



**TOOT HILL**  
SIXTH FORM COLLEGE

# **Year 12**

## **College Induction Booklet**

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## **Welcome to Toot Hill 6<sup>th</sup> Form College!**

### **Welcome from Mrs Mordue – Head of College:**

*I am delighted to welcome you to Toot Hill 6<sup>th</sup> Form College, and am looking forward to getting to know you and witnessing your development into young adults over the course of your next two years with us. At Toot Hill 6<sup>th</sup> Form College we aim to offer you all an ambitious curriculum, alongside an abundance of opportunities which will enable you to grow into confident, well-rounded and happy adults. Above all, this is due to the firm professional relationships established between staff committed to their students, and students committed to their studies. I look forward to working with you over the course of the next two years, and to helping you discover and work towards achieving your future aspirations for life after Toot Hill 6<sup>th</sup> Form College.*

### **Welcome from Mr Lawrence - your destinations lead:**

*I am looking forward to working with you over the course of the next two years; this is an exciting time in your life when you will be making decisions and choices that will shape your future and allow you to go on to achieve your full potential after College. We are committed to ensuring that you all receive the support you need to access the wealth of opportunities available to you here. The more you engage with your studies and opportunities in year 12, the more prepared you are when you begin writing personal statements for UCAS, degree apprenticeships and jobs, and the readier you will be for interviews where you can provide a range of examples to support. Our students leave us feeling confident and excited about their next steps having been through a 2 year programme of personal development and careers education to ensure they are in the very best possible position.*



## **Toot Hill 6<sup>th</sup> Form College Intent:**

As they begin the next phase of their journey, students will be introduced to our sixth form college ethos 'Sapere Aude' or 'Dare to Know' which encourages both freedom of thought whilst also challenging students to equip themselves with knowledge that goes beyond the curriculum. This ethos lies at the very core of our ambition for our students and will encourage them to shape their own identities and beliefs through being inquisitive and ambitious to learn whilst promoting similar values to others, modelling this to the younger members of the Toot Hill community. We will explore the way our students use language to articulate concepts and constructs such as masculinity and gender and invite them to critique the representations of these in the media and within their social groups. In this important transitional period where our students are approaching adulthood, students will be encouraged to develop their understanding of diversity as they meet new students from a range of schools and backgrounds, appreciating the ways in which our differences, as well as our similarities, provide new perspectives and enrich our understanding of others.

Our Personal Development Curriculum has been carefully curated to welcome our new students into our sixth form college community so that they are sensitively challenged to think about adult issues. Through this, our students will be encouraged to engage with and challenge perspectives on potentially divisive issues such as prejudice and morality to establish what they stand for by the end of their time in Toot Hill Sixth Form College. Students are mentored by our expert tutor team who deliver an ambitious personal development curriculum in an age appropriate manner and through this programme they are encouraged to take responsibility, lead their learning and make the right steps to be informed. The vertical tutor groups help to foster the close community feel of College, whilst encouraging our Year 13s to lead quality conversations and debates which provide a model for Year 12 as to how to deal with sensitively, mature themes.

In Year 12 we choose to focus on scholarship skills in the first half term followed by keeping safe in the second, this includes mentorship on making the right choices through topics such as drugs, driving and sexual health. In Year 13 we put a greater focus on serving the school; this is embodied by our Student Union who are sophisticated communicators of the students' beliefs and work on enacting our other strand of our ethos 'leave your legacy' through using student voice as a vehicle for change. The Student Union Representatives are ambassadors for our school and are carefully selected for their inspiring and relatable characters. All of our college students are encouraged to serve the school through interactions in lower school lessons and the community through charitable events such as the Tea Dance and the Infants' Christmas Party.

Our ethos 'Dare to Know' prompts our students to have a thirst for knowledge and students are actively encouraged to take responsibility for their learning by reading widely, joining subject societies and engaging with our year long scholarship programme in tutor time. We expect all students to be passionate about this challenge that they have chosen to embark upon and we will encourage our students to explore new concepts and challenge themselves to think and explore knowledge beyond the curriculum. Subject representatives, the leaders of our subject societies, will encourage this deep appreciation for their subjects and share their passion for learning which will ensure College students have an understanding of the discipline and its place within the world whilst becoming role models for younger students as they endeavour to enrich their understanding through engagement with the lower school community. Our students will be encouraged to be reflective of these experiences as they begin to seriously consider what the future holds for them beyond secondary education. Guided by our mentors towards ambitious destinations which include the most prestigious Universities and employers, or aspirational apprenticeships, our students are set on a pathway to success.

Our fundamental value of providing an ambitious curriculum is complemented by our guidance and support to encourage our students to have ambitious aspirations for their futures. Their engagement and our dedication will help them to secure their dream futures allowing them to continue to leave their legacies in real world professions and to make a difference to the world around them. Toot Hill Sixth Form College students will leave us embodying the ultimate Toot Hill learner. They will be thinkers and contributors with deep appreciation of: others, of varied perspectives and of art and culture who can appreciate and grow from diverse experiences. The ultimate aim is for them to 'leave their legacy' on the College certainly, but more importantly, on the rest of the school community – appreciating what it means to empower others also. This legacy will live on as our college alumni return to the Toot Hill community to enrich our students' knowledge and understanding with their experiences of the wider world.

## Toot Hill College – Who's Who?

### **Your College Mentors:**

Your College Mentor is the first point of contact for you on any issue – they will be the key person supporting you during your time at Toot Hill College.

Your mentor will offer guidance and support during your time here through compulsory morning registration time and your compulsory weekly mentor period on a Monday morning.

