



Honiton Community College

Post 16

Information and Guidance

2023 -2024

INTRODUCTION

Welcome to Honiton Community College Post 16. This guide has been written to give a clear understanding of the procedures, approaches and expectations of being in HCC Post 16, with a view to maximising student achievement and success.

We value our Post 16 students very highly and place great value on the contribution that each individual student makes to the school community as a whole. The school believes that it is the good working relationship between parents, carers, students and staff that will help guide student's development to realise full potential; academically, socially and emotionally. We aim to develop independent, ambitious and successful individuals who set themselves high expectations and achieve or exceed their potential.

We know for many students that the gap between finishing their GCSE's and starting Post 16 qualifications is a huge step in the skills, knowledge and the time management that is required. We closely monitor progress and personalise the support that is needed in order to achieve the individual's full potential. This is done through target setting, regular contact meetings with tutors and communicating with parents/carers.

We also have a clear focus on preparing students for life after Post 16. Whether they choose university, apprenticeships or employment, students are given careers guidance and advice that prepares them to make a valued choice in their future career. As a team we :

- Raise awareness about the impact a quality / characteristic can have on potential success
- Encourage personal reflection of the presence or absence of that quality in the student
- Engage the student in a task that develops their practice
- Create a non judgemental environment and culture in which students can critically assess themselves and then support then in making improvements.

Life in the Post 16 is an exciting new opportunity in their educational adventure with students developing their own individual unique character. We strive to provide an environment in which every student can experience the right balance of independence and supportive guidance and achieve the success they well deserve.

The whole team look forward to an outstanding year ahead.



Selena Burroughs

Assistant Principal - Director of Post 16 Studies

SBurroughs@honitoncollege.devon.sch.uk

01404 42283 Ext 250

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MAXIMISING POTENTIAL

Typical characteristics of the successful Post 16 student include:

- Attendance at school and lessons is 96% or higher.
- Completes at least 4 hours of independent study for each subject studied per week. Where this is not directed by the teacher, students read around the subject, revise and consolidate understanding independently.
- Submits independent study in full, on time.
- Works no more than 6 hours in paid / voluntary employment per week.
- Has a goal, knows what they want to do and is proactive in ensuring that they are doing what is needed to achieve their goal. Invests time in setting goals and researching strategies.
- Is effective at time management – uses a time planner, to-do lists and timetables in order to prioritise work, meet deadlines and stay on top of work.
- Is organised and always attends lessons fully prepared – paper, pens, equipment etc.
- Engages with teachers and tutors – asks questions and is clear about how to raise their achievement.
- Engages with parents/carers about their learning – what they are studying, how they are doing and what they are planning to do to improve.
- Uses peers to improve own learning and study habits through discussion and collaborative working.
- Uses effective revision strategies (e.g. visual methods, practice papers, collaborative working) and employs them throughout the year, not just prior to examinations.
- Reads around their subject area as a result of self-motivation.
- Enjoys a healthy work-life balance – devotes time to other pursuits, hobbies, social activities.

THE VESPA MODEL

- A model we use widely in Post 16 to help support students is the VESPA model. The model is based on Oakes & Griffin (2016) suggesting that past performance at Year 11 did not seem to guarantee future performance at Post 16 studies.
- The factors that determined success were the student's habits, routines, attitudes and approaches to study. The good news is that these can be taught, and we have changed many students mindset to ensure success since following this model.

Characteristics of a successful Post 16 Student

- Perseverance, resilience and grit
- Confidence and optimism
- Motivation, drive and ambition
- Tolerance and respect
- Honesty, integrity and dignity
- Conscientious, curiosity and focus

Have **YOU** got the A Level Mindset to Succeed?

Vision - you know what you want to achieve

Effort - you put in many hours of proactive independent study

Systems - you organise your learning resources and time

Practice - you practice and develop skills

Attitude - you respond constructively to set backs

Following the VESPA model ensures you have the character , behaviour and mindset to realise your potential and achieve.



PATHWAYS AND SUBJECT CHOICES

HCC Post 16 aims to be as flexible and as accommodating as is possible with regards to student options. Where students have a change of mind regarding their choice of options, they may do so at any point prior to the commencement of the Autumn term and up to **22nd September 2023** with approval from the Director of Post 16. Students are advised to consider long-term plans and not to choose anything that is likely to restrict their options later on.

At HCC, we have developed an inclusive curriculum which we can tailor to the needs of each individual student. We have a range of A-levels and BTEC qualifications at Level 3 with students being able to take a combination of both. The Post 16 Team can advise each student as to the best subject or course choices for them, taking into account their academic strengths, achievements and ambitions.

