



ST BRENDAN'S  
SIXTH FORM COLLEGE

# PARENT/CARER HANDBOOK 2022

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# WELCOME TO ST BRENDAN'S



Congratulations to you and your young person for successfully securing a place at St Brendan's Sixth Form College. We are delighted that you have chosen us and after an unusual couple of years we can assure you that your son or daughter will enjoy the best sixth form education we can offer during their time here.

The excellent reputation of the College is based on our fantastic teaching, our outstanding support, our high achievement rates and the strong progress made by all of our students, regardless of their starting points. Our students also secure successful destinations, ranging from Russell Group Universities to highly competitive apprenticeships and pathways into the Arts. Your son or daughter has therefore secured a place at St Brendan's because of his or her determination to succeed in the future.

Our teachers and support staff are truly inspirational. They care a great deal about our students' learning and will work with them to help achieve the excellent qualifications they need to progress to the right courses at university and to employment in the future. When the time comes to apply to university, you and your son or daughter will receive detailed advice and guidance throughout the process.

We offer a wide range of additional experiences and opportunities to all of our students to help them develop into well rounded and confident individuals, equipped for life in Modern Britain. Our extracurricular activities not only include enrichment from subjects, but also includes Enrichment, clubs and societies such as STEM, BIOMED, St Brendan's Orchestra, the Duke of Edinburgh and much more. We hope that you will encourage your young person to take part in these activities to enrich their CVs and to enhance their college experience. In addition to extracurricular activities, our students also attend a weekly session on General Religious Education and also follow a Futures programme - designed to equip students with skills in leadership, organisation and resilience, health and well-being and progression and careers.

As parents and carers, we will work closely with you to ensure that together, we develop your son's or daughter's dedication to study. As a partnership, we all want the same thing – success for our young people. We will keep in regular contact with you through reports and progress days, as well as through your son's or daughter's Academic Mentor. In college, we will challenge your son or daughter academically, making sure that they work hard to achieve their very best and we hope that you will do the same at home. For example, we expect parents to help us make sure that our students' attendance and punctuality are excellent. It is important for their success that they do not miss valuable class time so we do not give permission for trips and holidays outside these times.

I look forward to meeting you soon,

*Marian Curran*

*Marian Curran, Principal*

# MEET THE TEAM

## PRINCIPALSHIP TEAM



**MARIAN CURRAN**  
*Principal*



**ALEXANDRA MORUZZI**  
*Vice Principal  
(Student Experience  
& Progression)*



**STEPHEN CLAYSON**  
*Vice Principal  
(Curriculum, Quality  
& Innovation)*



**PHILLIP BERRY**  
*Assistant Principal*

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## COLLEGE LEADERSHIP TEAM



**VICKI HAIGH**  
*Head of Pedagogy,  
Professional Development  
& Innovation*



**LAURA HOWE-HAYSOM**  
*Head of Student Services*



**KERRY MULLINDER**  
*Head of  
Learning Development  
& Safeguarding*



**LUKE ABRAHAMS**  
*Head of HR*

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## DIRECTORS OF FACULTY



**SOPHIE PREECE**



**JAYNE MANLEY**



**SHARON DORLING**

# CONTACTS

## GENERAL ENQUIRIES

*info@stbrn.ac.uk*

## RECEPTION

0117 977 7766

Switchboard is open 8.30am–4.30pm

Monday - Friday

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## ATTENDANCE ENQUIRIES

*attendance@stbrn.ac.uk*

## STUDENT SERVICES ENQUIRIES

Head of Support Services

Laura Howe-Haysom *lhh@stbrn.ac.uk*

## LEARNING DEVELOPMENT & SAFEGUARDING

Kerry Mullinder *kmu@stbrn.ac.uk*

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## SUBJECT/COURSE/ CURRICULUM ENQUIRIES

**GEOGRAPHY, PSYCHOLOGY, HISTORY,  
POLITICS, LAW, CRIMINOLOGY,  
SOCIOLOGY, FILM, MEDIA & ENGLISH**

Sophie Preece *spr@stbrn.ac.uk*

**MFL, EPQ, SCIENCE, BUSINESS,  
ACCOUNTING, ECONOMICS, HEALTH &  
SOCIAL CARE, SPORT & PUBLIC SERVICES**

Jayne Manley *jma@stbrn.ac.uk*

**DESIGN TECHNOLOGY, DESIGN  
ENGINEERING, COMPUTER SCIENCE,  
ICT, MATHEMATICS, PERFORMING ARTS,  
MUSIC & CREATIVE ARTS**

Sharon Dorling *sdo@stbrn.ac.uk*

## BURSARY & TRANSPORT

Nicola Stevenson *nst@stbrn.ac.uk*

## CAREERS ADVICE

*ceiag@stbrn.ac.uk*

## EXAMINATIONS

Ross Stone *examsteam@stbrn.ac.uk*

## PREMISES ISSUES

Paul Connors *pco@stbrn.ac.uk*

## THE PRINCIPAL/CHAIR OF GOVERNERS

Principals PA *principalspa@stbrn.ac.uk*

## THE VICE PRINCIPALS

Please contact Executive Assistant  
to the Vice Principal

Sophie Smith *ssm@stbrn.ac.uk*

## STUDENT & PARENT/CARER COMPLIMENTS, CONCERNS/COMPLAINTS

Principals PA *principalspa@stbrn.ac.uk*

## SPECIAL EDUCATIONAL NEEDS LEAD

Hannah Backstorm *hba@stbrn.ac.uk*

## CHILDREN IN CARE ENQUIRES AND SUPPORT

Sensimilia McLean *smc@stbrn.ac.uk*

## STUDENT HEALTH & WELLBEING LEAD

Clare McLaughlin *cml@stbrn.ac.uk*



# COLLEGE MISSION & VALUES

**At St Brendan's we transform lives. We aim to support, nurture and challenge our students as they explore new academic and personal experiences to become resourceful, independent thinkers who will contribute to society.**

Our Catholic Ethos is at the very heart of St Brendan's: where every student is recognised as an individual, and is encouraged to flourish to reach their maximum potential. We are extremely proud to be the Catholic College for the community and are equally proud to celebrate all of the diverse cultures and faiths that make up the vibrant, and compassionate community of students and staff at the college.

In addition to our ethos, our mission, vision and values underpin everything we do at St Brendan's, and help create a positive and empowering environment for you and your peers to thrive in.

## OUR MISSION

To serve the Catholic and wider community by providing Sixth Form education of the highest quality and to act in the spirit of the Gospel believing that every person is loved by God and has a unique value.

## OUR VISION

We aim to be a welcoming and transformative Sixth Form College where every member of our community flourishes and achieves their full potential.

## OUR VALUES

Integrity; Dignity; Truth; Justice; Forgiveness; Compassion; Service



# COLLEGE DATES & KEY DATES

Please note that these dates are subject to change, particularly if we need to respond further to implications due to COVID-19.

TERM 1	
DATE	EVENT
25th August – 31st August	Enrolment for New ATL3 and 3Y1 students
29th August	Bank Holiday - College closed
6th September	All timetabled lessons begin
12th – 23th September	Course change surgeries for ATL3 and 3Y1 students.
30th September	All course changes complete. College deadline for Early UCAS Applicants - 3Y2 students
1st October	College Open Day Saturday event – student volunteers welcome
3rd October	College closed
4th October	Student Induction Survey open For ATL3 and 3Y1 students – online survey
10th October	Mental Health Day
13th October	College Open Evening student volunteers welcome
14th October	All students to work remotely Parent/Carer engagement meetings & survey UCAS Deadline for Early applicants
17th - 28th October	Half Term Break - college closed to students

TERM 2	
DATE	EVENT
31st October	College open. All students return.
1st November	Deadline for adjustments to submission for all other UCAS applicants
31st October – 7th November	GCSE exam window. All students taking November GCSE exams. Individual exam dates TBC
7th November	Release Course Student Survey
9th & 10th November	Y12 & Y13 Btec Acting Evening Performances
11th November	10 Minute Reflection for Remembrance Day
16th November	College Open Evening event – student volunteers welcome
21st November	Preparation for Y13 Mock Exams
22nd November	College Careers Fair For all students. Fair in timetable during the day.
28th & 29th November	Y13 Criminology Unit 3 Controlled Assessment
28th November - 2nd December	ATL3 Health & Social Care Work Experience
1st December	College Advent assembly - For all staff and students
5th December	UCAS Deadline for all other Y13 wishing to apply for university
6th December	Whole College Dress Rehearsal for We Will Rock You
7th - 9th December	We Will Rock You Evening Performances
12th – 16th December	Reports to Parents/Carers ATL3, Y12 and Y13. Y12 Criminology Assessments
15th December	Last day of term For all students

## TERM 3

DATE	EVENT
3rd January	College closed for students Staff INSET day
4th January	College open - All students return
4th - 6th January	Collection of intended destinations 3Y1 students through tutorials
12th January	November GCSE Resits Results Day
18th January	Parent/carers information and careers evening
16th January – 25th January	Y13 Mock Exams
25th January	External UCAS Deadline
25th - 27th January	Y13 Remote learning
31st January	College Open Evening event – student volunteers welcome!
7th - 13th February	National Apprenticeship Week
10th February	Last day of term - All staff and students

## TERM 4

DATE	EVENT
20th February	College open All students return
21st-22nd February	National Theatre Connections Evening Performances
6th – 4th March	National Careers Week.
8th March	Lent Assembly
9th March	Y13 & ATL3 Progress Review Day
13th - 31st March	A-level Practical Dance Exam
17th March	Y13 Performing Arts Diploma Unit 6 Exam. BTEC Music Exam part 1
23rd March	Key Assessment Review for ATL3, Y12, Y13.
28th March	Music students take over event at Bristol Beacon
31st March	Learning Development Transition Day for new applicants
3rd - 14th April	Easter Break

