

Welwyn & Hatfield 14-19 Consortium

NOTES FOR STAFF

2017-2018



PLEASE READ CAREFULLY AND KEEP FOR FUTURE REFERENCE.

CONTENTS

ID Badges	2
Academic Planning	2
Subject Handbook	2
Consortium Subject Leaders Meeting	2
Students Changing Subjects	3
Records of Attendance	3
Staff Absence	3
Student Absence	3
Examinations	4
Coursework	4
Excursions	4
Residential Visits	4
Fire Alarms	4
Students' Progress	5
Dealing with concerns	5
Communication	5
Consortium Teams	5

Appendix 1

Expectations for all Post-16 Lessons
Post 16 Learning Contract
Actions & Consequences
Who to contact

Appendix 2

Assessment Calendar

Appendix 3

Excursion Form

Appendix 4

Safeguarding

ID BADGES

Students must wear their ID Badge at all times. Staff must be able to identify all persons on the school site for Safeguarding purposes. If students enter your lessons or are walking around the school site without a visible ID badge, it is your responsibility to challenge that student and enforce the procedures outlined below.

IF YOU ARE AWARE THAT A STUDENT IS NOT DISPLAYING THEIR ID BADGE:

- **CHALLENGE THE STUDENT.**
- **IF THEY CAN'T PRODUCE A BADGE THEY MUST BE SENT TO RECEPTION TO COLLECT A TEMPORARY BADGE**

ACADEMIC PLANNING

- Staff teaching Post 16 programmes must ensure that students are aware of the subject specification.
- Staff teaching a shared group should already have contacted colleagues regarding the distribution of work.
- It is vital that there is regular communication between staff both in terms of the specification and student progress.

SUBJECT HANDBOOK

- A subject handbook containing the following information should be available for students from the start of the course.

- ❖ *Student target setting sheet.*
- ❖ *Syllabus/specification web link & course codes.*
- ❖ *Exam/coursework percentages.*
- ❖ *Timelines for coursework and assessment completion dates.*
- ❖ *Scheme of work / course outline.*
- ❖ *Student expectations*
- ❖ *Grade descriptors in student speak.*
- ❖ *Equipment list*
- ❖ *Contact details of teaching staff.*
- ❖ *Reading lists.*
- ❖ *Progression routes*
- ❖ *Expected time allocated to independent study each week.*

CONSORTIUM SUBJECT LEADERS

- There are 3 Consortium Subject Leader Meetings each year. The dates for these are;

11th Oct (OSA) 4pm to 5pm
10th Jan (STA) 4pm to 5pm
6th June (SFO) 4pm to 5pm

Depending on curricular offer for your teaching site, the subject leader for each subject, from each site, must attend. These meetings are an opportunity to network with teachers from other sites, plan and review student progress, and share information.

STUDENTS CHANGING SUBJECTS

- It is very important to ensure that students wishing to make a change in their programme follow the agreed procedures.
- No change will be sanctioned by a Head of Sixth Form/Deputy Head of School until the teachers involved have been consulted.
- Please sign the form which the student will present to you to indicate that this consultation has taken place and add a comment if appropriate. The final decision about the change will rest with the Head of Sixth Form/Deputy Head of School or Head of Faculty.
- Do not assume that a student has left your teaching group until you have had official notification.

RECORDS OF ATTENDANCE

Progresso

- All Post 16 registers must be completed on Progresso. This is essential in case of fire or other emergency.
- To access Progresso type the following : www.progresso.net
Log on using your user name and password which will be supplied to you by the Consortium Data and Admin Manager (fclarke@stanborough.herts.sch.uk). Attendance is already pre-populated as 'present'. Only students that are **not** present need an attendance mark recorded against them, the rest will be automatically marked present when you submit the register. Use the following codes:

/ Present	L Late (before registers closed)
A Absent latter part of lesson	N No reason yet provided for absence
C Absent authorised	B Study Leave / Educated Off Site

STAFF ABSENCE

- If lessons are unavoidably cancelled, work must be set.
- If possible a member of staff should attend the start of the lesson to ensure work is available. If you are absent you must complete your register on your return, using code B.
- If staff absence is due to staff development, school trips etc, students **MUST** be informed prior to the lesson and other arrangements made.

STUDENT ABSENCE

- 2 consecutive absences for no reason or regular absence or any concern over student absence – staff should contact home and notify Head of Sixth.