Students studying A-level or BTEC Level 3 are expected to start with a minimum of three courses. Students that have a grade 4 in English Language or Maths will be required to attend lessons to support their skills in these subjects that will in turn help with their main subjects being studied.

It is important for students to consider their progression after Post 16 studies. Some universities will not accept some subjects that they consider to have less academic rigour. These are mostly the Russell Group Universities. Also, some subject combinations may be necessary for certain HE courses.

If you have any queries regarding subject choices, pathways and options, students should arrange a meeting with Selena Burroughs – Director of Post 16. Team.

POST 16 CENTRE

We are proud to have a dedicated area for the Post 16 students to work independently and form a unique learning and social environment. The area is very much theirs to take ownership and care of including the equipped kitchen area for light snacks to be prepared.

IT facilities for the Post 16 students are provided in the centre. Students are also very welcome to bring their own laptops into college to use and we would encourage them to sign up to the wifi by completing the relevant form.

The centre is staffed between 8am and 4pm – Monday to Friday. It is open for the students to use as a study area from 7.00am – 7pm on most weekdays.

LANYARD AND SWIPE CARDS

Each student is issued a personalised swipe card at the start of the year and student lanyard. This card is to be used to swipe in and out of College at the various entrances and exits around the school. We trust and rely on the students following this procedure to ensure we have an accurate record of who is on site in the case of a fire alarm. Lanyards must be worn at all times whilst on college grounds and when volunteering as a student in external placements to comply with our safeguarding policy.

ATTENDANCE

All Post 16 students are expected to attend all timetabled sessions within their week. This includes scheduled contact meetings with their tutor, Personal Development Sessions (PDS) and all lessons.

All students will have non-contact lessons that should be used for self-directed/ independent study. This can be completed either at school in the centre or other quiet areas within HCC or at home. If students are falling behind with their work and targets, we may ask for the student to be in College from 8.35am – 3.05pm so extra support can be given in these study periods. Parents/carers will be notified of this by the students tutor or Head of Post 16 and student will be required to register at the office each non-teaching session.

All absences should be notified at the earliest possible time, in advance if possible. Absences can be reported by phone or email with a brief explanation of the reason for absence.

Absence Email – Post16absence@honitoncollege.devon.sch.uk

All absences will be regarded as unauthorised unless we have been notified otherwise.

All absences should be notified in advance where possible:

Reason For Absence	Action Required
Medical / dental appointments	A copy of the appointment card should be shown to staff in the Post 16 office. Unless an emergency or unavoidable, all appointments should be made outside of school time.
Driving Test	A copy of the appointment card should be shown to staff in the Post 16 office. Absences for driving lessons are not authorised.
Recognised religious holidays	Please provide a letter of authorisation.
College / Careers interviews / University open days / Scholars programmes	Please provide a letter of authorisation.

Job Interviews	Please try to avoid timetabled lessons. You will not be able to work during College hours and therefore should not be expected to attend interview during this time.
Family bereavement / funerals	Please telephone in the first instance and provide a letter of authorisation from parent/ carer on return to College. Where dates for funerals are known in advance, please provide a letter of authorisation beforehand.
Appointments with police / courts / probation / social services etc	Please provide a letter of authorisation.
Sickness	Please telephone or email the dedicated absence e mail address on every day of absence. Any long-term absence should be supported by a doctor's certificate. Where sickness coincides with examinations, you must telephone College immediately.
Family emergency	Notify the Post 16 office by telephone or e-mail on day of emergency and provide a letter of authorisation on return to College.
Transport problems (to which there is no alternative)	Notify the Post 16 office by telephone or email on day of emergency.

Unauthorised Absences include:

- Failure to register
- Work (part time or full time) Note – it is recommended that students work no more than six hours per week in paid employment / volunteering.
- Driving lessons
- Any instance of authorised absence where the correct notification has not been received.

This is not a definitive list and all absences will be considered on their own merit.

It is the student's responsibility to communicate with the individual teachers prior, during or after the absence to request the work that was missed. If the student is away on a submission date for work, the student must notify the teacher immediately.

TUTORIALS

The tutor plays one of the most pivotal roles for student progress and achievement. The tutor is often the first point of reference for parents or carers. They will have oversight of each tutees daily attendance at lessons, all aspects of their timetable, including enrichment activities and they are responsible for monitoring each tutees progress and well-being through communication with the Director of Post 16, subject staff, parents and the students themselves.