## TERM 5

DATE	EVENT
17th April	College open All students return. Parent/Carer survey
17th-25th April	Y12 end of year exams and ATL3 External Exams
25th April	UCAS Exhibition
27th - 28th	Y12 & ATL3 to work remotely
1st May	College closed - Bank Holiday
4th May	Y12 Parent/Carers Careers & University Talk
8th May	Mental Health Awareness Week
8th - 19th May	Student End of Year Survey
15th May	St Brendan's Day. Final Predicted Grade for ATL3 and 3Y2 students
26th May	Last day of term - For all students. All 3Y2 students leave



## TERM 6

DATE	EVENT
5th June	College open - ATL3 and 3Y1 students return.
6th June	Y12 report published to parents/carers
8th June	Y12 Progress Review Day
9th – 11th June	DoE Practice Expedition
19th-23rd June	Careers Week
22th June	Intended Destination capture for Y12 in tutorials
26th-27th June	Welcome Fest - for Year 11 applicants enrolling in September. Y12 Key Assessments. ATL3 Transition Days
30th June	Y12 Desination and Progression Report
3rd - 7th July	ATL3 Work Experience Week
4th July	Y12 Future Progression Day
7th July	Last Day for Y12 & ATL3 Students - Summer Break

# F.A.QS

## What access do students have to the Library (Learning Resource Centre)?

The Learning Resource Centre is open to students and staff Monday to Friday from 8.00 to 16.00 during term-time. Holiday opening hours will vary and will be communicated prior to the holiday period.

We provide the following facilities:

- A collection of over 8,000 books for students and staff to borrow
- Access to a growing collection of over 900 e-books
- Access to a selection of online resources and databases, including JSTOR and EBSCO Explora
- A Library Catalogue that enables direct access to our e-books and databases
- Quiet study spaces for students
- Access to over 60 computers for individual study
- Access to a group study room (students need to book this at the desk)

We are proud to support students and teachers at St Brendan's and therefore we welcome suggestions of books, e-books and databases that you would like to see added to our collections. Please contact the LRC Team to discuss: [lrc@stbrn.ac.uk](mailto:lrc@stbrn.ac.uk)

## What IT Facilities are available?

In addition to the IT facilities in the Library, there are a number of drop-in IT suites around the College which are available for student use during the College day. Students can work until 6pm in the Learning Development area. There will be small costs for printing, but a small allowance of free printing is issued to each student initially. The College uses a virtual learning environment (VLE), and much of the course work can be accessed through this method from home through the college website

## Are there any restrictions about dress?

Students should dress for College in a decent and sober manner, making sure that their clothing is appropriate for the activity they are undertaking. In general, the College expects students to dress in a way that indicates they are serious about their studies.

## What are the facilities for meals and snacks?

There are two cafés at St Brendan's offering a range of hot/cold meals, snacks and drinks.

## How are students and parent/carers informed about college events and key information?

Students receive regular emails with events and activities, as well as a Careers' Newsletter. It would be really helpful if you could remind them to check their college emails daily. All events and key dates are regularly updated on the college website calendar. For any specific Parent/ carers events such as Progress Evenings, you will either receive an email or letter at home or you will have seen them on the previous pages.

## Can students get involved with shaping their experience St Brendan's

At St Brendan's we greatly value the Student Voice. Students elect Tutor Representatives at the beginning of the year who can represent the views of their peers and get involved in the Student Forum and Council. We also have the St Brendan's Student Union, who are voted to be actively involved in a range of decision-making processes and activities at college and are regularly consulted on college policy and strategy issues.

## Can Parents/Carers get involved in College policy?

There are positions that arise on the Governing Body for parent/carers - please contact the Clerk to the Governors, Peter Harrison (via the Principal's Personal Assistant), if you are interested in seeing if there is a vacancy.

## How does the College promote equality, diversity and inclusion (EDI)?

We work hard to create an environment where all students and staff feel they belong and any discrimination is tackled. We aim to make sure that all students can take part in all aspects of College life in and outside of the classroom regardless of their background or faith.

There is a College-wide EDI Steering Group and parent/ carer representatives are encouraged to attend. If you are interested or would like to raise any concerns or make any suggestions about EDI, please contact: Jennine Oldis [jol@stbrn.ac.uk](mailto:jol@stbrn.ac.uk)

## Is there student parking?

Parking is very limited on the College campus and is for Y13 on a first come first serve basis. Students must register their car/ motorbike before parking at college - unregistered vehicles and any parked in the wrong place may be clamped (there is a £10 release fee.) Student cars may be banned from the site for dangerous driving or speeding. All vehicles, including pedal cycles, should be made properly secure and insurance of cycles is advised.

## Are there facilities for students' valuables?

Lockers are available on request of which there is only a limited number. Students are responsible for the safekeeping of their own possessions and should not bring items of particularly high value or large sums of money to college unless strictly necessary. Under no circumstances should money, valuables or keys be left about the College in bags or clothing. There is closed-circuit TV on site to assist in matters of general security.

# STUDENT EXPECTATIONS

**At St Brendan's, our aim is to develop students to into mature young adults and expect them to take responsibility for their own independent study.**

## SUBJECT FOLDERS

All students are expected to have folders for each of their subjects. These folders will be used to organise notes, classwork and any other wider learning activities - and will be required for each lesson.

Teachers will regularly review student's folders to ensure they are staying on track with their coursework and personal studies.

## PRIVATE STUDY OUTSIDE LESSONS

To be successful on a full-time programme, students must be prepared to undertake the equivalent of their timetabled classes as private study outside or inside College.

This results in a total of around 14 hours of private study minimum, depending upon the student's programme.

This time should be organised to cover all topics within a course. Students do have some private study time during the College day, and the nature of assignments differs from subject to subject. All home learning is communicated weekly by teachers and is on the class MS Teams page.

Some assignments may need two weeks' work and students are expected to plan their time accordingly. Coursework or Personal Studies may allow a considerable period of time before a submission deadline and students are strongly advised to use the whole period available, meeting all intermediate deadlines, in order to ensure they gain a successful outcome.

Please ensure that your young person has somewhere to study at home which is free from other distractions to enable them to carry out this vital private study in an appropriate environment.

## EXTRA STUDY SUPPORT

There are a wide range of 'Wave 2 & Wave 3' subject support sessions available at various times throughout the College week, run by subject specialists, where students are able to gain help with their work or to have a topic explained again.

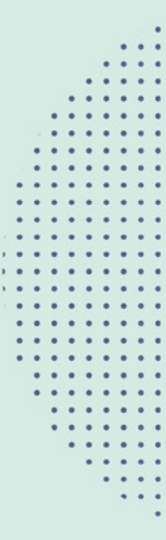
These are available to all and are used by students wanting to boost their grades to the very highest, as well as those needing help to understand concepts or to write well-constructed coherent essays. Some students have these sessions added to their timetable to support their studies; others may access these on a drop-in basis.

For details, students need to speak to their subject teachers or keep an eye out for when sessions are advertised on class room doors.

We also have a team of Academic Coaches who support students referred by teachers who help with a myriad of areas from study skills & practice to UCAS support.



# GET THE MOST FROM YOUR SUBJECT FOLDERS

- Keep your notes organised in a systematic and logical way and with all class resources present
  - Use course checklist to ensure you have everything needed for your folder to be complete and up to date
  - Your notes should be well-presented and well-structured with legible handwriting, sub-headings, dates on work etc.
  - Your folders must show that you are using your files outside of lessons. Examples include:
    - Completing glossaries
    - Making corrections
    - Redrafting work
    - Re-writing notes
    - Acting on feedback
  - Show that you are independently learning by:
    - Keeping on top of homework
    - Completing past exam/assessment papers
    - Writing revision notes/cards/activities
    - Keeping a diary of wider reading or documentaries watched
- 



Teaching  
Learning &  
Assessment



# CHANGING COURSES

**Before coming to St Brendan's, all students will have received information and advice about their course choices and how these support their future destinations.**

**In a minority of cases, some students request to change their study programme for valid and reasonable reasons.**

## MAKING A COURSE CHANGE

Students will be emailed at the beginning of term with all the information and the key dates for making a course change request. No course changes will occur prior to this point and without completion of the process. It is vital that this process is followed. A course change request will not be processed unless all steps have been completed. The final deadline is a strict deadline with no changes taking place after this point in time, so being pro-active and complying with the process is imperative if a student is serious about changing their study programme.

### COURSE CHANGE SURGERIES WILL TAKE PLACE ON THE FOLLOWING DATES:

- Mon 26th Sept, 15:00-16:00 in D2/D3
- Tue 27th Sept, 15:00-16:00 in D2/D3
- Wed 28th Sept, 15:00-16:00 in D2/D3
- Thu 29th Sept, 15:00-16:00 in D2/D3

## NO GUARANTEES

There is no guarantee that a course change request will be successful – if the course is on a waiting list, there may not be space and the student may not be able to change. The course request will also be discussed by the students' Academic Mentor and Careers team who will ensure that it is in their best interests, be for a sound reason and not negatively impact their future career/study.

## SUCCESSFUL REQUESTS

If the course change request is successful, students will receive a notification via email and SMS confirming the change to their timetable. Changes to timetables are usually completed within 48 hours (two working days) of the request going through. However, due to high demand for some courses, this may be longer.

Students must attend all timetabled lessons until they receive this confirmation email and SMS to ensure their attendance is not adversely affected and they do not miss any learning from their existing subjects should a request be denied. A copy of the process is communicated to parents in the first newsletter.

## SPORTS ENRICHMENT

Students can also request to add sports enrichment to their timetable, and we will try our hardest to make this possible. It may be the case however that the timetable is fixed and space cannot be created in another class to move a student to free them up for sports team training and games. In this instance we hope you understand that the priority for timetabling is the academic/core curriculum and this will take precedence.

