

# Post 16 Student Handbook



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Please Contact Tracey Bartley with all enquiries:

## Post 16 Centre

The International School  
Sheldon Hall Avenue  
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Birmingham  
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Telephone: 0121 464 9642

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# Post 16 Student Handbook



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“ U n l o c k i n g ”

# Welcome to the Post 16 Centre



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# Post 16 Centre EMA



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## EMA

Education Maintenance Allowance is available for some families. Application forms are available from Tracey.

It is only paid to students who have:

- 100% attendance
- Been punctual to all lessons and registered their attendance each day

### Bonus payments are dependent on:

- Satisfactory completion of coursework or assignments
- Attendance to examinations
- Achieving individual learning goals agreed with you.

The amount of EMA received will depend on the wage that your parents receive annually.



**Sue Stanley**  
Co Director of Post 16



**Lynne Wells**  
Co Director of Post 16



# How To Deal With Problems



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Life as a Post 16 student is not always easy, and at times you may well feel like giving up. If you do experience any difficulties, which may be to do with work or perhaps a member of staff, don't "bottle it up"!!

Try talking things through with a friend first. Sometimes this is all it takes to sort things out.

If it is appropriate, talk to the subject teacher and share your concerns. Remember, your teachers are there to help you and they will whenever possible.

If it is not appropriate and/or you are still unhappy then talk to your Personal Tutor. They are concerned with your general welfare during your time here.

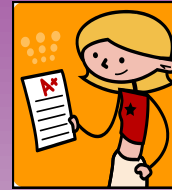
However, don't be afraid to talk to any member of the Post 16 Team, we will listen to you and help in whatever way we can.

Staff are there to listen and help you!

# Expectations Part 1



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**Welcome to the Post 16 Centre. We hope that during your time with us, you will achieve the success you are aiming for and find the experience an enjoyable one.**

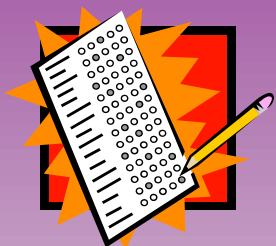
**As a student you can expect:**

- To be taught by an experienced and dedicated team of teachers.
- A punctual start to lessons.
- Clear deadlines for completion of work.
- To have your work marked regularly and to receive feedback on this.
- In the case of staff absence, work will be set, and should be completed independently by you.
- To have independent learning periods during which quiet work can be continued in the Learning Resource Centre or other available rooms.
- To have access to ICT facilities.
- Regular reviews to monitor your progress with your Personal Tutor.

# Expectations Part 2



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Continued from Part 1:

- Help and advice.
- Confidentiality when support is needed at times of doubt or distress.
- Access to the school counsellor.
- Guidance at key times of decision making for example choice of subjects and examinations.
- Access to Careers guidance and information.
- References to be written for employment, further and higher education applications when made.
- To be entered for the relevant public examinations.
- To continue 2<sup>nd</sup> year of Level 3 Courses immediately following completion of AS course.

## PUBLIC EXAMINATIONS

You are expected to attend the examinations you have been entered for!

# Student Services



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## SCHOOL COUNSELLOR

If you need confidential support we do have a school counsellor who will provide this. It is free and if you feel this would help please see Mrs Stanley or Tracey to arrange an appointment.

## PERSONAL TUTOR

You will be assigned to a member of the Post 16 Team who will be your Personal Tutor. You will have regular discussions with your Tutor to discuss your progress and to help and support you throughout the year. Your Tutor will also monitor your progress with your subject teachers.

- At least one full student Tutorial Sessions a week will be held in the hall, and **all students** are expected to attend.
- The Tutorial programme will cover Careers and Personal Development.

# Lessons and Attendance



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## LESSONS

The main principle is that you have chosen to come here to work at your agreed course. Therefore:

- **A** - Attend all scheduled lessons and activities.
- **B** - Be on time! We expect punctuality and will insist on it.
- **C** - Commitment - meet all deadlines.

## ATTENDANCE

We expect 100% attendance. Absence, as in employment, should be covered by a Doctor's Certificate. If you know you are going to be away contact **0121 464 9642**.

