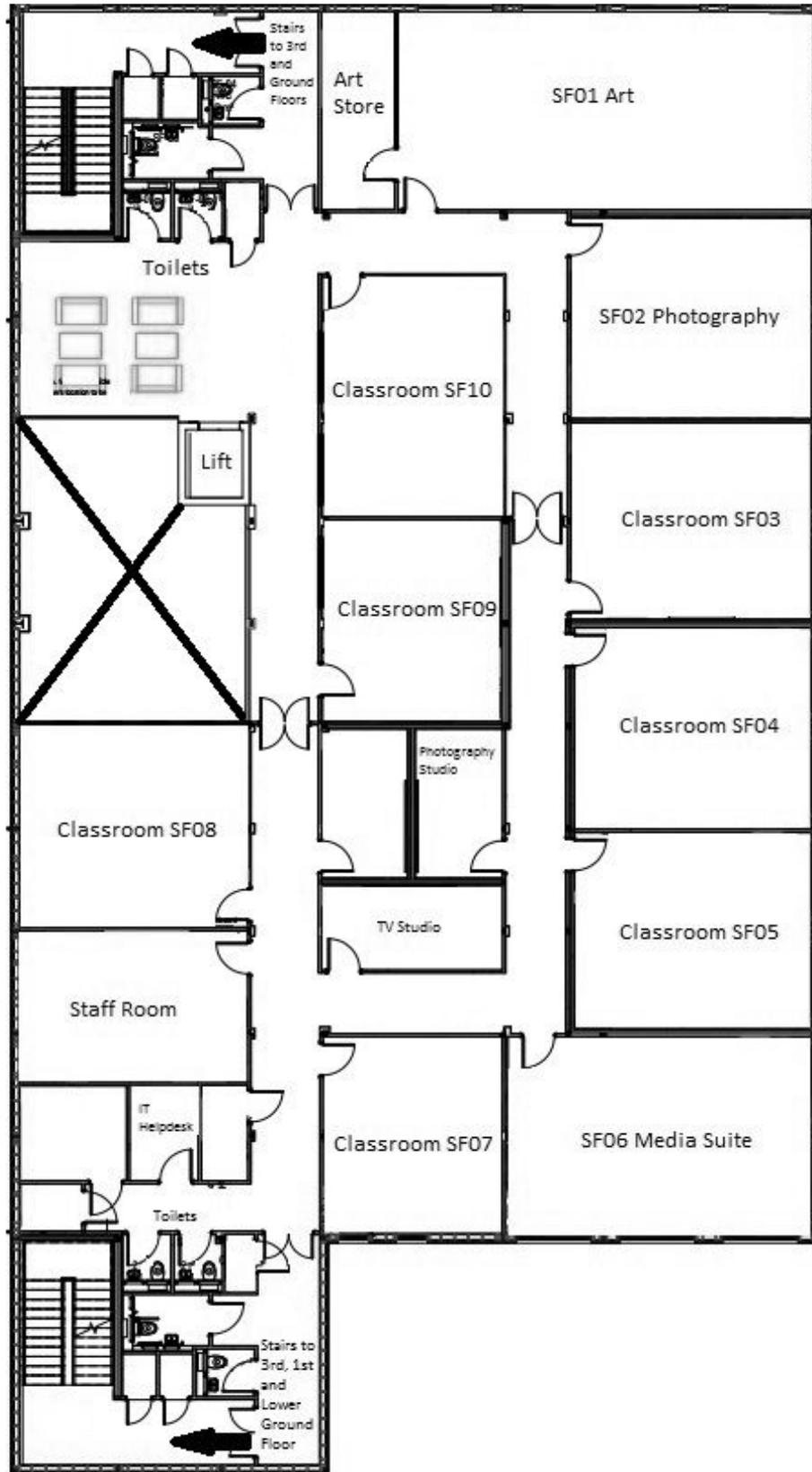


Lower Ground Floor

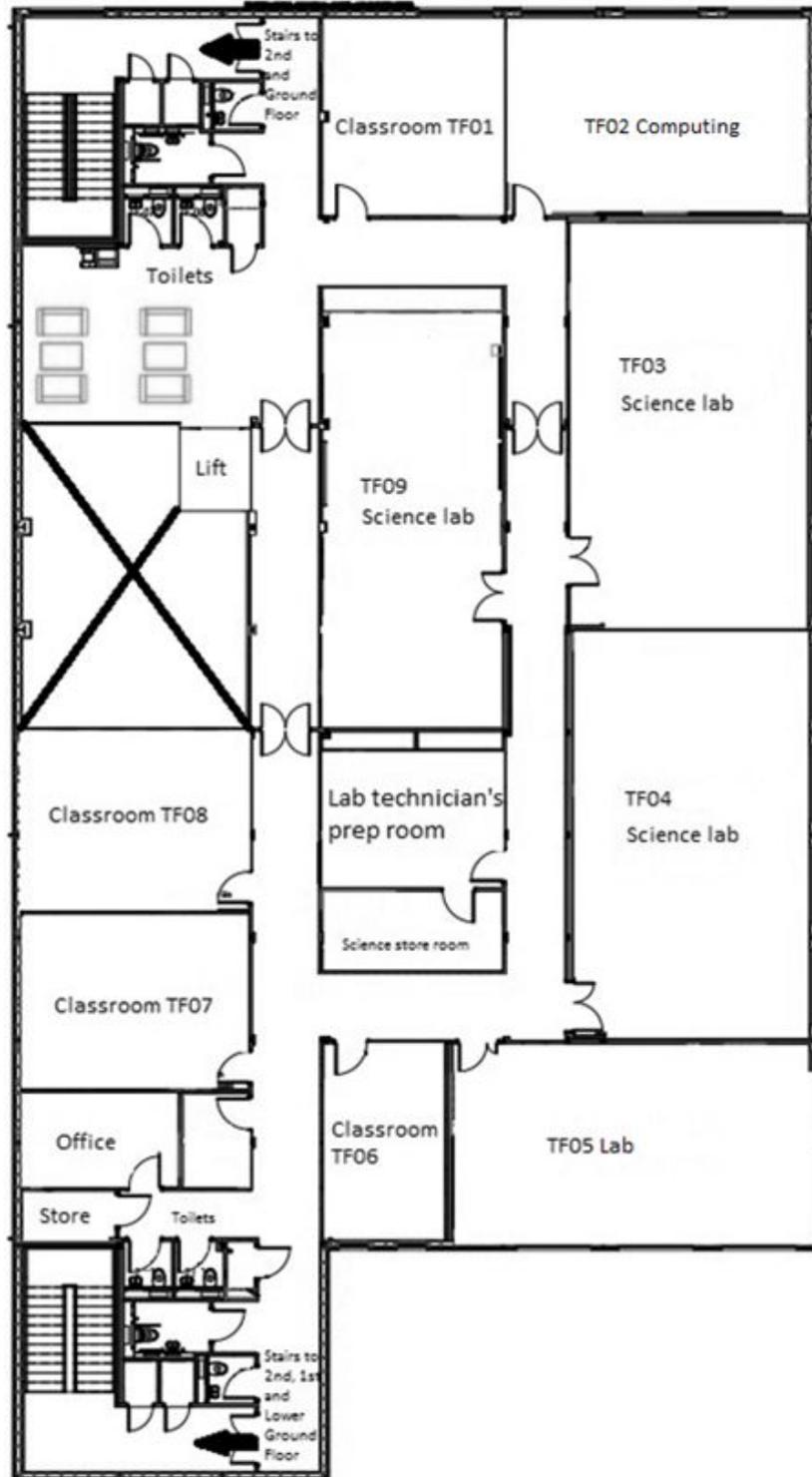
First Floor



Second Floor - classrooms starting with SF



Third Floor - Classrooms starting with TF





## Final preparations

### Before GCSE results day

Your subject choices were discussed during the interview to ensure that you are happy with them and that they are a suitable combination for you. If you change your mind about which subjects you would like to study, get in contact with us as soon as possible. You will have another guidance meeting at enrolment after you have received your GCSE results to ensure that they are still a suitable combination for you.

### On GCSE results day – Thursday 22nd August 2019

GCSE Results Day takes place on Thursday 22nd August this year. Your school will make their own arrangements to let you know what your results are.

Once you have received your results, **you will need to confirm to us that you will be taking up your place to study at S6C.** We will email you again the day before results day to remind you how you can do this.