# ST BRENDAN'S COURSE CHANGE PROCESS

## COURSE CHANGES OPEN 13TH SEPTEMBER

### MEET WITH ACADEMIC MENTOR

Students will need to meet with their Academic Mentor to discuss changing courses. Mentors will take into consideration course entry criteria, spaces on the course and the reason for changing.

### MEET WITH CAREERS TEAM

The careers team will ensure that changing courses will not affect the students intended destination after finishing St Brendan's (University, Apprenticeship etc.)

### COURSE CHANGE SURGERIES

Instructions for completing and submitting the course change request will be confirmed. Student forms will be checked to ensure all stages have been completed and advice will be given on the likelihood the change can be made (based on course availability).

### WHERE POSSIBLE TIMETABLE CHANGED

Students will be notified of their successful course change by email and text. Students must attend ALL timetabled lessons until confirmation as this may negatively affect college attendance.



# MONITORING PROGRESS

There are various assessments and events throughout the academic year that we use to help make sure that students are kept on track

## PROGRESS REVIEW DAYS

**9TH MARCH 2022:  
ATL3 AND 3Y2 STUDENTS**

**8TH JUNE 2022:  
3Y1 STUDENTS**

Progress Review Days are an opportunity for you to come to the college and speak to your young persons' teachers, academic mentors and the learning development team.

There will also be a variety of talks running throughout the day about the next steps after St Brendan's from studying at university, apprenticeships to well-being and support.

Appointments run from between 3–8pm

## ASSESSMENTS

In September students will receive a list of all topics and key assessments for the year from each of their subjects - these should be placed in the front of their subjects folders.

Marks and grades from the key assessments will be published in the Mark book on Pro-Portal.

For each Key Assessment, students will receive feedback from teachers on the results of the assessment, what worked well, what could be improved and how it can be improved.

There will be opportunity for students to act on this feedback to ensure they understand and make progress.

## ALL STUDENTS SETTLING IN REVIEW DAY: 14TH OCTOBER

The Settling In Review Day offers Parent/ Carers the opportunity to meet teachers towards the end of the first term to discuss how their young person has settled in to college and any key areas of attention as we move into Term 2.

Appointments run from 9–4pm, with all students working remotely from home on tasks set by their teachers.

## KEY ACHIEVEMENT GATEWAYS

The Key Achievement Gateways (KAGs) take place throughout the academic year to assess the overall progress and predicted grades of each student. These reports also take in to account learning within lessons, all assessments and private study. You will receive a report, via Pro-Portal, that indicates your child's progress at that time and their predicted outcomes.

These are important assessments within the year and should act as a talking point with your young person about their progress in college. Teachers and the support teams at college will always welcome dialogue with you should you have any concerns or wish for more information.

### KEY ACHIEVEMENT GATEWAY DATES

DATE	REPORT	COHORT	WHAT IS INCLUDED IN THE REPORT			
			ATTENDANCE TO DATE	COMMITMENT TO LEARNING	OVERALL PREDICTED GRADE	PROGRESS/MOCK EXAM GRADE
12th October	KA	ATL3	YES	YES	NO	NO
12th Dec	KAG	ALL	YES	YES	NO	NO
24th Feb	KAG	ATL3 & Y13	YES	YES	YES	YES FOR YR13
5th June	End of year progress grade	Y12	YES	YES	YES	YES

# UNDERSTANDING KAG REPORTS

## TARGET GRADE (GRADE A/B/C OR DS\*/DS/ME)

This is calculated centrally based on GCSE grades and provides a benchmark against which a student's progress can be judged. The grade is subject based and is set to be in line with the top 25% of the country. If the target grade is achieved the student would be in the top 25% of students with comparable GCSE grades in this subject.

## WORKING AT GRADE (FINE GRADING E.G. A1,A2,A3 B1,B2,B3)

A 'working at grade' is the grade in the teachers' professional judgement they believe the student will achieve at the end of their GCSE, A-Level or BTEC if they continue to work as they are now. It is the most realistic assessment of what a student will achieve at the end of their course and takes in to account all key assessments and knowledge of the student.

At St Brendan's we use a system of 'Fine Grading'. This allows teachers and support teams to assess how secure a student is within a given grade boundary. Fine Grading is used for A-Level, Level 3 and Access to Level 3 courses - it is not currently used for GCSE courses.

## COMMITMENT TO LEARNING GRADES

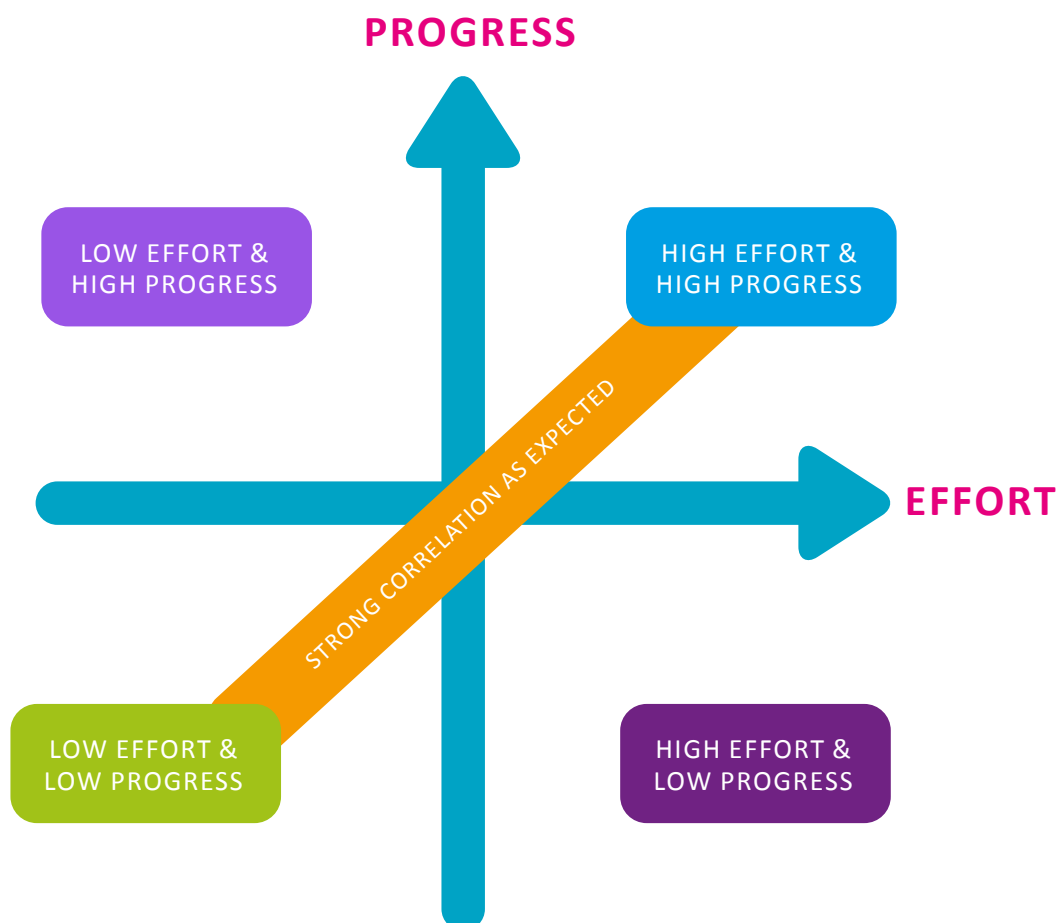
1- Excellent 2- Good 3- Concerns emerging 4- Serious concerns

	1	2	3	4
Conduct	Supports others in the class and consistently models the college values of integrity, dignity, truth, justice, forgiveness, compassion and service.	Frequently models the college values of integrity, dignity, truth, justice, forgiveness, compassion and service. On time to lessons. Attendance above 95%*. Come to the class with the correct equipment and materials.	Episodes of lateness to lessons where reasons are unknown. Periods of inattentive behaviour are evident during lessons. On occasions when others are sharing ideas or speaking, there is some active listening. Mobile phone is being used during lesson without permission. Unexplained absence leading to attendance below 94%*. Occasions where their learning is disrupted because they have come to the class without the correct equipment and materials	Frequent lateness to lessons. Unexplained absence leading to attendance below 90%*. Frequent inattentive behaviour that leads to disruption to the learning of others. Learning is regularly disrupted because they have come to the class without the correct equipment and materials.
Attitude to learning	Acts on feedback to improve work and takes steps to improve on aspects of learning that are not strong. Makes links between topics and wider studies to extend their thinking, speaking and writing. Asks questions of themselves, other students and the teacher to deepen their understanding. Highly effective when collaborating with others and demonstrate that they can work well in a team *2 Proactive in seeking support and advice when learning challenging content.	Work is completed on time and completed in full. Completes and acts upon teacher feedback in full. Study notes are all organised and complete. Complete work that is set to the required standard and take care to review work that is submitted so that it meets the required standards. Listen to the views of others to shape their own ideas and sometimes their own views either speaking in class or through their written work. Attends support sessions that are offered.	Class tasks are not fully completed and little thought is given to lesson objectives and key knowledge that should be learned. Feedback is acted upon but it is incomplete and there is little evidence that this has been used to improve their work. Attendance to support sessions are infrequent. Whilst study notes are structured there are gaps and not all classwork is organised in a logical order.	Class tasks are incomplete and little thought is given to lesson objectives and key knowledge that should be learned. Feedback is not acted upon and there is little evidence that feedback has been used to improve their work. Support sessions are not attended. Study notes are not structured there are gaps Classwork is not organised in a logical order.
Meeting deadlines	Proactive in clarifying requirements of tasks. Work is always completed on time and to the highest standards.	Work is always completed on time and meets standards set by the teacher.	Work is not always completed on time and sometimes falls below the standards set by the teacher.	Work frequently late and often falls below the standards set by the teacher.
Active learning beyond the classroom	Home study is always completed and used to deepen appreciation of the subject and additional sources of information are used to extend written and project work. Proactive in seeking out additional sources of information that can further develop or enhance home study tasks. Seek opportunities offered within or beyond the college to gain further experience or learning through work experience or enrichment opportunities.	Home study is completed; written and project work is completed in full and meets requirements outlined by teacher. Engage with subject work experience opportunities and enrichment opportunities offered.	Home study is completed; written and project work is completed in full and meets requirements outlined by teacher. Limited engagement with subject work experience opportunities and enrichment opportunities offered.	Home study is not used and homework is not completed. No engagement with subject work experience opportunities and enrichment opportunities.