The Year 12 College Mentors this year are:

| <b>Mentor</b>   | <b>Subject specialisms:</b>          | <b>Contact email address:</b>  |
|-----------------|--------------------------------------|--|
| Ms. Revagliatte | Psychology<br>Health and Social Care | <a href="mailto:grevagliatte@toothillschool.co.uk">grevagliatte@toothillschool.co.uk</a> |
| Mrs Kenny       | Geography                            | <a href="mailto:rkenny@toothillschool.co.uk">rkenny@toothillschool.co.uk</a>             |
| Mr Sandiford    | Physics                              | <a href="mailto:dsandiford@novaeducationtrust.net">dsandiford@novaeducationtrust.net</a> |
| Mr Rogers       | Business and Economics               | <a href="mailto:mrogers@toothillschool.co.uk">mrogers@toothillschool.co.uk</a>           |
| Mr R Walters    | D.T                                  | <a href="mailto:rwalters@toothillschool.co.uk">rwalters@toothillschool.co.uk</a>         |
| Ms. Britton     | Drama                                | <a href="mailto:mbritton@toothillschool.co.uk">mbritton@toothillschool.co.uk</a>         |
| Ms L. Graham    | Languages                            | <a href="mailto:lgraham@toothillschool.co.uk">lgraham@toothillschool.co.uk</a>           |
| Mr Law          | History                              | <a href="mailto:llaw@toothillschool.co.uk">llaw@toothillschool.co.uk</a>                 |
| Miss Thompson   | Chemistry                            | <a href="mailto:cthompson@toothillschool.co.uk">cthompson@toothillschool.co.uk</a>       |
| Miss Bishopp    | Languages                            | <a href="mailto:hbishopp@toothillschool.co.uk">hbishopp@toothillschool.co.uk</a>         |
| Miss Perkins    | English Literature                   | <a href="mailto:sperkins@toothillschool.co.uk">sperkins@toothillschool.co.uk</a>         |
| Mrs White       | D.T                                  | <a href="mailto:lwhite@toothillschool.co.uk">lwhite@toothillschool.co.uk</a>             |
| Mr Barnes       | Politics                             | tbc  |
| Mr Armann       | Maths and Computing                  | <a href="mailto:parmann@toothillschool.co.uk">parmann@toothillschool.co.uk</a>           |
| Ms Hale         | Geography                            | <a href="mailto:khale@toothillschool.co.uk">khale@toothillschool.co.uk</a>               |
| Mr Vivian       | Business and Economics               | <a href="mailto:tvivian@toothillschool.co.uk">tvivian@toothillschool.co.uk</a>           |

## Your Head of College

The Head of College is Mrs Mordue. She will be working closely with you and your mentors over the next two years to help provide support and guidance during your time here.

[cmordue@toothillschool.co.uk](mailto:cmordue@toothillschool.co.uk)

## The College Leadership Team:

The wider College Leadership Team are also here to help students during your time here. They are based in the office next to the Study Atrium and students can also see them if they have any concerns. The main roles and responsibilities of the members of staff on the Toot Hill College Leadership Team are:

| <b><u>Staff member</u></b> | <b><u>Role</u></b>                               | <b><u>Email</u></b>  |
|----------------------------|--|--|
| Ms. Coates                 | Achievement Director of Year 13                  | <a href="mailto:pcoates@toothillschool.co.uk">pcoates@toothillschool.co.uk</a>       |
| Ms. Challoner              | Pastoral Lead + Designated Safeguarding Lead     | <a href="mailto:mchalloner@toothillschool.co.uk">mchalloner@toothillschool.co.uk</a> |
| TBC                        | Achievement Director – Year 12                   | TBC  |
| Mr .Lawrence               | Destinations Lead                                | <a href="mailto:slawrence@toothillschool.co.uk">slawrence@toothillschool.co.uk</a>   |
| Mel Sadler                 | College support/college secretary                | <a href="mailto:contact@toothillcollege.co.uk">contact@toothillcollege.co.uk</a>     |
| Ms Warren                  | Assistant SENCO for Toot Hill School and College | <a href="mailto:rwarren@toothillschool.co.uk">rwarren@toothillschool.co.uk</a>       |
| Mrs Farmer                 | Careers Leader for Toot Hill School and College  | <a href="mailto:ffarmer@toothillschool.co.uk">ffarmer@toothillschool.co.uk</a>       |

## The Students' Union

In Summer Term each year, a new Students' Union is elected to represent the students at Toot Hill College. All officers in the Students' Union are in Year 13, and have a specific role in College. The Students' Union 2023 to 2024 are:

**Presidents** – Hannah Saxton and Lucy Burley

**Diversity Officer** – Jasmine Adams

**Well-being Officer** – Rai Shade

**Treasurer** – Ishaan Sharma

**Extra-curricular Officer** – Archie Clawson

**Events Managers** – Summer Evans and Hannah Pearson

**Social Media Manager** – Rosa Booth-Clibborn  
**Academic Officers** – Rachel Ward and Darcy Pearson  
**Website Manager** – Chelsea James

Our students' union will organise regular student voice opportunities, both informal and formal, so that you can contribute to, and shape the college.