### *What happens if I don't get the GCSE results I hope for?*

On results day, you may find that you haven't done as well as hoped in some subjects and maybe achieved higher than expected in others. Don't panic! There are 2 options in this case.

1. Call us on results day if you have any concerns about whether you have met the entry requirements for the subjects you have chosen. We will be able to advise you and, if necessary, consult the subject teachers about your suitability for the chosen course.
2. Alternatively, complete the Pre-enrolment Form on the homepage of the College website. You will then be allocated to meet with a senior member of staff at your Enrolment Appointment, where we will endeavour to find a study programme that suits your abilities and, if necessary, we can discuss alternative subjects or courses at S6C that match your GCSE grade profile.

### Enrolment – Tuesday 27th and Wednesday 28th August 2019

Enrolment happens when you've got your GCSE results and you officially decide to join S6C for your sixth form studies. Enrolment will take place from Tuesday 27 to Wednesday 28 August. You will be given an appointment time within these two days which is when you should arrive to enrol. This appointment time will be given to you at tutor time today and also emailed to the email address on your application form.

Prior to your appointment, you will need to complete an online **Pre-enrolment Form which will be available on our website homepage from Thursday 22<sup>nd</sup> August.** Completing the Pre-enrolment Form will speed up your Enrolment Appointment.

When you attend your Enrolment Appointment you will need to bring the following with you:

- Your GCSE results slips (as well as evidence of any Level 2 qualifications gained prior to summer 2019).
- Photo ID to prove your name and date of birth (if you do not have photo ID then please bring a birth certificate)

We will also take your photo for your ID card.

Once you have enrolled you will receive further details about the start of term on Tuesday 3rd September.



### First day of College

The first day for Year 12 students joining S6C is on Tuesday 3rd September. The college day starts at 8:40am and all students should sign in and report to the Theatre for a 9.00am assembly. On this day you will: meet your tutor, receive your timetable, have an introduction to the college and the IT system and meet the rest of your tutor group. Further details about the first day's programme will be provided during enrolment.

### Term Dates for Students

Autumn Term: Tuesday 3rd September 2019 - Friday 20th December 2019 (Half-term: 28 October - 1st November 2019)

Spring Term: Tuesday 7th January 2020 - Friday 3rd April 2020 (Half-term: 17th February - 21 February 2020)

Summer Term: Monday 20th April 2020 - Tuesday 14th July 2020 (25 May - 29 May 2020)

### BYOD

S6C students will require access to Google Classroom and Office 365 at all times throughout their course at college. Teachers will use Google Classroom to make announcements to the class, set homework and assignments, along with collection of coursework and to provide course resources. Google Apps for Education or O365 will be used for any assignment work that is not required to be handwritten.

It is expected that students will have a 'Bring Your Own Device' (BYOD) to enable access to these systems. This device should be capable of being used for document writing with a physical keyboard (using Google apps or Microsoft Office).

We do not specify a particular device to purchase, but it should be light and portable, have a physical keyboard, have good battery life (greater than six hours) and preferably be 'instant on' so lessons start on time and teachers don't have to wait for devices to load. The ideal S6C BYOD laptop is a Microsoft Surface. It is not recommended to use a mobile phone or a tablet without a keyboard for this task.

You do not need to purchase Microsoft Office, as students will get access to download this free of charge. The built in antivirus from Microsoft is also suitable protection from viruses (we run the college on it) and you do not need to purchase any additional anti-virus software even if the shops say you should.

It is recommended and encouraged to have accidental damage cover, so you are not without a device for a specific period of time that could hamper your ability to study.

S6C will provide example devices and configurations for purchase. PCWorld will provide a discount to S6C students when purchased with a support contract. Microsoft provides students with the ability to get devices at a discount.

Students will be given an account for use while at S6C and this will be the primary logon mechanism, along with providing access to email, calendar and other services. All students will attend a short introductory session showing how to use these facilities. All students will be given unlimited storage during their time at S6C, plus access to Microsoft Office free of charge.

All students are expected to bring their own device to ALL lessons and to make sure it is fully charged and capable of lasting the college day. Plug points will be available in the common areas.