## POST KAG INTERVENTION

The results of every Key Achievement Gateway are analysed using the graphic below. - helping us to ensure appropriate interventions are put in place to encourage every student to reach their full potential. We understand there are variety of reasons behind every student performance, and we will work with students as individuals to make sure their needs are fully supported.

All students will have access to additional learning and enrichment opportunities such as volunteering summer schools, work experience and attending visiting speaker talks.



### HIGH EFFORT & HIGH PROGRESS

Opportunities for extended learning such as peer mentoring and high level internships/summer schools will help to ensure the student continues to be stretched and challenged by their courses. The student will also receive and be encouraged to achieve beyond their target grade.

### HIGH EFFORT & LOW PROGRESS

Student is working well, but needs to work differently! Support will be given from Academic Mentors, teachers, academic coaches and learning development teams (if needed) to set up different study skills.

Study plans and subject based intervention can be accessed to fill gaps in learning, to help the student reach their target grade.

### LOW EFFORT & HIGH PROGRESS

Discuss with the student to find out if there are any barriers to them making more effort in their work and focus on planning for life after college. Buddy mentoring schemes are often beneficial in encouraging students to engage with learning.

### LOW EFFORT & LOW PROGRESS

We will establish if the student's performance is due to their behaviour or their support needs. They will receive early 1:1 support and where/if appropriate, parents will be contacted to discuss a plan of action. Any barriers to learning will be explored and the student will be supported in re-engaging to achieve their goals. The student will be encouraged to attend academic support sessions and enrichment to boost self-esteem.

# MAJOR ASSESSMENTS AND EXAMS

Students will be regularly assessed throughout their time at St Brendan's in order for us to monitor their progress. Please note that dates and times for exams/assessments will be confirmed to students nearer the time.

## ACCESS TO LEVEL 3

EXAM/ASSESSMENT	DATE
Remote learning	14th October 2022: (all students working from home on tasks set by teachers)
GCSE English and Maths re-sits	31st October - 7th November 2022
GCSE Progress Exams	17th – 21st April 2023
Remote learning	27th & 28th April 2023 (all ATL3 & Year 12 working from home on tasks set by teachers)
Summer Exams	Begin 22nd May 2023
BTEC/OCR Coursework	This is on-going throughout the year. Students have access to all key dates via their course assessment plans, assignment briefs and course calendars.

## YEAR 12

EXAM/ASSESSMENT	DATE
Remote Learning	14th October 2022 (all students working from home on tasks set by teachers)
Internal Progress Exams	17th April – 26th April 2023
Remote Learning	27th – 28th April 2023 (all Y12 working from home on tasks set by teachers)

These exams are set to determine the students' progress throughout the year and to diagnose any support needs ahead of the summer term. These exams should be taken seriously, and students should be revisiting their learning throughout the year to prepare for these exams. Further communication will be sent out closer to the exam period, but students and parents/carers should be aware from the outset that it is an expectation that students at least pass their internal progress exam. Failure to do so will place their position on the course, and potentially at college, at risk – we urge both you and your young person therefore to ensure the first year of study is valued and no opportunity for learning and revision is lost.

## YEAR 13

EXAM/ASSESSMENT	DATE
Remote Learning	14th October 2022 (all students working from home on tasks set by teachers)
Mock Exams	16th Jan -25th Jan 2023
Remote Learning	25th – 27th Jan 2023 - (all Year 13 working from home on tasks set by teachers)
Summer Exams	Begin 5th May 2023 Actual dates and times of GCSE exams will be published nearer the time
BTEC/OCR Coursework	This is on-going throughout the year. Students have access to all key dates via their course assessment plans, assignment briefs and course calendars.
Non-Examined Assessment	Non-Examined Assessment (or coursework) is assessed internally. Dates for submission are published on Course Topic and Assessment Plans and Moodle pages

In both Year 12 & 13 Criminology students sit a Controlled Assessment during December. Course Topic & Assessment plans confirm details for this and lesson subsequent to assessment week. All courses that have an NEA as part of the course, set an initial submission date that allows for general feedback and support. Failure to meet this deadline will see the student forfeit the right to any feedback or further support. It is therefore a vital deadline that must be met with maximum effort (to ensure the teachers can give as much feedback as allowed to boost the marks). The students are then expected to make improvements and submit on or before the final submission date.

Failure to do so has serious consequences for the marks awarded (we cannot accept late submissions with the likely impact being a very low grade or even a zero mark as we will be taking your first submission grade only), so we urge you to be familiar with course specific deadlines early on in order to ensure workload is known and time is spent accordingly.

# VIRTUAL LEARNING



## MICROSOFT TEAMS

Microsoft Teams is an online communication platform featuring live chat, video calls, file storage, One Note and integration of our other online learning platforms. The app also enables teachers to mark work and share assignments. Your young person will have a Teams page for each of the courses/activities they are enrolled on. From here they will be able to keep up to date with all lesson resources, news and events as well as submit assessments/work as required.

## GETTING MICROSOFT TEAMS

Microsoft Teams is available through its' website or app. To download the app, go to the app store or Google Play and search for Microsoft Teams. Students can also sign into Office 365 through their email on the college jump page using their college login. They will then have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more.

## USING TEAMS FOR CLASSES

Each of your student's classes gets its own team. Teams is an online classroom hub, where students can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, students can also make video calls.

## JOINING A TEAM

Students will receive an email notification when they've been added to a team. If they have not been added to a team or are in an incorrect team please ask them to email:

[elarning\\_systems\\_support@stbrn.ac.uk](mailto:elarning_systems_support@stbrn.ac.uk)

## OTHER FEATURES IN TEAMS

### ● Files

Any resource that a teacher attaches to a post will be saved under the files tab. Teachers may also ask students to upload their work in this section.

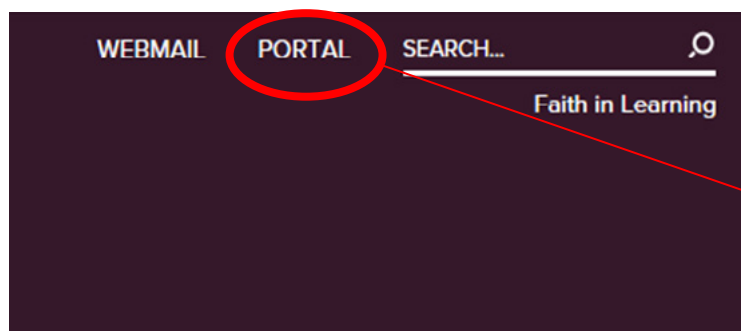
### ● Assignments

Teachers are using the assignments tab to ask students to submit work. The teacher sets the assignments with submission information (instructions, deadlines etc) and the student uploads their work to the assignments.

### ● Live Meetings / Live Lessons

During COVID, Teams was used for the delivery of live lessons. Whilst remote learning is not envisaged, this is how we would deliver live lessons again should need ever arise. Similarly, our Progress Review events with parents/carers take place on MS Teams. Instructions of how to access are sent out closer to the time.

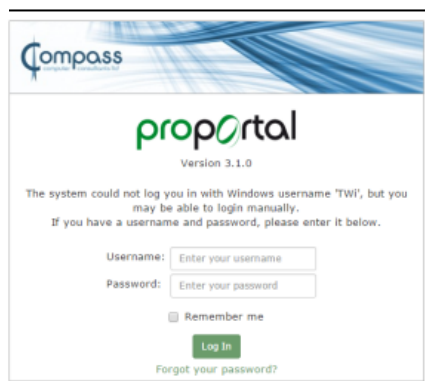
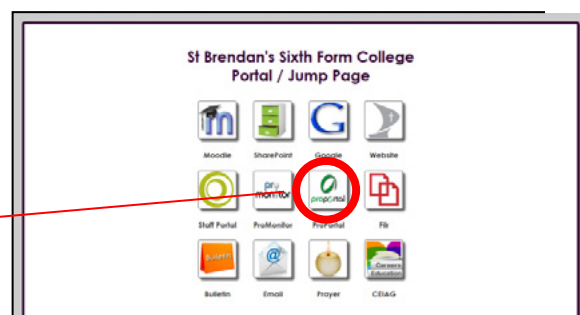
# proportal



To access the St Brendan's portal you need to visit the college website at [www.stbrn.ac.uk](http://www.stbrn.ac.uk) and click on PORTAL at the top of the screen



This link takes you to the college 'jump page' from which a number of services and resources can be accessed. You need to click on the ProPortal