### Who should I email, when, and how?

It is usually better to see someone in person if you can, as schools are very busy places and if staff are teaching they may not be able to pick up an email until a significant time after you have sent it.

| If ...  | The best person to contact is ...                              |
|---|--|
| ... I need advice on something in a lesson or something to do with a homework assignment.           | Your subject teacher either via email, TEAMs or in person.     |
| ... I am worried or confused about something in College and would like some support and advice.     | Your mentor (first).<br>Your Head of Year.                     |
| ... I am seriously concerned about the safety or wellbeing of myself or another student in College. | Ms. Challoner – Pastoral Lead and Designated Safeguarding Lead |
| ...I need advice on my future destinations or career plans.   | Mr Lawrence – Destinations Lead or Mrs Farmer                  |
| ... I want to discuss / inform someone or have a query about my attendance or the College bursary.  | Mel Hopper College Secretary                                   |
| ... I have an idea or suggestion for something I would like to see happen in College.               | Your Students' Union   |

## When does ...?

### Toot Hill 6<sup>th</sup> Form College timetable of the day:

|                          |  |
|--------------------------|--|
| <b>8.25am – 8.45am</b>   | <b>Compulsory registration in mentor groups.</b> |
| <b>8.45am – 9.40am</b>   | <b>Period 1</b>                                  |
| <b>9.40am – 10.35am</b>  | <b>Period 2</b>                                  |
| <b>10.35am – 10.50am</b> | <b>Break</b>                                     |
| <b>10.50am – 11.45pm</b> | <b>Period 3</b>                                  |
| <b>11.45pm – 12.40pm</b> | <b>Period 4/Lunch</b>                            |
| <b>12.25pm – 1.15pm</b>  | <b>Period 5/Lunch</b>                            |
| <b>1.15pm – 2.10pm</b>   | <b>Period 6</b>                                  |
| <b>2.10pm – 3.00pm</b>   | <b>Period 7</b>                                  |

- Please note that on a Friday, College – as per the lower school – ends at 2.10pm, at the end of Period 6.
- Mentor period tbc 2023-2024.



## Toot Hill 6<sup>th</sup> Form College Standards:

### Attendance

Research shows that **'If we extrapolate across a three A level programme, the typical student with attendance below 85% will perform at least two grades lower than a student with attendance above 95%. In competitive university entrance and other contexts, two grades represent a life-changing difference.'** *Source: The Sixth Dimension Report 2019 published by SFCA.*

We know from our own experience, students with excellent attendance to lessons and personal development lessons are more likely to secure their target grades having 'dared to know' throughout their two years in college. Every lesson counts in the short period they are with us. Although we treat our students as young adults, as attendance and punctuality are key to their success, it is essential that we work with parents to ensure that this remains a priority.

### **Toot Hill 6<sup>th</sup> Form College Attendance and Absence Procedure:**

All students at Toot Hill College are expected to **attend morning registration every day from 8.25am until 8.45am, and all their timetabled subject and private study lessons.**

**Students will also have a compulsory personal development lesson each week.** You are expected to attend these lessons every week as part of our commitment to developing your character, your understanding of future pathways and destinations, and ensuring you receive the full RSE curriculum.

***Attendance to all sessions is crucial for ensuring that you achieve your full potential while with us. In the case of unavoidable absence, we have a strict attendance and absence procedure:***

#### Absences known about in advance:

For unavoidable absences known about in advance, you must collect a 'Leave of absence' form from the College Reception, which must be discussed with, authorised and signed by a parent/guardian and a member of the College Leadership Team, before being returned to the College Secretary.

#### Absences on the day:

If you are too ill in the morning to attend College on that day, please ensure a parent rings and speaks to the College Secretary on 01949 863072 or leaves a message. Alternatively, your parent can email the reason for your absence to [contact@toothillcollege.co.uk](mailto:contact@toothillcollege.co.uk)

If you fall ill during the day at College, you will need to speak to a member of the College Leadership Team who will authorise your absence for the remainder of the day by completing and submitting a 'Leave of absence' form.

|               | Who?    | What happens?   |
|---------------|---------|---|
| <b>Step 1</b> | College | During the day, the College secretary will check a student's overall attendance in timetabled lessons and mentor period for that day.<br>In the case that a student has unauthorized absences in their timetabled lessons and mentor periods, parents will receive an email, phone call or text to notify them of this issue.<br>The College team will then call or email on Fridays to discuss if no reasonable explanation for the absence has been provided. |
| <b>Step 2</b> | Parent  | If there are reasons for their absence which have not previously been communicated to us, please contact us by the end of the day the following Monday on 01949 863072 or <a href="mailto:contact@toothillcollege.co.uk">contact@toothillcollege.co.uk</a>  |
|               |         |   |

If we have not received contact from home explaining any further context for the unauthorised absences, or in the case of poor attendance, we will intervene using the following system:

| Level(s)       | Examples                        | Actions  |
|----------------|---------------------------------|--|
| <b>General</b> | Poor attendance<br><br>Lateness | The student attends a meeting with their mentor to explain their attendance and a letter is sent home regarding the reason/outcome of the meeting, including Year 12 consequence of not continuing into Yr13, Year 13 cost of exams. |