Role of the Post 16 Tutor

- To enforce and monitor the Post 16 Contract
- Monitor student attendance, at registration and lessons
- Conduct contact meetings in a purposeful and respectful atmosphere
- To build a group identity and team spirit within the tutor group
- To liaise with students, staff, parents/carers as necessary
- To prepare students to make successful University, Apprenticeship and employment applications and write UCAS and employer references as required.

Contact meetings

Each student will have regular personalised meetings with their tutor to discuss progress, targets and future plans after their Post 16 studies. These are scheduled on a rotation and must be attended but students are encouraged to see or contact their tutor outside of these times if they have any other queries. The students tutor will also be responsible for writing any academic or personal references that may be required.

16 – 19 FINANCIAL BURSARY

The 16 – 19 Bursary Fund is given to the College by the government to support students who need financial help in order to stay in education. The bursary can be used to help with the cost of transport, paying for books, essential trips and other expenses.

There are a range of criteria for eligibility and each application is assessed individually through the completion of the application form and by providing the necessary evidence. The amount awarded will vary in each case, but it could be as much as £1,200.

If you receive free school meals, or if you or your family are in receipt of any benefits then you may be eligible and should consider applying. Please see the application form for the full list of criteria and more details on how to apply that can be found either on the College website under the Post 16 section or forms can be obtained from the Post 16 office.

TARGET SETTING AND MONITORING

Target grades for A-level and BTEC Level 3 qualifications are set using the students' average and individual GCSE grades and predicts their likely grade based on national data. This ensures that targets are challenging and allows students to work towards their potential. Teachers regularly communicate with the Director of Post 16 to advise of any under-performance. Under-performance of the individual student is regularly monitored with contact being made to parents/carers.

REPORTS AND PROGRESS EVENINGS

Each report is seen as a review point in the academic year and tutors and the Director of Post 16 will discuss each student's report with them individually to monitor and assess progress. Students will be encouraged to reflect on their progress and re-evaluate targets and strategies in the light of them.

Progress evenings are held to give parents/carers the opportunity to discuss their son/daughter's progress with subject teachers and it is possible for appointments to be made with tutors on these evenings if available as well as the Director of Post 16. Appointments with the Director of Post 16 and tutors are welcomed and can be made at other times, as required.

BEHAVIOUR

Students' behaviour and attitudes to learning are the most significant factors in bringing about all forms of success at HCC. No student can become the best they can be unless they develop positive behaviours in respect of their relationships with others, their conduct around College and their attitude to their own learning and future.

Students shall understand, develop and value positive behaviour; both for the benefit of themselves, through better preparation for the academic and professional demands that will be placed upon them at a higher level and the entire College community.

In Years 12 and 13, we move away from the language of "rules" into more age-appropriate language with regards to "expectations of mutual respect, common courtesy and giving of our best. Each student will be asked to sign and uphold the Post 16 Contract and is subject to our Post 16 Student Support Programme should their behaviours for Learning impede their progress and potential achievement. Students may be instructed or invited to attend catch-up sessions where it is deemed necessary. These may take place during or after college, with a view to enabling a student to be supported with any work they may have fallen behind in.

DRESS CODE

Post 16 students are role models for the rest of the College and are required to uphold the standards expected of them. Students in the Post 16 must maintain appropriate personal standards of dress.

This Dress Code has been set in agreement with the Post 16 Executive Team Committee and following the colleges Staff Code of Conduct. It is designed to support students both in upholding their responsibilities, both as a role model and in being dignified and not causing offence/embarrassment to others. It is also intended to ensure that dress is appropriate for a working environment and to support their personal safety. It forms a part of the Post 16 Contract:

- No abusive or offensive slogans / words on clothing
- No cleavages/midribs visible i.e. no cropped or low cut tops
- Skirts to be below mid-thigh length
- No halter-neck / strappy tops
- Shorts to be below mid-thigh length and must be smart; not 'beach wear.'
- Tattoos and body art are covered up while students are in college.
- Discreet / hidden piercings only
- No underwear to be visible.

Failure to uphold the Dress Code could, in the first instance, result in a student being asked to return home and change into appropriate clothing. In the case of repeated instances, it could result in more formal action being taken.