EXAMINATIONS

- It is the responsibility of students to ensure Exam Entry forms are completed, but it is the responsibility of teaching staff to ensure students have the correct information to complete their entries and sign to agree the entry.
- Any subjects with internally assessed work taught on more than one site must carry out cross-moderation.
- Deadlines for coursework, coursework grades and estimated grades must be adhered to by staff to ensure smooth running of the exams' process.
- For the January exams each subject is expected to set exams which will be completed in class time. Year 12 Linear Summer exams will be held on teaching sites but a central timetable will be produced. Coursework only courses will use an appropriate piece of assessed work to indicate progress.

COURSEWORK

- The Subject Handbook must have clear dates for when coursework should be submitted across the year and the final submission date.
- You will be asked to indicate how students are progressing with their coursework at each assessment point, but you should **NOT** wait until this point to raise concerns. The first step is to talk to students and parents. Please copy your Head of Sixth into any communication. If there are concerns with a student from another site, it is essential that you let their Head of Sixth know. This can be done through an email or by contacting your own school's Head of Sixth to deliver a message in the next Head of Sixth meeting.

EXCURSIONS, FIELD TRIPS Etc.

- If you are running a trip involving Consortium students, please ensure that the relevant information reaches all relevant Heads of Sixth Form.
- A Consortium form can be found as part of each school's educational visits policy and must be used on each occasion (Appendix 3).

RESIDENTIAL VISITS

In general, students, except those whose parents are in receipt of Income Support or Family Credit, are expected to pay the full costs of board and lodging for such courses. Teachers who are organising trips involving students from more than one establishment should inform the Heads of 6th of the date and nature of the visit.

FIRE ALARMS AND EMERGENCY PROCEDURES

Teaching staff should ensure that:

- Students in their class are aware of evacuation and emergency procedures.
- In the event of a fire alarm staff should escort their teaching group to the appropriate assembly point for Sixth Form students.

EXCELLENT / UNSATISFACTORY WORK, PROGRESS AND BEHAVIOUR

- It is made very clear to students that progression both during and at the end of the year depends on a range of criteria including achievement, meeting deadlines, attendance, punctuality and behaviour. Staff can expect students to adhere to the school's behaviour policy.
- If any student is performing well or giving cause for concern, this should be referred to their Head of Sixth.
- Any cause for concern interventions should initially be dealt with by the subject area. If subject area strategies do not work, then liaise with your Head of Sixth and their responsibility will be to communicate with the student's home establishment. Subject staff will receive feedback.

PARENTAL AND STUDENT CONCERNS

- Experience has shown that most difficulties can be resolved by a reasoned dialogue between students and their teachers.
- Where problems cannot be solved in this way, there is a process in place by which any concerns can be dealt with effectively.
- It is important that anyone in receipt of a letter of complaint informs their School QA Representative or Head of Sixth at the earliest possible stage and keeps a record of any communications.

GOOD COMMUNICATION

- Good communication is the basis for a successful Consortium.
- Where classes are shared there should be effective regular contact between staff.
- Consortium Subject Leaders should have effective communication, particularly in respect of updating Prospectus and Subject leaflet information or arranging internal moderation.
- Staff should be aware of the contact staff in their school for Consortium QA, Curriculum and Sixth Form students.
- New staff requiring information about Consortium should initially contact the Head of Sixth or the Consortium Coordinator.

CONSORTIUM TEAMS

HEADS OF SIXTH

- This group comprises the staff responsible for School Sixth Form. The group meets on Wednesdays at 8.00 a.m. and is the main forum for Post 16 student issues.

CONSORTIUM HEADS

This group comprises the Headteachers of all five schools. The group meets fortnightly and leads on strategy for the Consortium.

CURRICULUM DEVELOPMENT GROUP

This group has responsibility for the Post 16 timetable, the application process, exams and collaboration at KS4.

QUALITY ASSURANCE

The QA team have responsibility for Learning and Teaching and the process of student assessment and monitoring. The Assessment Calendar is shown in Appendix 4.

APPENDIX ONE

Expectations for All Post-16 Lessons

As a consortium it is very important that the students experience a consistently high standard of teaching and learning in all subjects across all sites. To ensure that teaching staff are aware of our expectations, the following have been identified as essential components of every lesson.

Staff must:

- Be punctual to lessons to meet and greet students.
- Complete the register on Progresso.
- Make learning objectives known to students.
- Check progress regularly in a variety of ways.
- Ensure students are aware of their challenge grade and current attainment level.
- Set meaningful and relevant homework.
- Ensure students use exam/coursework assessment criteria frequently.
- Ensure students' files will be checked every half-term (minimum).
- Ensure rewards and consequences are utilised consistently.
- Ensure the Heads of Sixth are alerted immediately regarding any concerns you have regarding student progress.