|                    |  |   |
|--------------------|--|---|
| <b>Level One</b>   | <p>Repetition of Level 1</p> <p>Continued failure to follow 6<sup>th</sup> Form Attendance Procedures</p>            | <p>If the pattern of poor attendance/punctuality continues, another meeting will be arranged with the student and mentor to discuss the issue.</p> <p>Appropriate targets will be set and the student will be recorded on Level 1 6<sup>th</sup> Form contract.</p> <p>The student's attendance/punctuality will then be monitored closely for <b>two weeks</b>. A letter is sent home with a copy of the contract and any targets outlined including Year 12 consequence of not continuing into Yr13, Year 13 cost of exams.</p> |
| <b>Level Two</b>   | <p>Repetition of Level 1 and/or 2</p> <p>Continued failure to follow 6<sup>th</sup> Form Attendance Procedures</p>   | <p>If no improvement is seen within the two weeks, a meeting will be arranged with the student and the 6<sup>th</sup> Form leadership team.</p> <p>A level 2 additional 6<sup>th</sup> Form contract is drawn up and copy sent home, including Year 12 consequence of not continuing into Yr13, Year 13 cost of exams.</p>  |
| <b>Level Three</b> | <p>Repetition of Level 1 and/or 2/3</p> <p>Continued failure to follow 6<sup>th</sup> Form Attendance Procedures</p> | <p>Year 12 - if despite all intervention work, no improvement is evident, a meeting will take place with parents and student about the concern/risk of the student's 6<sup>th</sup> Form place. Students may be placed on a Level 3 additional contract.</p> <p>Year 13 - if despite all intervention work, no improvement is evident, a letter will be sent home requesting payment for exams. (Prior to free removal from exam entry – Mid-March)</p>   |

**Removal of the privilege to go off site will be revoked if a student is unable to meet attendance expectations.**

## Toot Hill 6<sup>th</sup> Form College Standards:

### Others

#### **Toot Hill 6<sup>th</sup> Form College ID Badges and Lanyards:**

In order to ensure that all students are safe on site, all students and members of staff are assigned ID badges at the beginning of each year in September. **These ID badges must be worn by students and staff at all times. Students also receive a fob which enables them to get in and out through the main gate, and get in and out of the entrances and exits in college. It is essential that students wear their fobs at all times.**

**If a student loses or forgets their lanyard, they must collect a sticker from college reception which identifies them as a college student when on site. They should also report the loss to the college secretary. We may charge students for loss of fob.**

#### **Toot Hill 6<sup>th</sup> Form College Dress Code:**

At Toot Hill 6<sup>th</sup> Form College we have a dress code which requires students to attend College in smart/casual clothing. This **excludes stressed denim, short shorts and short skirts, low-cut (crop) tops, and leggings.** If a student is inappropriately dressed, they may be asked to return home to change or cover up.

## **Toot Hill 6<sup>th</sup> Form College Disciplinary Procedure**

Behaviour at Toot Hill 6<sup>th</sup> Form College is excellent. We treat our students as young adults, and expect them to extend the same level of respect towards the rest of the college community.

### **Serious Offences – No Tolerance Policy:**

For the following offences, Toot Hill 6<sup>th</sup> Form College has a **‘No Tolerance Policy’**:

- The use/sale or knowledge of illegal drugs on the College site.
- The use/sale or knowledge of alcohol on the College site.
- The possession or knowledge of any form of weapon on the College site.
- Violence or threatening/intimidating behaviour to other students or staff.
- Any other misdemeanour which seriously threatens the wellbeing or safety of another student or member of staff.

A ‘No Tolerance Policy’ means that:

- While the matter is under investigation the student will not be permitted onto the College site.
- If the student is found to have committed one of the offences above, they will not be allowed to remain on the College roll as a student here.

### **Other Misconduct – Disciplinary Procedure:**

For other behaviours that do not threaten the wellbeing or safety of another student or member of staff, Toot Hill 6<sup>th</sup> Form College has the following disciplinary escalation procedure:

| <b>Occurrence:</b>   | <b>If in lesson time:</b>                   | <b>If outside of lesson time:</b> | <b>Student record:</b>    |
|--|---|-----------------------------------|---------------------------|
| C1   | 1. Verbal warning                           | Verbal warning.                   | N/A                       |
| C2   | 2. Subject teacher to phone home            |                                   | Logged on Bromcom as C2   |
| If there is a repeated pattern of C2s, the following sanctions may be applied: |   |                                   |                           |
| Behaviour continues in lessons<br><br>Continued repeat offences                | 1. College detention with Head of Year      |                                   | Phone call/email home.    |
|  | 2. College detention with Head of College   |                                   | Phone call/email home.    |
|  | 3. Formal meeting with parents and student. |                                   | Formal record of meeting. |
|  | 4. One day inclusion.                       |                                   | First formal warning.     |
|  | 5. Two/three day inclusion.                 |                                   | Second formal warning.    |
|  | 6. Fixed-term exclusion.                    |                                   | Final formal warning.     |

|               |   |
|---------------|---|
| Final outcome | Permanent removal of student from roll. |
|---------------|---|

**Please note that if the offence is serious enough, it may need to escalate through these stages at a faster rate, or begin at a more serious sanction. However, behaviour of students at Toot Hill 6<sup>th</sup> Form College is generally excellent.**

### **Toot Hill Sixth Form College e-Safety and Acceptable Use of ICT Policy**

All students at Toot Hill Sixth Form College must be aware of the code of conduct surrounding e-safety and ICT usage. This includes devices brought in from home including mobile phones, laptops and tablets.

All students are responsible for their own behaviour when using the internet at all times. Use of technology within the Sixth Form College must be safe, responsible and legal. Any misuse of the Internet will be dealt with as per the Sixth Form College's disciplinary procedure.

Students must carefully consider the content that they access and share while using the Internet. They must be considerate when contacting others using the internet.

Students are not permitted to:

- Send, search for or display any content which is deemed offensive, including messages and pictures of an obscene, racist or fundamentalist nature.
- Harass, insult or attack others. This includes cyberbullying.
- Damage computer equipment or computer networks.
- Violate copyright laws.
- Attempt to access another student or member of staff's account.
- Use proxy websites to access sites filtered on the school network.

Any student who receives content which violates one of the above rules, is subject to abuse or bullying online or knows of any incidents which break the above rules must report this to a member of staff.