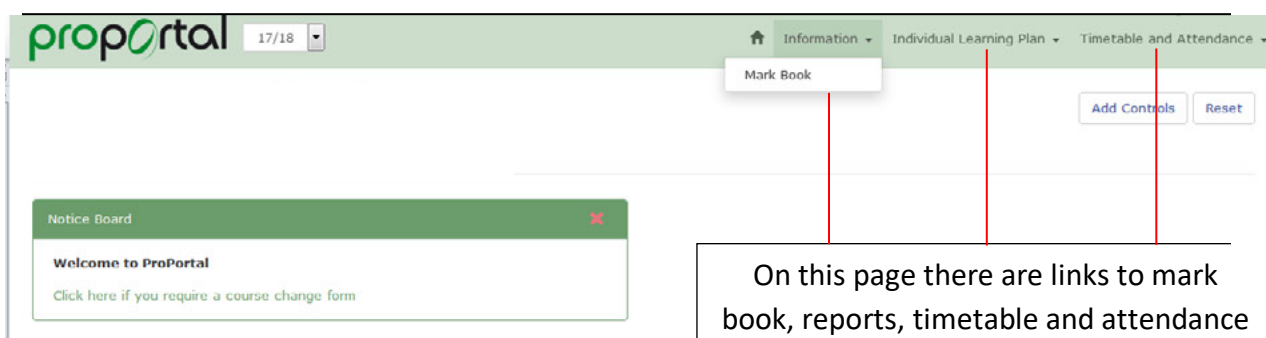


You should now see a screen like this on which you are prompted to enter your username and password. XXXXXX stands for student number

PARENT USERNAME : stbrn\p\_XXXXXX

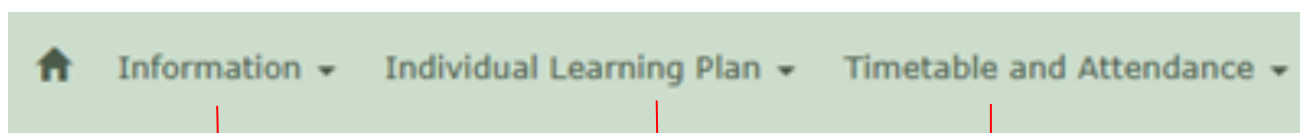
PARENT PASSWORD : posted out

STUDENT USERNAME: stbrn\XXXXXX



On this page there are links to mark book, reports, timetable and attendance information.





### Markbook

This section of the portal will show the various assessments teachers have marked in order to assess student progress.

### My Attendance and Punctuality

This is a quick snap shot of attendance and the individual percentages for each subject. We will use this to assess engagement in each subject and address patterns of absence.

### Published Report to P/G

This section is where the Key Achievement Gateway reports are published. Here is where you can download the pdf report which will include information about each course being studied.

Published Report to Parents and Guardians

Report Title	Academic Year	Report Date	Published Date	
Key Achievement Gateway 1	17/10	29/09/2017 00:00:00	00/11/2017 21:43:00	<a href="#">Download</a>

13:00 - 14:30 (SELFSTUDY2-F1-TU-07) Self Study Group
14:30 - 16:00 in B117 (BTS3-LA-2-E-TU-09) Applied Law Level 3 BTEC Subsidiary Dipl SYO

### Timetable and Attendance

This link will take you through to the college registry system.



Here you will see live information regarding timetables and register marks.

From this you will be able to see where the student has timetabled lessons, who the teacher is and where they have self-directed study.

Register Key-

/	Present	A	Absent – no reason given
L	Late	R	Unauthorised Absence - Reported
H	Family Holiday (reported by parent)	E	Exam or College activity
X	Authorised Absence (evidence provided)		

# KEEPING ON TRACK...

**As parent/carers we know that you want to see your young person develop independence but also value being kept up to date with their work in class, progress in their studies and supporting with learning at home and revision.**

## **TOPICS AND ASSESSMENT PLANS**

We have developed a Topic and Assessment Plan for every course in the College which students receive at the start of the year and should be kept at the front of their subject folders.

Every Topic and Assessment Plan will outline the key topics covered throughout each term, the home learning to be undertaken, key assessments coming up and provides space for the students to record their marks/grades and make their own notes based on feedback from teachers. The Marks/grades for Key Assessments can also be found on Pro-Portal.

These plans are written at the beginning of the academic year and are subject to change during the year in response to assessments and student or teacher feedback. Students will be informed of any changes and should update their plan.

## **DEDICATED INDEPENDENT REFLECTION TIME (DIRT)**

Dedicated Independent Reflection Time is an essential part of all our courses. All courses plan in opportunities for students to reflect upon the feedback they receive from key assessments and re-work all/ parts of (as necessary) to action the feedback and demonstrate their progress.

The DIRT time will be allocated in a number of ways in line with the needs of the course and students, but we would encourage you to discuss with your child their assessment and feedback to support them focusing on the specific actions and/or to seek appropriate support.

# EXAMS

Exam Dates	Results released via Student Portal
GCSE November Re-sits 31st October to 7th November 2022	8am on Thursday 12th January 2023
BTEC Jan Exams 11th Jan - 25th Jan 2023 OCR exams 9th Jan - 20th Jan 2023	BTEC applied 23rd March 2022 OCR applied 17th March 2022
A-level and GCSE Summer Exams: 5th May to 23rd June 2023	A-level Results 8am on Thursday 17th August 2023 GCSE results Thursday 24th August 2023

## EXAM RULES

The Joint Council for Qualifications (JCQ) issue rules and regulations that have to be strictly followed by all schools & colleges. These will be sent separately to all students. All students must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The college has to report any breach of regulations to the awarding body.

### DURING EXAMS

- No electronic equipment is permitted, this means mobile phones must be switched off and also NO watches are allowed. There will be specific guidelines as to the type of calculator that can be used.
- Students are responsible for checking their own exam timetable and arriving at college on the correct day and time.
- Students must arrive 20 minutes prior to the start time of their examination. Members of the Senior Management Team will be present to check for student lanyards, use scanners to check for mobile phones in pockets and explain exam rules.
- All personal belongings will be kept in a closed cupboard for the duration of an exam. If a mobile phone or any device is found in students' possession during an examination (even if it is turned off) it will be confiscated and a report made to the appropriate examination board in line with JCQ rules. No exceptions can be made.
- No food or drink is allowed in the examination rooms, with the exception of water, which must be in an unlabelled see-through bottle.
- No hats or hoodies are to be worn in the exam room
- Students must stay in the examination room for the duration of the examination. They will not be allowed to leave an examination room early without the express permission of the Examinations Officer
- Morning exams start at 9.15am and afternoons at 1.15pm. There may be variations to these times if there is an exam clash, however, you will be notified of these in advance. Again, you should arrive at the exam area 20 minutes before start i.e. 8.55am and 12.55pm.
- Please ensure start times on the student portal exam timetable are checked carefully. In the instance of an extenuating circumstances, a call must be made to the college providing a reason for lateness and estimated time of arrival.
- Students may be refused admission to the exam after 10am for morning exams and 2.30pm for afternoon exams. It is likely that the Exam Boards will refuse to mark exam papers after this time, as they will deem that the security of the exam has been breached.
- A written explanation has to be submitted to the Exam Board and reasons such as oversleeping, missing the bus or misreading the timetable are not deemed as acceptable.

### SET TASKS/CONTROLLED ASSESSMENTS

If a subject/course has a set task, the teacher will confirm the dates with students, as each are different. These are conducted with the same rules as an exam.

# F.A.Qs

## **How do I check my exam access arrangements?**

If you have requested exam access arrangements then these will have been discussed and applied for, prior to you taking an exam. If you are unsure of your arrangements, please see the Learning Development Team before the exam. Arrangements cannot be given on the day of an exam unless they have been previously agreed, please do not ask the invigilator to check for you, this is your responsibility.

## **What do I do if there is a clash on my exam timetable?**

The college will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and isolated, as they must not have any communication with other candidates. Please ensure you bring food and drink with you. They will then sit the second subject paper. Correct times will be on your individual exam timetable on Student Portal. If in doubt, please consult the Examinations Officer. No exam session must exceed three hours (with the exception of extra time candidates).

## **What if I have 3 exams in one day?**

Firstly, check your personal timetable on Student Portal, if unsure of timings the exams officer will be in contact with you to rearrange/discuss the timings of your exams. Once these have been agreed they will appear on your individual timetable on Student Portal. The same then applies for clashes, you will be supervised and isolated between exams.

## **What do I do if I have an accident or am ill before the examination?**

Inform the college at the earliest possible point so we can help or advise you. You may need to obtain medical evidence (from your GP or hospital) if you wish the college to make an 'Appeal for Special Consideration' on your behalf (see below).

## **What is an Appeal for Special Consideration?**

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment.

The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback from the Awarding body is ever provided.

Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment.

## **What do I do if I feel ill during the examination?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

## **I have an appointment on the same day as an exam.**

You will need to change your appointment! Exams have to happen on the date and time specified by the exam board.

## **If I'm late, can I still sit the examination?**

Provided you arrive at college by 10.00am or by 2.30pm, it may still be possible for you to sit the examination. You should get to college as quickly as possible and report to the Sports Hall. You must not enter an examination room without permission after an examination has begun.

## **If I miss the examination can I take it on another day?**

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

## **What equipment should I bring for my examinations?**

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations. You must also wear your student lanyard containing your student ID card.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

## **Can I still use College transport?**

If an afternoon exam finishes later than the college transport leaves, you will need to arrange an alternative means of getting home.

## **My results aren't what I expected, who can I speak to for help?**

Information about Next Steps and our Post Results Help Service will be sent to all students on Results Day.

# ATTENDANCE

**ATTENDANCE ENQUIRIES**  
[attendance@stbrn.ac.uk](mailto:attendance@stbrn.ac.uk)

## REPORTING STUDENT ABSENCE

If students absences are not planned (i.e. Unwell, Emergency Doctors Appointment), then preferably Parent/Carers are required to report ideally by 9am and at the latest 12pm each day of the absence. Absences reported after 12pm will be noted but classed as not reported correctly.

The Daily Unplanned Absence Reporting Form must be completed and submitted. You can complete the form online from a PC or mobile phone and is found on the Website under College Info on the page Reporting Student Absences.

If you are unable to complete the form online, please call the number below it is important that the details beneath are provided when reporting an absence over the phone.