Further information on BYOD can be found here: <http://www.salisbury6c.ac.uk/study-with-us/byod-for-learning-portal/>



## **Travelling to Salisbury 6th Form College**

Salisbury 6th Form College is committed to promoting sustainable travel for students and staff. One of the most effective ways to help the environment is to maximise the use of walking, cycling and public transport. The following information will enable all members of S6C to make an informed choice about how they travel to the college and provides details of the assistance which may be available for students.

### ***Choice***

To help students, parents and staff make an informed choice about their method of transport Wiltshire Council has provided a Connecting Wiltshire website to help with the planning of journeys and this is at [www.connectingwiltshire.co.uk](http://www.connectingwiltshire.co.uk).

Public Transport links to the centre of Salisbury are good and many towns and villages have public transport links to Salisbury which are suitable for the normal college hours. S6C is a short walk from the city centre and the connecting Wiltshire website offers a good point to start planning your journey to college.

### ***Students***

Students are encouraged to walk, cycle or travel by public transport wherever possible. Bicycles should be stored and locked in the bike storage areas and should not be ridden on the College site.

Students who live within 3 miles of Salisbury or live outside Wiltshire should check student offers and saver tickets from the local public transport providers. Salisbury Reds and More Bus companies operate the majority of bus services in Salisbury as well as some longer distance routes to destinations such as Bournemouth, Southampton, Romsey, Swindon, Marlborough and Devizes. See the Salisbury reds or More from Wilts & Dorset websites for more information.

Students who live in the Salisbury area can buy a pass, costing approximately £14.50 a week. This allows them to go anywhere at any time within the City. However, if they are going to make the same journey every day, it may be cheaper to buy a season ticket just for that journey. All prices are correct as at going to print - increases are possible before September.

### ***Subsidised Transport Scheme***

Wiltshire Council runs a subsidised transport scheme for students who are aged 16 – 19 at the start of their course and live in Wiltshire but are living more than 3 miles from Salisbury 6th Form College.

For those entitled to subsidised travel from Wiltshire Council the cost of the annual pass in 2018-19 is £781 per applicant. An application form needs to be completed and returned to Wiltshire Council together with payment, which can be by direct debit, cheque or credit card. You have to reapply and pay for this each year.

It is to your advantage to submit a transport application by 30 June for the course which you are most likely to study. If your plans change, contact Wiltshire Council immediately and they can transfer your details over to your new location and issue a pass if you are entitled. If a pass is no longer required, you will get a full refund of any money paid if Wiltshire Council are informed before 1 September. If you apply after the 30 June your pass may not reach you before the start of term

For further details please go to;

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schooltransport/transporttosixthformsandcolleges.htm>

### ***Travel Assistance***

If household income is £20,819 or less, the annual pass may be provided at a further reduced price of £231.

### ***Cars***

Parking at the College is limited to staff and visitors only – **there is no student parking on site**. Additionally, there is no parking in the local streets near the College for more than 2 hours at a time. Petersfinger Park and Ride is a short walk away. It is



recommended that students who wish to drive to college make use of this facility and those being dropped off/collected from college arrange this as a safe point for arrival/departure.

### ***Help with travel costs***

S6C may be able to help with the cost of travel, amongst other learning related costs, through the 16-19 Bursary.

### **16-19 Bursary**

Two types of bursaries are available to young people aged 16-19 in full time education:

#### *Vulnerable Bursary*

Students eligible in this category include;

- Young people in care, including unaccompanied asylum seeking children.
- Care leavers
- Young people in receipt of Income Support or Universal Credit
- Young people in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right

A bursary of £1,200 per year for a full-time (30 week) course or pro-rata in the case of short courses is available.

Evidence to support the application will be needed. Examples are; a letter from the Department of Work and Pensions (DWP) setting out the benefit to which the young person is entitled; or written confirmation of current/previous 'looked after' status from the relevant Local Authority; or their Leaving Care Review Document.

#### *Discretionary Bursary*

The college can also award a bursary to cover costs associated with books, equipment, transport, meals, trips and visits where a student is identified as needing additional financial support. **This is awarded at the discretion of the college.** Students eligible in this category are;

- Applicants aged under 19 on 31 August 2019
- Students from households where income is below £25,000 (relevant evidence such as a P60 or tax credit form will be required.)