### **Electronic Items**

Students are responsible any electronic equipment that they bring onto the Sixth Form College site, including mobile phones, laptops and tablets. The Sixth Form College accepts no responsibility for loss, theft or damage.

Mobile phones are not permitted to be used in any lesson or other Sixth Form College occasion such as assemblies. Mobile phones must not be used to bully, harass or insult another person through use of voice calls, texts, emails, social media, photographs or

videos. The use of laptops or tablets in lessons is at the discretion of the member of teaching staff. Students should speak to a member of the college team if they need to use electronic items for a specific academic learning need.

Mobile phones or other electronic items must not be used to photograph or record any other member of the Sixth Form College community without their express permission. Any permitted photographs or videos must be used only in accordance with the above rules.

**Staff reserve the right to ask students to hand over their phones during lessons if students persistently have them out in lessons. The phone will be secured in the College Secretary's office and returned at the end of the day following a conversation with a member of the college team.**

### **Student Email**

Students should only use their Sixth Form College supplied email to contact staff and students. Students are responsible for the content of their emails, which should adhere to the above rules. Students should ensure that their emails are appropriately written, adhering to a professional format.

### **Celebrating our students' successes:**

As young adults, our students are intrinsically motivated to do their best and achieve results which will ensure they reach their next destination. However, on a weekly basis, assemblies 'shout out' to those who have 'dared to know' or 'dared to be'. On a termly basis, college teachers nominate students to receive 'dare to know' or 'dare to be' badges awarded by the head of year. We also aim to report on our students' successes in our half termly bulletin and on twitter.

## Toot Hill 6<sup>th</sup> Form College Private Study

### What is private study?

A Level and Level 3 Vocational Courses simply require a higher level of independent learning by students than Level 2 GCSE courses.

In Year 12, you will have an additional 6 periods of private study on your timetable.

| <b><i>Each week is broken down into a possible 29 periods of 50-55 minutes each.</i></b> |                                      |                                      |
|--|--------------------------------------|--------------------------------------|
|  | <b><u>Year 12</u></b>                | <b><u>Year 13</u></b>                |
| <b>Timetabled lessons</b>  | 15<br>(3 subjects of 5 periods each) | 15<br>(3 subjects of 5 periods each) |
| <b>Timetabled private study periods</b>  | 6                                    | 6                                    |
| <b>Weekly mentor period</b>  | 1                                    | 1                                    |
| <b>Enrichment period</b>   | 1                                    |                                      |
| <b>Total:</b>  | <b>23</b>                            | <b>22</b>                            |

**As a guide, the minimum number of hours of independent study a student should complete outside of lessons is 18 hours to be successful.**

They should expect 1hr ½ per teacher per week of home learning equating to around 9 hours work. It is expected that students will complete an additional 9 hours of practice and revision independently.

Students studying Biology, Chemistry, Physics, Economics or Psychology will also have access to Up Learn, an online revision platform, which they should use during their private study hours to review, apply and test their learning and understanding.

### What are the expectations for private study?

During your timetabled private study periods you must:

- Go to the atrium for independent silent study
- Use the curve for working in a small group



## **Toot Hill 6<sup>th</sup> Form College Mentor Programme**

### **Why is the mentor programme so important?**

At Toot Hill 6<sup>th</sup> Form College we believe that your education should be broader than just the three Level 3 courses you are studying. During your time with us, you will all become young adults, and we want to support you on this journey by equipping you with key life skills that will aid you after College.

In order to do this, Toot Hill 6<sup>th</sup> Form College runs a 'mentor programme', where students work each week with their mentor on an aspect of the RSE (relationships and sexual education) and personal development curriculum, which aims to support you during your time here as well as help you pick up knowledge and develop skills that will be useful when you leave us.

Finally, it is crucial that students attend their mentor periods in order for their mentor to get to know them properly. This helps mentors to support students during your time here. It is also your mentor that will write your final reference for any university/apprenticeship or employment references you will need for your next destination – they will not be able to write these for you if they don't know their students! Relationship and community are absolutely key to the success of our students and the college.

### **When is the mentor programme?**

Each week, you have a compulsory period with your mentor where we will deliver the RSE and personal development curriculum. This is to be confirmed for 2023-2024.

**It is compulsory for all students to attend, and attendance is monitored closely to these sessions.**

### **What if I don't attend the mentor programme?**

The Toot Hill 6<sup>th</sup> Form College Ethos was made clear at every stage of the application cycle – we expect all students to dare to know, going beyond the curriculum to broaden their perspectives as part of our personal development curriculum. We want our students to develop a strong understanding of adult themes through the RSE curriculum we deliver to prepare them for life beyond Toot Hill 6<sup>th</sup> Form. Additionally, mentors use this time to guide our students towards ambitious destinations which include the most prestigious Universities and employers, or aspirational apprenticeships.

If students choose not to attend a mentor programme session without reason, this absence is sanctioned in the same way as missing a timetabled lesson for one of your courses.

## **What will we cover on the mentor programme?**

Please see the college website for our current mentor programme. This will change slightly in 2023-24 and this will be published on the website shortly.

## **Toot Hill College Enrichment Opportunities**

### **Toot Hill 6<sup>th</sup> Form College Development:**

Alongside the academic programmes we offer, Toot Hill College is proud to be able to offer a menu of enrichment and extra-curricular activities. We particularly emphasise the benefits of student volunteering within the school community and encourage students to take up opportunities to complete a programme of voluntary work within and outside of school alongside work experience.