**Absence line: 0117 971 0849**  
**Email: [attendance@stbrn.ac.uk](mailto:attendance@stbrn.ac.uk)**

Please provide the following details when reporting absences:

- Student Name
- Student ID Number
- Reason for Absence

If a Parent/Carer are unable to report the absence then it is expected the student will self-report, to make sure college is aware they will not be in – it is also the student's responsibility to contact their teachers to ask for worked missed.

## ATTENDANCE EXPECTATIONS

Young people have a legal 'duty to attend' education or training until the end of the academic year in which they are 18 years old. We expect 100% attendance and punctuality at all timetabled activities including Tutorials, Literacy/Numeracy Plus and Religion, Philosophy and Ethics (RPE). Any student falling below our expectation may be subject to sanctions such as strategies within the Attendance Monitoring Policy; students having to pay for examination/assessment fees; review of Bursary award (financial support for free meals, transport, etc.) if received, and progression to the next academic year may not be offered. This is made clear to students during induction and tutorials throughout the academic year.

## KEEPING TRACK OF ATTENDANCE

Parent/Carers will automatically receive data on the attendance of their student and can check it regularly on the Parent Portal. Unacceptably low attendance in any subject (including Tutorial, Futures and RPE) during the year will result in you receiving a Cause for Concern Letter informing you of the situation. You will also be contacted by the Academic Mentor Team if there are any concerns and attendance is below 90%.

## LATENESS

Any student arriving later than five minutes for any lesson will be marked as late on the register. Any student having five or more unreasonable or unexplained lates may be subject to

strategies within the Attendance Monitoring Policy. We accept that transport to College might adversely affect punctuality at the start of the day but do not expect students to be late to lessons starting later than 8:55am.

## LEAVING COLLEGE DURING THE DAY

If a student needs to leave College during the day and still has lessons to attend, then they must sign out of college correctly. Students will need to sign out of college correctly at Reception or with the Attendance Officer in C5 before they leave college. Parent/ Carers are contacted by the Attendance Officer if students request to leave College during the day due to illness.

## STUDENTS FEELING UNWELL

There are trained First Aid staff available to assist with students who become ill during the College day. In extreme cases, an ambulance may be called. Parent/Carers will be contacted if possible (please ensure that emergency contact numbers are kept up to date on our College records).

## PLANNED ABSENCES

If a student's absence is known about in advance (i.e. University Open Day, Hospital Appointment), then the student needs to report it online using the Planned Absences Request Form (on the website) before the absence takes place. Parent/ Carers can also report planned absences by sending an email to [attendance@stbrn.ac.uk](mailto:attendance@stbrn.ac.uk) on behalf of the student. Evidence will be required for some absences to be authorised.

## HOLIDAY DURING TERM TIME

Student holiday during term time is not permitted at St Brendan's Sixth Form College. It is a requirement for parents/carers to obtain the permission of the Principal before removing their student from college in order to take any leave/ holiday in term time. College does have a charging policy when students are taken out during term time and you may have to pay towards your students final exams/assessments. Please go to the website for more information on how to apply for a holiday absence.

## PART-TIME JOBS & DRIVING LESSONS

The College day is Monday to Friday 08:55-16:00. Students are to keep the College day free for College work. Timetables may change (including the addition of workshops, trips or revision classes) so no regular outside commitments or part-time jobs must be undertaken during the College term working day. It is also important to stress that students need to be careful about paid employment in the evenings or weekends as this can seriously interfere with private study and make students too tired to study properly during the day.

## STAFF ABSENCES

Sixth form colleges manage short term staff absences differently than at a school; whilst it may be the case that colleagues can support classes that are unsupervised, we do not 'cover' lessons at St Brendan's. This is usual practice for a sixth form college and different to the experience of school where all teacher absences are covered, usually by a cover supervisor. There are a number of reasons for this. Primarily, cover teachers with the level of skill and expertise required are not readily available via teaching agencies, it takes time to find the right person and complete the required checks.

We compensate for this in a number of ways. Firstly, we deliver an above average amount of teaching in terms of time, 10% more than other providers. Our term dates are also longer than the majority of schools and colleges. However most importantly we expect that our students are able to take responsibility and use any staff absences to work independently.

### IF A TEACHER IS UNEXPECTEDLY ABSENT FOR A SHORT PERIOD OF TIME:

- An SMS and email from the college notifying them that their teacher will not be present. We will notify students at the earliest possible opportunity. This will not be before 8.30am on the day owing to our support teams not starting work until then. We know that for those with an 8.55am lesson this can be a source of frustration but we urge you to understand that we have got the message to you asap that day and there is work set that can be completed in the lesson time, the time is not entirely wasted.
- A message on Teams detailing the work to be completed during the lesson time. This work will have been set by the teacher and is designed to enable the students to work independently on a task pertinent to their current work. Teachers are asked to provide work sufficiently challenging for the subject with guidance on what to do if a student is struggling.
- In some cases the teacher is able to deliver the lesson from home. They will live stream the lesson and instructions on how to engage will be on the Teams post.
- It is important to remember that if a staff member is absent it is often because they are too poorly to come in to work and, as such, there may be occasion when they are too unwell to set work. In this instance the Director of Faculty and Curriculum Cluster Leader will work as quickly as they can with the course team to create and set the work. Again, your understanding that we are working as quickly as we can is appreciated.
- Students may be expected to attend the class to use certain resources and complete tasks, however this is not always the case. Students will be advised either way. It should not be taken by the student that the receipt of an SMS/email is notice that a lesson is 'cancelled'. This is not the case, we do not cancel lessons, they are unsupervised learning episodes.
- It is important all students utilise the time and take responsibility for completing the work set as part of their on-going study programme.

### WHAT HAPPENS IF A TEACHER'S ABSENCE IS PROLONGED?

- Upon official confirmation from a medical professional that a teacher will be absent for a prolonged period of time (plus 2 weeks) the college will arrange for appropriately qualified and experienced cover for all lessons.
- Please be aware that this process takes time. In these circumstances we work closely with fellow colleagues in the team to endeavour to increase the amount of supervision in classes. Our teams will support as best they can, around their own timetable and personal commitments, to ensure some, if not all lessons have teacher led supervision.
- Whilst very rare, we recognise that there can be a circumstance in which a high number of lessons have been affected for the same subject over a period of time/ number of occurrences.
- We wish to reassure you that we do have a robust process in place for absence management. The welfare of our colleagues is very important to us and thus on return to work they meet with their line manager to discuss a plan going forward.
- The Head of Pedagogy, Professional Development & Innovation, Director of Faculty and course team continuously monitor impact of absence on student progress and learning. If it is felt that the student group have been adversely affected by teacher absence, then arrangements are made to create additional sessions and revision days at a key time of the year. The Director of Faculty or Curriculum Cluster Lead will be in contact with both the students and their parent/carers to keep them updated on the situation and, as appropriate and timely, plans for 'making up time' in the future.
- Evidence suggests that on the rare occasions in which the College has utilised this strategy, the impact on learning and outcomes is a positive one and students achieve in line with expectations.



# Academic Mentors

Every student is assigned an Academic Mentor who will support them during their time at St Brendan's – from their first day to results day...

## HOW ARE STUDENTS SUPPORTED AT ST BRENDAN'S?

At St Brendan's we pride ourselves on the wide range of support we offer to all students and at the heart of this is the Academic Mentor Team. All students have an Academic Mentor who is their first point of contact for support or guidance and is also the link between home and College for parents and carers. Each student is assigned to a Tutor Group at enrolment, which will appear on their timetable and is run by their Mentor.

## WHAT IS THE ROLE OF THE ACADEMIC MENTOR?

We offer a tutorial programme all year round for our students. We cover Induction, safeguarding, e-safety, British Values and moving onto the wider community as young adults which includes preparing for your next steps after college. As well as the Tutor programme we provide 1:1 support meetings and conversations about future plans, basic anxiety support, coping with change and sign posting to support services in college Careers, Learning Development, Welfare, etc.

## HOW CAN I CONTACT MY YOUNG PERSON'S ACADEMIC MENTOR?

**MICHELLE DENSLEY:** Academic Mentor Manager: mde@stbrn.ac.uk

**KATY PHILLIPS:** Academic Mentor Lead: kph@stbrn.ac.uk

**OCTAVIA FOSTER:** ofo@stbrn.ac.uk

**MATTIA PACE:** mpa@stbrn.ac.uk

**MAISIE WELLER:** mwe@stbrn.ac.uk

**JED MORRIS:** jmr@stbrn.ac.uk

**SIMON WEATHERALL-KING:** swk@stbrn.ac.uk

**ELLE PETERS:** epe@stbrn.ac.uk

**GABRIELLA CROWLEY:** gcr@stbrn.ac.uk

**DYLAN COX:** dco@stbrn.ac.uk

Email is best because we are in tutorials and seeing students, we will reply to you as soon as possible.

# CAREERS SUPPORT

**Careers Education Information Advice and Guidance at St Brendan's is completely impartial. Our highly qualified advisors will create a bespoke action plan to help each student reach their individual goals**

## ADVICE AND GUIDANCE

Every student has unlimited access to individual careers guidance appointments throughout the year. 30 minute appointments can be booked by coming into the Career Zone, on Moodle or by email to CEIAG@stbrn.ac.uk. Shorter drop in sessions for advice and guidance are also available, after which a longer appointment can then be booked if necessary.

The careers department work closely with our learning development department and the academic mentors to ensure that students with additional needs receive a guaranteed guidance appointment to support their progression after college.