For those students who are eligible for Education Maintenance Allowance they will only receive their allowance on the basis of **100% attendance** and punctuality

# The School Day



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## SCHOOL DAY

Monday to Friday: 8.45am - 3.20pm

8.45 am — 9.20 am	Student Briefing ,Assembly and Tutorials
9.20 am	Period 1
10.20 am	Period 2 + Breakfast
11.40 am	Period 3
12.40 pm	Period 4 + Lunch
2.20 pm	Period 5

## VISITORS

Please **do not** invite friends and acquaintances to college during the day. Any visitors are asked to report to Reception arrival- this is to ensure sensible security and acts as a safeguard in the event of an emergency.

## School and The Community



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### Relationship with the Whole School and the Community

The Post 16 Centre is part of the whole school and college from which we benefit greatly. We can repay that benefit in the following ways:

- Respect the wishes of all staff throughout the whole campus.
- Our school car parks are very crowded. Please check if you wish to park cars or motorbikes on the school car parks.
- Welcome all our visitors by giving whatever assistance you can whenever you are asked, or when you see a need.
- Remember that as Post 16 students, you have more freedom than other students.
- Accept the responsibility that goes with this freedom by the quality of the example you set.

## Domestic Arrangements Part 2



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### INDEPENDENT STUDY PERIODS

All Post 16 students will have Independent Study Periods on their timetables. They are there for you to continue with your work. Quiet work can be undertaken in the Learning Resource Centre and any other available room – see information board for details.

Developing good independent learning is essential for you to ensure you meet your deadlines.

### LUNCH ARRANGEMENTS

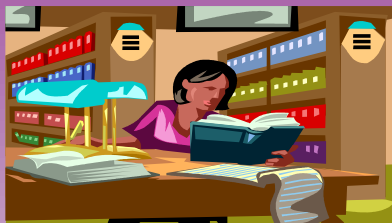
A selection of hot meals sandwiches/baguettes/drinks will be available for you to purchase and eat in the Post 16 Refectory. Food should **NOT** be eaten in the Common Room.

**Note:** food purchased off site must not be brought back into college.

# Domestic Arrangements Part 1



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## REGISTRATION

**ALL students** must register every day and follow the tutorial programme.

## NON - CONTACT PERIODS

If you do not have a lesson, you have three options:

- Continue with Independent Study
- Relax sensibly in the Common Room
- Period 4 and 5: You may go home

## LEAVING THE PREMISES

If you leave the building during the day, for whatever reason (even if you are just going to the shops at lunchtime) you must sign the book in reception to indicate this and sign in again on your return. The obvious reason for this is in case of an emergency, we must know where you are.

# Code of Conduct Part 1



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## DRESS

**Clothing should be smart/casual and appropriate for the learning environment**

- Tee-shirts with offensive logos are not acceptable
- Low cut tops with string shoulder straps or strapless should not be worn
- **NO CAPS** to be worn in any part of the campus

**If you are unsure, please ask.**

## ADVICE

- It is not sensible to bring valuables to College.
- You must respect the Post 16 Common Room, so please put rubbish in the bin. Remember this is your area and one which should provide a facility for social enjoyment for you and everyone in Post 16.
- This is a non-smoking campus for all teachers, students and visitors alike.

## Code of Conduct Part 2



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The following are **unacceptable**:

- Wilful or reckless damage to furniture, fittings and property and recompense is always required.
- Any remarks or behaviour that may reasonably be taken as offensive on grounds of race, religion, ability or gender.
- Any act of aggression arising from whatever cause.
- We expect differences to be resolved by discussion
- The carrying of any offensive weapon
- Consuming alcohol or illegal substances on school premises.
- Misuse of ICT facilities including emails

**Students involved in any of these activities will be dealt with very seriously.**

**In extreme cases it could result in students being asked to leave Post 16.**

## Phones and Procedures



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### MOBILE PHONES

Mobile phones **are not to be used during lessons.**

If someone needs to contact you urgently they can do so by phoning the school number which is 0121 464 9642 and a message will be passed on to you.

The college does not take any responsibility for the loss or damage of mobile phones brought on to the premises.

### FIRE PROCEDURE

Students are asked to make sure that they are familiar with the procedure to be followed in the event of a fire. The procedure is summarised on a notice displayed in each room.

### SNOW PROCEDURE

In the event of heavy snow, the college may be closed to students. Information will be broadcast on local radio.