### **EPQ qualification:**

The extended project qualification enables students to explore an area of personal or academic interest outside of their main programme of study. During this one year qualification, they will have the opportunity to create an artefact or write an extended 5000 word essay on any given subject. This is an additional two periods on a student's timetable but enable them to develop critical thinking and presentation skills as well as helping them to become independent and reflective learners.

### **Core Maths:**

This is a versatile UCAS qualification worth the equivalent of an AS level which focuses on the maths faced in life and in the work place. It will develop extremely valuable maths skills such as: financial maths, statistics, modelling, and estimation. This will add 3 periods on to a student's timetable and is a one year course.

### **Other opportunities:**

Further to this students may get the opportunity to engage in a number of other enrichment opportunities such as DofE, STEM, Sports Leaders, MOOCs, Level 1 BSL online, and the Student Union as well as subject society events and KS5 lecture series.

## **Student bursary**

We know that times are hard for many families. If you can evidence financial need, the bursary is here to help you and your family finance the cost of college.

### **What is the 16-19 Bursary Fund?**

The fund is made available from the government through its funding body – Education and Skills Funding Agency (ESFA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

### **What can I spend the bursary on?**

The bursary can be put towards the following:

- Laptop loan
- Bus and train fare
- Course materials
- Educational trips and visits
- Work experience placement and travel costs
- UCAS fees

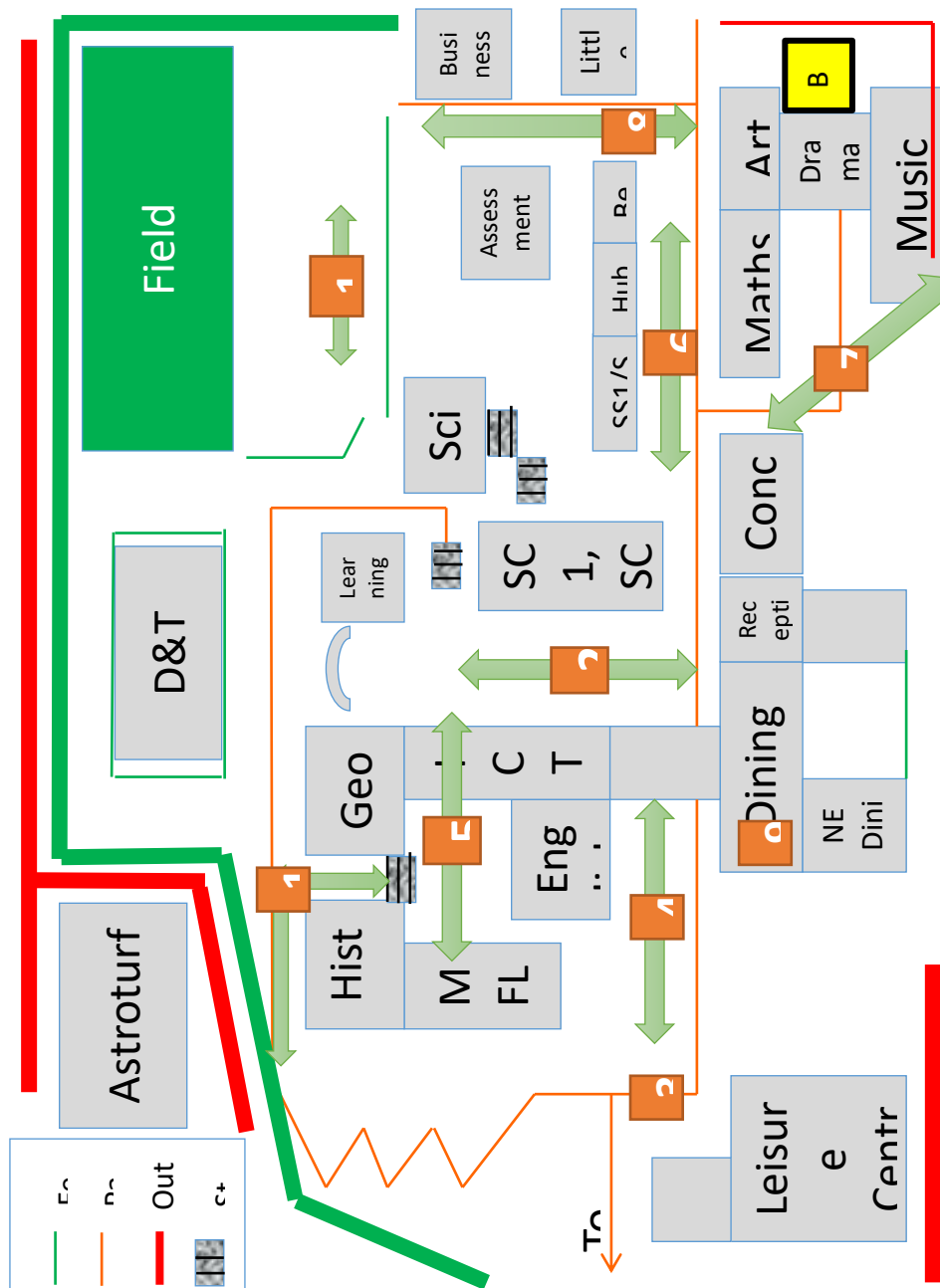
Once a student is enrolled at Toot Hill 6<sup>th</sup> Form College and they have their own email address and password, they are able to apply for the bursary via the online app.