## CAREERS NEWS AND INFORMATION

**Careers News** is a weekly newsletter which is emailed to students and parent/carers with the latest information on a range of opportunities including:

- Important dates and deadlines
- Apprenticeship and job vacancies
- University open days and summer schools
- Work experience and volunteering opportunities
- Widening participation opportunities
- Gap year opportunities

Students will discuss the opportunities in careers news during their Futures and Tutorial sessions. Moodle is also regularly updated and we have an up to date careers library in Careers Zone in Cafe Max. Our Twitter feed is updated daily with the latest careers events and opportunities.

## CAREER READY

We work in partnership with Career Ready which is a UK wide charity linking employers with schools and colleges to open the world of work to young people. Students apply online and are shortlisted through interview. The programme includes the highly sought after paid internship, employer mentoring and Master Classes.

## APPLYING TO UNIVERSITY

Starting in the summer term of year one students are given information, advice and guidance through every step of the UCAS application process. Support is provided through the academic mentor team, the Futures programme and UCAS drop-in sessions during the Autumn term. Personal statement advice and guidance is also delivered through our partner Universities and eligible students can attend additional sessions with the charity.

## INTO UNIVERSITY

Students who qualify for widening participation schemes such as On Track to Bath, Access to Bristol, Bristol Scholars, Realising

Opportunities and The Sutton Trust are given additional targeted support to ensure that they are given a contextual reduced offer. We are also a partner college for the Future Quest programme.

Early applicants (medics, vets, dentists, Oxford and Cambridge) are given additional opportunities through our links with Oxford and Cambridge Universities and partner schools to prepare for interviews and admissions tests. Eligible students are supported to apply for Oxford UNIQ and the Cambridge HE+ programme.

Applicants requiring an interview for their course such as nursing or teaching are given the opportunity to participate in mock interviews delivered by university outreach teams to help them to prepare for the real thing

## APPRENTICESHIP SUPPORT

An apprenticeship is a great way to gain the skills, knowledge and experience you need to get into many careers. There are many different apprenticeships available across a wide range of industries, and for a wide variety of job roles. As a paid employee, each apprentice works alongside their studies. There are no student fees, training costs are funded by the government and your employer.

An apprenticeship is an ideal option if you have a clear idea of the career path you want to follow, providing you with practical, on-the-job training, and classroom-based instruction. Information, advice and guidance about apprenticeships is delivered through the futures programme and through our careers events and activities where students will have the opportunity to hear from apprenticeship providers and employers about the application process and the skills they are looking for. Examples of recent apprenticeship events included talks from Lyons Davidson, Airbus, Network Rail, The UK Border Force and Dyson.

## USEFUL APPRENTICESHIP LINKS

- [www.gov.uk/topic/further-education-skills/apprenticeships](http://www.gov.uk/topic/further-education-skills/apprenticeships)
- <https://www.apprenticeships.gov.uk/parents/their-career#>
- [www.ucas.com/apprenticeships-in-the-uk](http://www.ucas.com/apprenticeships-in-the-uk)
- <https://amazingapprenticeships.com/parents/>

## WORK EXPERIENCE

At St Brendan's we recognise the importance of students gaining first-hand experience of the workplace through workplace visits, work shadowing or work experience. We have developed extensive links with both local and national employers to source work experience placements for students.

All students can apply for a range of structured work experience programmes with employers to help with their exploration of career opportunities and expand their networks. These include employers such as the Ministry of Justice, Barclays, GKN, Rolls Royce and Airbus. Each year we are allocated a small number of placements with local healthcare trusts for students committed to a career in health.

# LEARNING DEVELOPMENT

**At St Brendan's Sixth Form College we are committed to supporting all students with additional needs. We try to promote equality and diversity in the college, to value everyone's unique contribution, and to make sure that all of our academic and social provision is inclusive. There is no stigma attached to the Learning Development area. It is open to, and accessed by, all students, so it is never obvious who has a label of 'SEND' and who doesn't.**

## IDENTIFYING AND ASSESSING SEND

Additional needs can be considered under four broad areas:

- Communication and interaction.
- Cognition and learning.
- Social, mental and emotional health.
- Sensory and/or physical.

The College will ask about any additional needs during the application and enrolment process and this will be followed up with an initial needs assessment with the Learning Development Team. Information will be requested from schools if there is any formal paperwork, such as Educational Psychologist reports, Learning Difficulties Assessments. Some schools will invite the college in for a transition review in year 11.

If the young person had no additional support at school, but their initial assessment or their teacher raises any concerns that they may need support, they will be assessed by the Learning Development Team. A dialogue will also take place with parents/carers, who can raise concerns about support at any time with the Learning Development Team or the young person's Academic Mentor.

The Learning Development Team will take responsibility for providing additional support. They will undertake an initial needs assessment and agree the support strategies to be deployed with the teachers concerned, and the young person. They will regularly review with the student whether the support is meeting their needs.

Support can be provided individually in class by a Learning Support Assistant (LSA) if the student receives High Needs Funding agreed by the Local Authority.

Small groups can also be set up to support students with their literacy and numeracy. For all other students, the Learning Development Area (Room B101) is open during the college day and any students can come to seek help at any point with particular issues.

As this is a college and not a school, we aim to empower our students to be able to ask for help when they need it, rather than to impose it, and to be more in control of the support they receive, in order to prepare them better for adulthood.

## SOCIAL EMOTIONAL, MENTAL HEALTH

All students at St Brendan's have an Academic Mentor who reviews their progress with them on a 1:1 basis and also sees them for tutorials. You can contact them at any time if you have any concerns.

The Learning Development Team will support any young person if they have any mental health issues such as self-harm, anxiety, depression etc. They can also arrange for students to see the student Health & Wellbeing Lead, one of the welfare officers or the student welfare & engagement assistants. Our mental health service covers the whole of the academic week. We can refer students to external agencies such as Off the Record for counselling or other support if necessary.

We have a number of resources to help support young people with their mental health, this includes the Talk Campus app, for more information contact [clare.mclaughlin@stbrn.ac.uk](mailto:clare.mclaughlin@stbrn.ac.uk)

# MEET THE LEARNING DEVELOPMENT TEAM



**KERRY MULLINDER**  
*Head of Learning Development  
& Safeguarding*

## LEARNING DEVELOPMENT MANAGERS



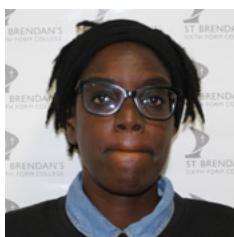
**HANNAH BACKSTROM**  
*SEND Lead*



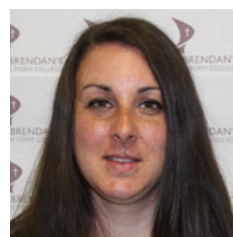
**CLARE MCLAUGHLIN**  
*Student Health &  
Wellbeing Lead*



**VANESA  
CAMPILLO LOPERA**  
*Access Arrangements  
Coordinator*



**SENSIMILIA MCLEAN**  
*Student Inclusion  
Lead*



**RIA THORDARSON**  
*Learning Development  
Administrator Coordinator*

## DEFINITION OF TERMS

### CIC- CHILDREN IN CARE

**Key Contact:** Sensimilia McLean [smc@stbrn.ac.uk](mailto:smc@stbrn.ac.uk)

A child who is being looked after by their local authority is known as a child in care.

They might be living:

- With foster parents
- At home with their parents under the supervision of social services
- In residential children's homes
- Other residential settings like schools or secure units.

They might have been placed in care voluntarily by parents struggling to cope.

Or, children's services may have intervened because a child was at significant risk of harm.

### YOUNG CARERS

**Key Contact:** Sensimilia McLean [smc@stbrn.ac.uk](mailto:smc@stbrn.ac.uk)

Young carers are children and young people who look after someone in their family who has a disability, a long term illness, or is affected by mental ill health or substance misuse. Young carers may look after parents, care for a brother or sister, or another family member. The average age of a young carer is 12+, they take on responsibilities normally only expected of an adult.

### EHCP- EDUCATION HEALTH CARE PLAN

**Key Contact:** Hannah Backstorm [hba@stbrn.ac.uk](mailto:hba@stbrn.ac.uk)

Students have a statement of Special Educational Needs or a new Education Health Care Plan.

This is a legal document that states the diagnosed needs of the student and the support the school must put in place to meet their needs.

### HNF - HIGH NEEDS FUNDING

Provision for pupils and students with special educational needs and disabilities (SEND) from their early years to 25.

### K - SEND SUPPORT

These students have been recognised because their needs require specific differentiation and/or external services will be involved.

### TUF - TOP UP FUNDING

If a school requires funding that goes beyond the maximum £6,000 to provide a pupil's special educational provision, then depending on the assessed needs of the pupil concerned, the LA will provide the required funding from the LA's high needs block.

### ACCESS ARRANGEMENTS

**Key Contact:** Vanesa Campillo Lopera [vanessa.campillo@stbrn.ac.uk](mailto:vanessa.campillo@stbrn.ac.uk)

Some students require Access Arrangements in order to access tasks in lessons and exams in GCSE's, Access to level 3, A-Level and BTEC's. Access arrangements are put in place to make it fair for all students and remove any disadvantages they may have.

Access Arrangements must reflect the normal way of working in lessons. There are a range of Access Arrangements which reflect the individual needs of students.

These include:

- Extra time granted for the completion of exams (typically 25%)
- Reader
- Scribe
- Word-processor

The designated officer makes applications at the start of Year 12 for students that require Access Arrangements. Information is collected by the designated officer in partnership with teachers, in class support staff and previous educational settings.

This must show:

- Evidence of need
- History of need
- The Access Arrangement being applied for is that student's normal way of working in college.

If a parent or teacher feels that a student is disadvantaged in a particular area and feels they would benefit from having an access arrangement subject they need to speak to the designated officer.

The designated officer will then investigate this further and discuss their findings with the teacher and parents. In all cases written evidence in support of applications must be provided and must cover the dates appropriate to the claim.