Post 16 Contract

Our expectations of students

Post 16 students are expected to meet the following standards:

- To meet the work required of you on time and to the best of your ability and to endeavour at all times to achieve the full potential in academic work
- To meet all deadlines for the completion of assignments unless with prior agreement with the subject teacher
- To be responsible in your study habits, so that you will work quietly, steadily and with focus in private study and at home.
- To give a substantial portion of your own time to the study of each of your courses.
- To be punctual at registration, tutorial, briefings, contact meetings and in lessons
- To achieve a minimum of 96% attendance at all timetabled sessions, contact meetings and registration sessions
- The need to behave courteously at all times
- The requirement that you conform to the dress code
- Follow the College Code of Behaviour and College Behaviour Policy
- To limit paid employment so that it doesn't interfere with your studies. We recommend a maximum of six hours per week.
- To show care and respect for fellow students and the environment in which they work and study, especially showing consideration in use of the Centre and its kitchen.
- To respect the fact that Honiton Community College has a no-smoking policy which applies to the whole of the College site.

Your expectations

As a Post 16 student at Honiton Community College, you can expect

- To be given continuing guidance about courses and relevant strategies to meet your needs, including Higher Education, Apprenticeship and other post 18 opportunities and careers advice where appropriate.
- Good quality teaching with appropriate setting, marking and feedback of your work, including suitable cover work in the event of unavoidable staff absence, when known in advance.
- Regular reports and progress assessments which include target setting. These will take into account your abilities and aspirations for the future. These will be regularly reviewed and discussed with your tutor.
- Opportunities to use the College Post 16 Centre's facilities
- A full programme of Life Skills to incorporate general knowledge of opportunities and skills required for post 18.
- The chance to take part in a wide range of extra-curricular activities, including participation in the Post 16 Student Union, representing views of the Post 16 students to Senior staff and Governors

It is your responsibility to attend assemblies, registration sessions, check e-mails and look at notices/bulletins in the Post 16 Centre. It is VITAL that you do this in order to preserve communication between yourself and your tutor. If there are any issues that are worrying you concerning, for example your workload, then it is your responsibility to make contact with the relevant staff member, tutor, subject teacher or Director of Post 16.

College is a partnership between students and staff, and that we will try to resolve issues in a constructive way, but that the relevant policy may be applied where there is a failure to maintain the Post 16 Contract.

Post 16 Student Support Programme

Step	Action	Reasons for Action
1	<ul style="list-style-type: none"> • Formal discussion with student by subject teacher • Subject teacher to contact home and inform Director of Post 16 and Tutor. • Intervention as appropriate 	Non submission of work Poor attendance in lessons Behaviour / motivation poor in lessons Low academic progress
2	<ul style="list-style-type: none"> • Subject teacher to discuss focus / targets with student • Student placed on subject report • Subject teacher to contact home and inform Director of Post 16 and Tutor • Intervention as appropriate <p>*If 2 or more subjects are below target as highlighted in data collection – student will be placed on Progress Report with the Director of Post 16</p>	Insufficient improvement or progress shown from Step 1
3	<ul style="list-style-type: none"> • Meeting with subject teacher / HOD / Tutor / Director of Post 16 / and or the Principal / student and parent/carers to discuss suitability for Post 16 at HCC. • Final warning issued. 	Insufficient improvement or progress shown from Step 2

ENRICHMENT

We believe in developing the whole individual. It is vital for young people to develop skills and talents in today's competitive environment and we encourage them to do that. We also want them to enjoy their time with us and there is a wealth of enrichment opportunities for students to explore and get involved in.

Personal Development & Skills

Each year group will have timetable sessions that they will be required to attend. The aim of these sessions is to introduce life skills and information that may affect them. Road safety, the safe use of social media, progression to University or apprenticeships, charity awareness, sexual health updates, character education building, working abroad as a volunteer and managing personal finances are all topics that are covered in an informative but relaxed atmosphere. Various guest speakers join us in these sessions and suggestions are taken from the students themselves for relevant topics they wish to learn more about.

Sport

Sessions are timetabled for Sport for all students. This is optional but good for the students to get involved. It is not a PE lesson but an opportunity for social sport or play some competitive games against the rest of the Post 16 students. The range of activities include traditional sports including football, tennis, rounders as well as yoga, Zumba, trampoline and table tennis. This is a great opportunity for relaxation, break from coursework and to embrace 'Post 16 life'.

Duke of Edinburgh Award (DofE)

Many students chose to continue or start their DofE awards in their time at Post 16 which is something that we actively encourage both for their personal and character development but also for enhancement of their CV's and University application where it is highly regarded as a key achievement.