Further details about how to apply and eligibility can be found here:

<https://www.toothillcollege.co.uk/page.php?p=policies>

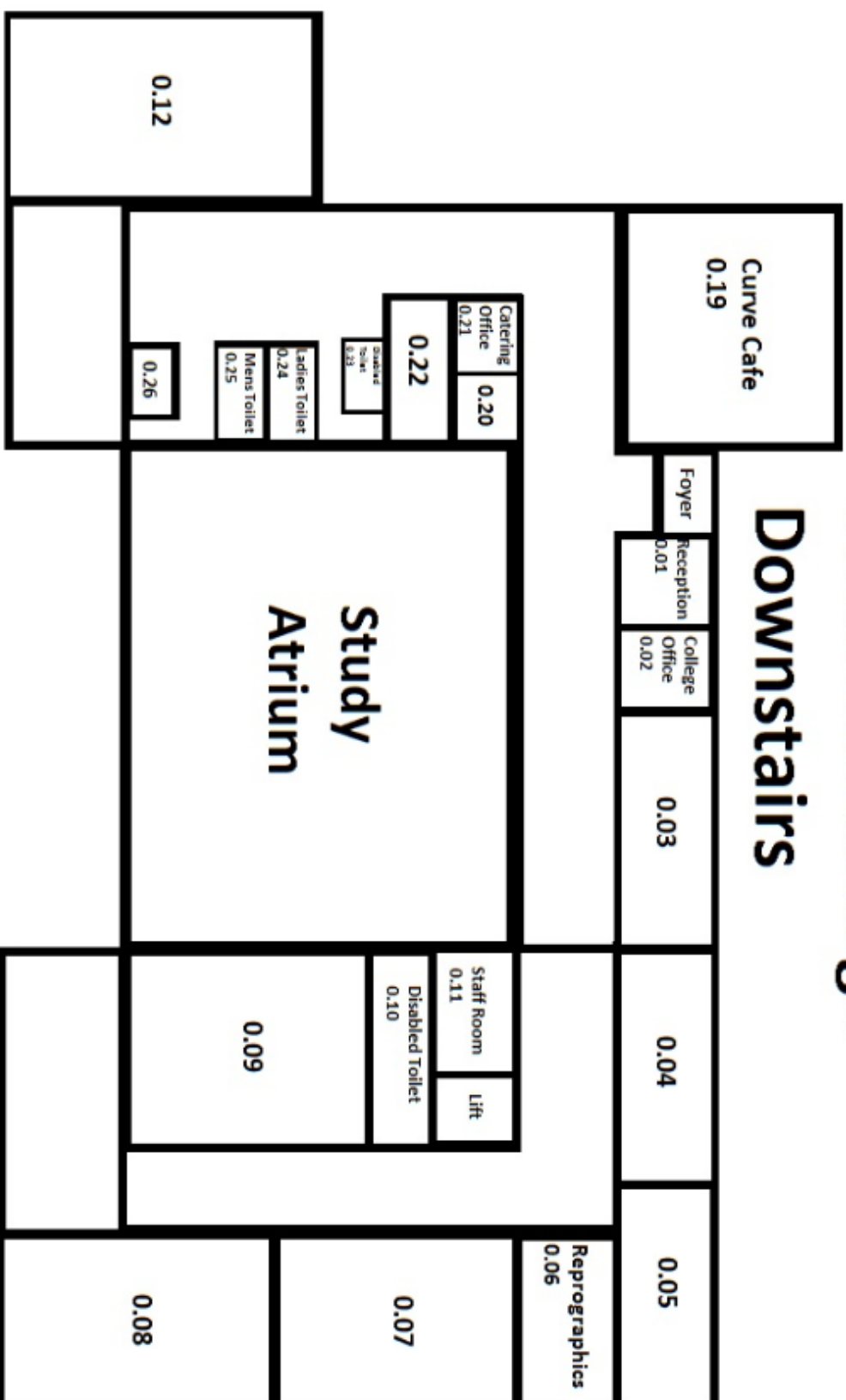
**Where is ... ?**

**Toot Hill Lower School Site Map**



# Toot Hill College

## Downstairs



# **Toot Hill College** **Upstairs**

|      |      |                       |                   |      |                            |      |
|------|------|-----------------------|-------------------|------|----------------------------|------|
| 1.04 | 1.05 | 1.06                  | 1.07              | 1.08 | 1.09                       | 1.10 |
| 1.03 | 1.19 | 1.18                  | ICT Suite<br>1.17 | 1.16 | Lift                       | 1.11 |
| 1.02 | 1.20 | 1.21                  |                   |      | Disabled<br>Toilet<br>1.15 | 1.12 |
| 1.01 |      | Ladies Toilet<br>1.22 |                   | 1.14 |                            | 1.13 |
|      |      | Mens Toilet<br>1.23   |                   |      |                            |      |
|      | 1.24 |                       |                   |      |                            |      |

## Mental health and well-being:

Shelly Challoner is our pastoral lead in College and our designated safeguarding lead. Shelly runs a drop in session twice a week for students though students are welcome to speak to their mentor, or any one of the college team. Shelly also arranges to meet with students on a regular basis where needed or directs and supports our students when accessing outside providers for further help. To help parents and students find additional support, please see the links below, though we will guide students through these if external help is needed:

### **External safeguarding concerns**

Multi agency hub line 0300 500 80 80

Parent Advice line for Support - 0115 854 2299 (Family Health Team)

### **General Support**

<https://www.beusupport.co.uk/>

<https://nottalone.org.uk/?a=yp>

### **There are also helpful links for further advice**

#### **Online safety:**

The DfE guidance and advice can be found at:

<https://www.gov.uk/government/publications/preventing-and-tacklingbullying>

Websites and Phone Numbers

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.ikeepsafe.org](http://www.ikeepsafe.org)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)

[www.childnet.com](http://www.childnet.com)

[www.digizen.org](http://www.digizen.org)

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

**Childline** [www.childline.org.uk](http://www.childline.org.uk)

Comforts, advises and protects children 24 hours a day and offers free confidential counselling.