APPENDIX ONE (Continued)

Post 16 Learning Contract

The Welwyn & Hatfield Consortium will provide:

1. A learning programme that is appropriate to you and meets your needs
2. Transport to consortium sites between lessons.
3. A friendly, caring and supportive learning environment.
4. A tutor team that provides pastoral support, monitors progress and sets appropriate targets with you.
5. Teaching and facilities appropriate to the courses offered.
6. On-going monitoring through Parents' Evenings, written reports and interim assessments.
7. A full and varied enrichment programme.
8. Opportunities to develop interpersonal skills and hold positions of responsibility.
9. Information and support regarding progression routes Post-18.
10. Opportunities to feedback on Consortium provision and are instrumental in the ongoing development of our offer.

As a Consortium student, I will:

1. Attend school on all days other than when absence is unavoidable through illness or other reason authorized (by Heads of Sixth Form):
 - Notify my Head of Sixth Form regarding any known absence. (*Please note driving lessons, dental appointments and doctor appointments should be made out of school time.*)
 - Explain any unplanned absence by immediately contacting the school.
2. Take responsibility for my own learning:
 - Be punctual to all sessions.
 - Meet all work deadlines.
 - Use private study time in school and at home effectively. An absolute minimum of 5 hours per subject per week.
3. Adhere to home school's dress code.
4. Wear my ID badge during school hours at all times.
5. Pay for my exam entry if I do not attend the exam without a valid reason deemed acceptable by the Exams Officer.
6. Take an active part in the life of the school in its widest sense by involving myself in Sixth Form activities, setting a good example to younger year groups and fundraising.
7. Be respectful and polite to all members of each schools' community.
8. Treat the school environment with respect and maintain the Sixth Form area in a clean and presentable state.

Signed: **Date:**

Print name:

ACTIONS AND CONSEQUENCES

Actions	Consequences
Attendance	2 consecutive absences for no reason or regular absence or any – staff should contact home and notify Head of Sixth.
Punctuality	Subject teacher to tackle lates in the first instance. Head of Sixth to monitor punctuality.
ID Badges/Dress Code	Students must adhere to home school's sixth form dress code and respect the dress code of other teaching sites. If a member of staff deems what a student is wearing as inappropriate they should refer their concern to the Head of 6 th . ID badge: If students do not have an ID badge on them, they will have to purchase a temporary replacement from Reception.
Lack of Classwork / Homework	If there are any concerns regarding homework/coursework which cannot be revised by speaking to the student the Head of 6 th should be involved.
Respect for school community and environment	Any incidents should be reported directly to the Head of Sixth who will deal with the incident using appropriate sanctions.

WHO TO CONTACT?

Role Schools	Headteachers	CDG	Q.A.	Post 16
Bishop's Hatfield Girls' Tel.: 01707 275 331	Ms. T. Nickson head@bishophatfield.herts.sch.uk	Mr A. Wood awood@bishophatfield.herts.sch.uk	Mr. A. Wood	Mrs. E. James ejames@bishophatfield.herts.sch.uk
Onslow St Audrey's Tel.: 01707 264 228	Mr. M. Harpham head@onslow.herts.sch.uk	Mr R. Bird rbird@onslow.herts.sch.uk	Mr R. Bird	Mrs. K. Llewellyn kllewellyn@onslow.herts.sch.uk
Sir Frederic Osborn Tel.: 01707 351 350	Mr J Whelan head@sfosborn.herts.sch.uk	Mr P.Smith paul.smith@sfosborn.herts.sch.uk	Ms S Minoughan	Ms S Minoughan s.minoughan@sfosborn.herts.sch.uk
Monk's Walk Tel.: 01707 322 846	Ms K. Smith Kate head@monkswalk.herts.sch.uk	Mr. N. Haynes	Mr. M. Grinyer magriny@monkswalk.herts.sch.uk	Mrs. P. Furness pfurness@monkswalk.herts.sch.uk
Stanborough Tel.: 01707 321 755	Mr. P. Brown head@stanborough.herts.sch.uk	Mr. B. Mason bmason@stanborough.herts.sch.uk	Mr. T. Braybrook tbraybrook@stanborough.herts.sch.uk	Mr. W. Maidment wmaidment@stanborough.herts.sch.uk