# SAFEGUARDING

## WHAT IS SAFEGUARDING

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

## AREAS OF SAFEGUARDING

Please see the link below on our website

which will give you more information on different aspects of safeguarding.

[https://www.stbrn.ac.uk/upload/Safeguarding\\_Knowledge\\_Organiser.pdf](https://www.stbrn.ac.uk/upload/Safeguarding_Knowledge_Organiser.pdf)

## PREVENT

*Prevent Lead: Kerry Mullinder*

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers (referred to in this advice as 'childcare providers') are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

## DEFINITIONS

### EXTREMISM

Is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

This also includes calling for the death of members of the armed forces.

### RADICALISATION

Refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

### FUNDAMENTAL BRITISH VALUES

- Democracy- A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities.
- Rule of Law- The need for rules to make a happy, safe and secure environment to live and work.
- Individual Liberty- Protection of your rights and the right of others you work with.
- Mutual Respect and Tolerance- Understanding that we all don't share the same beliefs and values. Respecting the values, ideas and beliefs of others whilst not imposing our own others.

### LOCAL AUTHORITY INFORMATION

For safeguarding information regarding each Local Authority- please see our website:

<https://www.stbrn.ac.uk/info/safeguarding-2/about-safeguarding/>

[https://www.stbrn.ac.uk/upload/Safeguarding\\_Young\\_People\\_and\\_Adults\\_at\\_Risk\\_Policy\\_Sept\\_18.docx](https://www.stbrn.ac.uk/upload/Safeguarding_Young_People_and_Adults_at_Risk_Policy_Sept_18.docx)

[https://www.stbrn.ac.uk/upload/Prevent\\_strategy\\_Action\\_Plan\\_Audit4.docx](https://www.stbrn.ac.uk/upload/Prevent_strategy_Action_Plan_Audit4.docx)



# MEET THE SAFEGUARDING TEAM



**KERRY MULLINDER**  
*Designated Safeguarding Lead  
& Prevent Lead*

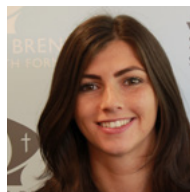


**LAURA HOWE-HAYSOM**  
*Deputy Safeguarding Lead*

## SAFEGUARDING OFFICERS



**MICHELLE DENSLEY**



**KATY PHILLIPS**



**HANNAH BACKSTROM**



**CLARE MCLAUGHLIN**



**SENSI MCLEAN**



**ALEXANDRA MORUZZI**



**MARIAN CURRAN**



**STEPHEN CLAYSON**

## SAFEGUARDING ADMINISTRATOR



**CLAIRE HALL**

To speak to a member of the safeguarding team please ring reception and ask for a member of the safeguarding team.

Alternatively please call the safeguarding mobile number: 07471823522  
(Between the hours of 8am-6pm Monday-Friday)

# FINANCE

## BURSARY

Financial assistance may be available to help with the costs associated with studying at St Brendan's. The 16 to 19 Bursary Fund is a government funded scheme to help support young people who face the greatest financial barriers to education. Each bursary award gives consideration to individual student needs. Bursary funding may be awarded for travel to college, compulsory course costs (such as trips or kit) and Free College Meals (FCM).

If the combined earned income for all adults in your household is less than £27,000 per year you may qualify for financial support. We will need to see evidence of earnings and benefits.

### HOW TO APPLY

Follow the link below to access the applications system, to register you will need your student ID number.

<https://stbrendans.paymystudent.com/portal/>

For further information please contact Nicola Stevenson, Bursary and Transport Coordinator:

[NSV@stbrn.ac.uk](mailto:NSV@stbrn.ac.uk)

## ONLINE PAYMENTS

All payments made to college should go through Wisepay. The link to WisePay is in the Parent and Carer area of our College website. Students will be emailed access information by mid September.

# GETTING TO COLLEGE

## PUBLIC BUS SERVICES

We sell First Bus student tickets at St Brendan's College, although the cheapest tickets are the mtickets which can be purchased on the First Bus app. These tickets offer free weekend and evening travel.

For the latest St Brendan's information from First Bus follow the link

<https://www.firstgroup.com/bristol-bath-and-west/routes-and-maps/colleges/st-brendans-sixth-form-college>

## SB1 & SB2 EXCLUSIVE BUS ROUTES

We've teamed up with First Bus to offer our students two exclusive routes SB1 and SB2.

SB1 bus travels through Kingswood, Cadbury Heath, North Common, Longwell Green and stops right at our door!

SB2 starts at The Willy Wicket Pub in Downend, and covers Downend, Staple Hill, Fishponds, St George & Hanham.

## COLLEGE COACHES

St Brendan's has a network of College coaches, operated by Turners Coachways. You pay only £79 per month (September to May inclusive) to know that you have safe, affordable, door to door transport.

- **ROUTE 1** Yate, Chipping Sodbury, Westerleigh, Pucklechurch, Wick, Warmley
- **ROUTE 2** Winterbourne, Coalpit Heath, Blackhorse, Emersons Green, Mangotsfield
- **ROUTE 3** Bromley Heath, Downend, Staple Hill, Speedwell, Hanham
- **ROUTE 4** Horfield, Patchway, Bradley Stoke, Stoke Gifford, Frenchay, Stapleton, Fishponds

These services operate at the beginning and end of the college day, arriving at St Brendan's by 08:50am and departing at 16:10.

## NO PASS MEANS NO TRAVEL

In order to increase security we are adopting the practice used by many other Colleges, passes must be shown for all travel. Students unable to show a college photo id travel pass will not be allowed to board, as would happen on public transport. There will be no exceptions to the rule "NO PASS MEANS NO TRAVEL."

To apply please complete the form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=y8lCoChcsE6h47Vul4MlviHU61zKznNCsr2Zz603ARUMEICV1FKOE9JM0UxUVdMSVpIMkFXVjBQVi4u>

## TRANSPORT BURSARY

Students travelling to college by public transport or on our college coaches, can apply for bursary support if their household income is less than £27,000 per year.

If travelling by college coach, there are also partial bursaries available for those with a household income of between £27,000 and £55,000

For more information about Financial Support, visit:

<https://www.stbrn.ac.uk/info/bursary-support/are-you-worried-about-the-costs/>

# PERSONAL DATA

St Brendan's Sixth Form College is the data controller (as defined by the General Data Protection Regulations 2016 or GDPR) of students' and your personal data and the Assistant Principal is the designated Data Protection Officer (DPO).

St Brendan's processes student data in order to support them with their studies. This includes timetabling and tracking student progress and setting targets. We also use student data for general and day to day operations like recording College deposits, processing bursary payments and bus tickets, managing payments for trips or curriculum equipment, managing library account and student systems account which gives you access to the College's IT services, email account and door access system.

The College will pass student details on to other official bodies including examination boards and the Education and Skills Funding Agency (ESFA). The data is primarily used by the ESFA and the Department for Education to perform statutory functions on behalf of the Secretary of State as set out in the Apprenticeships, Skills, Children and Learning Act 2009 and for the exercise of functions of the Crown, a Minister of the Crown or that government department.

St Brendan's Sixth Form College will process students' personal data to enable it to fulfil its education role and it is required to pass some of this data to the ESFA for the exercise of functions of the government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). The information students provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

Students may be contacted after leaving St Brendan's to establish whether they have entered employment or gone onto further training or education. Students may also be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

We will share some data with: the ESFA; examination boards; the Local Authority; the Association of Colleges (for analysis); WisePay in order to create and manage your on-line payment account with the College; and other authorities on demand for statutory purposes.

To write to us on any of the rights above please email:  
[data.protection@stbrn.ac.uk](mailto:data.protection@stbrn.ac.uk)

If you have a complaint to make about the College's treatment of your data or in respect to the responses made to your enquiries you can lodge a complaint with the Information Commissioners Office on 01625 545745 or 0303123 1113.

Student data is collected from the application and enrolment process, their previous school, the local authority, teachers and tutor.

This is an extract from a fuller document which may change from time to time. To check for updates to the list visit:  
<http://www.stbrn.ac.uk/college-docs/college-documents/>

## THE COLLEGE WILL COLLECT THE FOLLOWING DATA FROM STUDENTS

- Full name
- Address
- Telephone number
- Email address
- Qualifications on entry
- Gender details
- Ethnicity
- Date of birth
- Eligibility to remain in the UK (passport or NI number or birth certificate)
- Photograph (for ID purposes)
- Previous school
- Care status
- Any Medical conditions
- Special educational needs
- Qualifications gained
- Asylum status should that be applicable

## WE WILL ALSO COLLECT AND MAINTAIN RECORDS OF STUDENTS'

- Course choices
- Attendance
- Examination entry details
- Bursary applications and payments (with details, but not copies of your household's income)
- Car registration number (if parking on site)
- Destination after St Brendan's
- Any personal or sensitive data that students choose to share with the College.

## STUDENTS HAVE THE RIGHT TO...

- Be informed about the collection and use of your personal data.
- Access to your personal data and supplementary information and to be aware of and verify the lawfulness of the processing.
- Rectify inaccurate or incomplete personal data.
- Erasure also known as 'the right to be forgotten' may give you the right to have personal data erased. But this right is not absolute and only applies in certain circumstances. You can make a request for erasure verbally or in writing.
- Restrict processing may give you the right to request the restriction or suppression of your personal data. This is not an absolute right and only applies in certain circumstances. When processing is restricted, personal data can be stored but not used.
- The right to data portability gives you the right to obtain and reuse your personal data for your own purposes across different services.
- The right to object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
- Rights in relation to automated decision making and profiling. The GDPR has provisions on automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process. However, the College does not process your data in this way when making its decisions.



[www.stbrn.ac.uk](http://www.stbrn.ac.uk)



**ST BRENDAN'S**  
SIXTH FORM COLLEGE