Each case is individually assessed and there may be some flexibility based on an individual student's circumstances, so if your household income is between £25,000 and £28,000 you should still apply and the college may be able to make a partial award to you. The bursary will usually be awarded as 'benefit in kind' e.g. the college will purchase the equipment/books or provide a voucher for a meal.

#### *Application Process*

In all cases, the student will be asked to complete an application form (see Appendix 1) and provide the required evidence. In order to ensure that the necessary equipment can be provided as soon as possible, we recommend that you complete the application form and return it at enrolment. The application will take no longer than 5 working days to process (upon receipt of the required evidence). Students will receive a confirmation letter detailing what actions students need to take to claim the necessary equipment/vouchers.

Receipt of the bursary will be conditional on the student meeting agreed standards of attendance and behaviour, as outlined in the Learning Agreement.



Appendix 1

Salisbury Sixth Form College

Application to the 16-19 Bursary Fund 2019/20

Bursaries are available to assist students who may have difficulties in accessing and completing their course due to personal financial circumstances. The bursary fund is not claimed by the college 'per student'. The college has a limited bursary fund allocated to it at the start of the year which has to be used to cover costs for all students in need irrespective of how many there may be, therefore, it is not guaranteed. Students requiring help need to apply in each academic year of their course.

Part 1: Student Details

<b>Surname;</b>	<b>First Names;</b>
<b>Date of Birth;</b>	<b>Age on 31/8/2019;</b>
<b>Home Address;</b>	<b>Telephone (Home);</b>
	<b>Telephone (Mobile);</b>
	<b>Email;</b>
<b>Postcode;</b>	
Have you been resident in the UK for the whole of the 3 year period preceding your course, other than for the purposes of full-time study?                      YES                      NO	

Part 2: Parent or Guardian Details

<b>Surname;</b>	<b>First Name;</b>
<b>Home Address (if different from above)</b>	<b>Telephone (Home);</b>
	<b>Telephone (Mobile);</b>
	<b>Email;</b>
<b>Postcode;</b>	

Part 3: Household Details. Please state who you live with and their relationship to you.

<b>Name</b>	<b>Relationship To You</b>	<b>Age (If under 16)</b>
Do you live in supported housing or a foster care home;                      YES                      NO		



If "Yes", please give a key worker contact name and phone number;

Please tick any of the following which apply to you;

I am a young person in care	
I am a young person leaving care	
I am a young person in receipt of income support	
I am a young person in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA)	

**Part 4: Support Required.** Please indicate the help you require. Please note; it may not be possible to provide assistance with all items you request.

Essential equipment and materials		Higher Education visits and UCAS fee	
Essential Books		Meals whilst in college	
Essential trips/visits		Transport to/from college	

**Part 5: Travel To and From College**

If you require assistance with travel to and from college, please describe your usual means of transport and the cost per day including the bus stop you would get on at if you travel by bus.

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**Part 6: Income Details for your Household (Please provide photocopies of evidence)**

Please complete the following for the household, by indicating which of the following benefits/income you are in receipt of. Do not include income from the student's part-time work.

Type of income	Amount Received	Supporting Evidence Required
Income support		An award letter which is no more than 3 months old
Job Seekers Allowance (income based)		An award letter which is no more than 3 months old
Universal Credit		An award letter which is no more than 3 months old
Housing Benefit		An award letter which is no more than 3 months old
Council Tax Benefit		An award letter which is no more than 3 months old
Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
Pension Credit (Guarantee Credits only)		An award letter which is no more than 3 months old
Income-based Employment and Support Allowance (ESA)		An award letter which is no more than 3 months old
Support under part VI of the Immigration and Asylum Act 1999		Documentation confirming support which is no more than 3 months old
Other: Benefits/Pensions (please specify)		An award letter which is no more than 3 months old
Earned income with no additional benefits		Last 3 months payslips (or at least 6 weekly payslips of last 4 fortnightly payslips)
Self-employed earnings with no additional benefits		Audited accounts or most recent tax return

**Part 7: Declaration**

I certify that the information given above is correct to the best of my knowledge and understand that college has the right to reclaim funds or equipment if I am found to have provided incorrect information or do not complete my course. I will advise the college immediately if my household circumstances change.

**Signature of parent/carer:**.....**Date:**.....  
 (or student if living independently)