APPENDIX TWO

Assessment Calendar

YEAR 12	Date
Induction Assignment Deadline	15th September
Initial Review Data Entry	25th-29th September
Progress Check 1 data Entry	9th October - 3rd November
Progress Check 1 Sent to Parents	17th November
Assessments	5th-9th February
Progress Check 2 Data Entry	19th February - 2nd March
Progress Check 2 Sent to Parents	16th March
Parents Evening	22nd March
UCAS References	4th-15th June
Internal Exams	18th-29th June
Exam data entry	18th June - 6th July
June results to parents	13th July

YEAR 13	Date
UCAS References (amended grades)	4th-15th September
Progress Check 1 Data Entry	9th October - 3rd November
Progress Check 1 Sent to Parents	17th November
January Mock Exams	8th-12th January
Progress Check 2 Data Entry	15th-30th January
Tutor Report	15th-30th January
Progress Check 2 Sent to Parents	9th February
Parents Evening	1st March
External Exams	June

APPENDIX THREE

WELWYN & HATFIELD 14-19 CONSORTIUM

OFFSITE VISIT NOTIFICATION FORM

One form to be completed by the party leader for each of the institutions whose students are involved in a trip/visit. A completed form should be with the relevant institution two weeks prior the trip/visit.

Name of Lead School:			
Party leader:		School contact No:	
		Contact No on visit:	
Location of Visit/Trip:			
Brief description of visit and level(s) of activity: (Level 1, 2 & 3)			
Leaving date and time:		Return date & time:	
Name and contact number of travel/transport company (if applicable):			
Students in party from:			School
Name of student	Year	Name of student	Year
Staff in party from:			
School			

Name of Educational Visits Coordinator	School	Telephone/Fax	Email
Melissa Jackson	Bishop's Hatfield Girls School	01707 275 331 01707270244	mjackson@bishophatfield.herts.sch.uk
Nick Haynes	Monk's Walk School	01707 322 846 01707 375080	nh@monkswalk.herts.sch.uk
Dominic Richards	Onslow St Audrey's School	01707 264 228 01707 262332	drichards@onslow.herts.sch.uk
John Baranowski	Sir Frederic Osborn School	01707 351 350 01707 351357	john.baranowski@sfosborn.herts.sch.uk
Tim Braybrook	Stanborough School	01707 321 755 01707 387701	tbraybrook@stanborough.herts.sch.uk

NOTE: Party Leaders are invited to attach any extra information they wish eg: Risk Assessment, Itinerary, Staff list.

APPENDIX FOUR - Safeguarding

Safeguarding Post 16 students is very important to us. Sixth Form students have more freedom than their younger peers, and with that comes additional responsibility.

Identification

- Students will be issued with an ID badge. It is compulsory for them to wear these at all times, and at all consortium schools. Students without appropriate identification could be turned away from the relevant school if recognisable identification cannot be produced.

Registration

- It is a student's responsibility to ensure that they register using the appropriate system for each school. This also serves as the fire register, so it is imperative that records are accurate.
- Attendance to classes is also monitored by the class teacher using Progresso.
- Fire procedures are displayed in all consortium post 16 study areas. Students must make themselves aware of these on the first visit to each school.

Movement around the consortium

- Students will make their own way to and from schools at the start/end of the day.
- At lunchtime, they can make their own way to offsite lessons, or use the free consortium bus.
- The consortium bus, like all public transport, is subject to the health and safety guidelines of the relevant transport company.

(If students make their own way to offsite lessons, they do so under the responsibility of their parents, as they do when journeying to and from school in the normal school day).

Schools operate a transparent system of shared safeguarding checking for staff across all consortium schools).

- If a student has any concerns of a safeguarding nature linked to offsite schools they should speak to the school's Head of Sixth Form in the first instance, (their office is signposted in their post 16 study area), or to their Head of 6th Form asap.
- The most up to date designated safeguarding lead for all consortium schools can be found on the front page of the individual school's website.

Life skills

- It is important to us that students receive an appropriate diet of pastoral support within our post 16 offer.
- These sessions will include guest speakers, which cover a wide range of issues including the promotion of support to avoid safeguarding issues, and to raise awareness, for our young people.
- For example, awareness of FGM, radicalisation, e-safety, mental health support systems, LGBT information, homelessness and various health and sexual health information sessions.

If you have any questions or safeguarding concerns please contact your Head of Sixth or DSL:

BHG	Elaine James	Adrian Dudley
MWS	Phil Furness	Noel Kelly
OSA	Katie Llewellyn	Steve Booth
SFO	Sally Minoughan	Sue Akers
STA	Wayne Maidment	Jessica Vlijter