Phone 0800 1111 (24 hours) Chat 1-2-1 with a counsellor online

**Kooth** [www.kooth.com](http://www.kooth.com)

This is an online counselling and emotional well-being platform for children and young people, accessible through mobile, tablet and desktop and free to access.

**Young minds** [www.youngminds.org.uk](http://www.youngminds.org.uk)



Advice and information about young people's mental health including information on CAMHS and what the next steps to seeking support are.

**Health for Teens** [www.healthforteens.co.uk](http://www.healthforteens.co.uk)

Offer a great content and of your health, from sexual health to your feelings, growing up, lifestyle and much more.

**Samaritans** [www.samaritans.org](http://www.samaritans.org)

24 hour confidential listening and support for anyone who needs it. (Adults included.) Phone 116 123 (24 hours) Information and support for mental health issues

**Self Harm Incl Eating disorders**

**Harmless-** [www.harmless.org.uk](http://www.harmless.org.uk)

<https://calmharm.co.uk/>

**B-eat** [www.beateatingdisorders.org.uk](http://www.beateatingdisorders.org.uk)

The UK's eating disorder charity. They have online support groups and a helpline for anyone under 18. Phone 0345 634 7650 (4pm – 10pm 365 days a year) Email [fyp@b-eat.co.uk](mailto:fyp@b-eat.co.uk)

**The Mix** [www.themix.org.uk](http://www.themix.org.uk)

Information, support and listening on EVERYTHING for young people

Phone 0808 808 4994 (24 hours), get lots of support online

**Drugs and alcohol**

**Frank** [www.talktofrank.com](http://www.talktofrank.com)

Confidential information and advice about drugs and substance abuse, whether it's for you or someone else. 0800 7766 00 (24 hours, won't show up on your phone bill)

**LGBT**

**Stonewall** [www.youngstonewall.org.uk](http://www.youngstonewall.org.uk)

The UK charity for gay, lesbian, bisexual and transgender people and their allies. They offer information, advice. Phone 08000 50 20 20

**Nottingham LGBT switchboard**

Nottingham charity offering advice for LGBT and questioning, people, their friends & family. Phone line open 7-9.15pm Mon-Fri 0115 934 8485.



**Reminder of contact details:**

Email: [contact@toothillcollege.co.uk](mailto:contact@toothillcollege.co.uk)

Phone: 01949 863072

## Scholarship agreement for Toot Hill 6<sup>th</sup> Form College Students

In order to succeed at Toot Hill Sixth Form College, students must fully commit to their studies. The Sixth Form College will support all students as necessary, however students must take responsibility for their own learning. Below are the expectations of all students:

1. Achieve a minimum 95% attendance. Poor attendance may result in your withdrawal from courses and external examinations and could result in you paying your own examination entry fees.
2. This includes
  - Full attendance during timetabled lessons and 6 Private Study sessions
  - Inform the College **before** 9.30 am each day, if you are unable to attend, and this is to be confirmed by parents a.s.a.p
  - Inform the College of 'foreseen absence' in writing by completing a leave of absence form.
  - Arrange all doctor/dentist appointments, driving lessons/tests after 3.30 pm.
3. Be punctual to all lessons/exams/meetings/briefings, with the correct equipment and any preparatory work completed.
4. Meet all deadlines set by your teachers and submit coursework on time.
5. Respond on recommendations made by teaching staff to improve the quality of your work and your performance in your subjects.
6. Make effective use of lesson and private study time so that you remain up to date on content. We expect a minimum of 16 additional hours independent work per week.
7. Work closely with your mentor to broaden your skills and support the monitoring of your progress. This includes attending and engaging with the Personal Development Programme through mentor period sessions.
8. Ensure that part time work does not exceed 12 hours per week, interfere with your studies and **does not start before 5 pm on weekdays**.
9. To work quietly and independently outside of lesson time in the Atrium during your study periods where no food/drink, apart from bottled water, is permitted.
10. Adhere to the Sixth Form College's dress code.
11. Observe the Sixth Form College's policy on drugs, alcohol and smoking.
12. Adhere to the Sixth Form College's policy on e-safety and ICT use.
13. Behave in a safe and appropriate manner in the car parks at all times, as both drivers and pedestrians.
14. Behave in a safe and appropriate manner at all time when off-site conducting independent research or representing the sixth form college.
15. Understand that if we are concerned about your health and wellbeing, whilst on roll at the college we will contact parents/carers.

Please consult the sixth form college's behaviour code of conduct for more information on points 2, 10, 11 and 12, which can be found on the sixth form college website.

Where a student finds it difficult to meet the requirements of the Toot Hill Sixth Form College Learner Agreement, and following consultation with their mentor and subject teacher(s) they will be referred to the Leadership Team who will undertake additional work with the student to address the issues identified. Where students continue to neglect their commitment to be a valued member of Toot Hill, a meeting will be arranged with parents/carers.

Name of Student (please print in capitals) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Carer (please print in capitals) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Car Park Agreement

If you are driving to college and parking on site, please be aware that this is open to the public and the highway code applies. CCTV does not cover all areas. Therefore to help our college secretary with any parking issues which arise, can we please ask that you add your registration number, make and model below:

Registration: \_\_\_\_\_

Car make/model: \_\_\_\_\_

Colour: \_\_\_\_\_