Volunteering

As part of any Post 16's Study Programme, students may wish to volunteer within the college or at an agreed external placement. Many students that spend their spare time volunteering with local or national charities find it can add great value to their career opportunities when they leave Post 16 but also gives them many life skills when working with a range of people and situations. Volunteering can be arranged both in College mentoring lower College students, local charities and organisations or we have a successful link with the National Citizens Service that we invite into Post 16 to talk about opportunities available to them.

Work Placement – Year 12

Work Placement is a combination of work related activities led in college as part of the careers and personal development programme as well as external opportunities with face to face experience in the workplace. This is very much a personalised approach with every student with it being a valuable asset to any CV or UCAS (University) application. Confirmation of dates and arrangements will be discussed within the Autumn Term.

Post 16 Student Union

The committee are elected members of Year 12 and 13 that are the representative body of the Post 16 students. They meet regularly and as well as discussing and proposing changes for their experience at Post 16, they plan and deliver many fund raising events for local and national charities as well as organising social events. Every student is part of the student union and we look forward to making everyone feel part of the strong community we have at Post 16.

Trips and Visits

Relevant and purposeful visits are arranged throughout the year for both year groups to give a wide range of information in life skills and future career plans. This includes a Learn to Live seminar at Exeter University, UCAS and Apprenticeship events and specific workshops on generic learning skills at our local colleges. Letters notifying you of events will be sent via our Weduc system or paper copies can be generated.

Community Lunches

Once a half term we will be hosting a formal lunch in the centre where a guest speaker is invited to speak to the students and share with them their knowledge of the chosen area. This we feel is an important part of our role within the community and an opportunity to engage with their peers in a more formal setting. Dietary requirements will be catered for and dates will be given out in the Autumn Term.

LIFE AFTER POST 16

University

All university applications take place through UCAS (University and Colleges Admissions Service). Preparation for university application begins in Year 12. Students are entitled to attend open days during school time and all students are taken on a University trip to Plymouth, Exeter and Bath Universities. In addition career activities are run to support the consideration of their courses and completion of the personal statement. Parent/carers will be invited to our Post 18 information evening in June 2024, which outlines the UCAS application process and student finance.

Students will be encouraged to carry out wider reading or gain required work experience throughout the summer holidays to enhance their application to their chosen universities. All students will be asked to assess their aspirations and where they stand in meeting the entry requirements. In light of this, tutors will assist students in setting realistic, attainable targets to help them to make successful applications.

Students should make sure they choose at least one course for which they will anticipate comfortably meeting a typical grade offer with our Post 16 tutors being very experienced in the UCAS application process to be on hand to help both parents and the students. They will support and guide throughout the application process and compile the information required to write a reference to accompany the application.

Students capable of successful application to Oxbridge are given additional support with their applications and are invited to attend open days at both universities. Those students in receipt of bursaries and are first generation from their family to attend university are also eligible to apply to Sutton Trust Summer Schools. Students wishing to study medicine /dentistry /veterinary science are also given additional support with their applications. There is a parent's section on the site, www.ucas.ac.uk/parents with access to a range of information and guides and you can sign up for free newsletters and a parent guide.

Choosing courses

There is help and guidance on the UCAS site to assist students in the all important task of choosing the right courses for them.

- [UCAS Course Search](#) - a comprehensive online database of courses available at more than 300 universities and colleges. This covers about 95% of all full-time HE undergraduate courses in the UK. For each course, they include information on fees, bursaries and financial support and many have supplementary details, such as course content, entry requirements and potential career paths. Students can search for courses in their chosen subject and/or institution or UK region.
- [Entry Profiles](#) - these provide information about the course, specific entry requirements and career possibilities, and the qualities or experience admissions staff are looking for in applicants. They help students make informed decisions about the courses they are applying for.

In addition they should be using www.unistats.com, www.prospects.ac.uk and www.thecompleteuniversityguide.com to support their research. These sites will give them information on student satisfaction, quality of teaching, employment prospects etc. for each course at each university.

Apprenticeships

University is not the most suitable or desired progression route for some students with many Apprenticeships now becoming available at a higher level of study. We aim to ensure that students who choose alternatives to Higher Education in a University setting receive adequate guidance and support. All students are able to access qualified careers guidance from Selena Burroughs, Director of Post 16.

In addition, all students and parents are invited to attend the Post 18 Information evening, where representatives from Careers South West, Universities and Apprenticeships Schemes will be on hand to give information and advice.

Useful websites

www.careers-gateway.co.uk

www.notgoingtouni.co.uk

www.apprenticeships.org.uk

EVENT DATES FOR 2023/24

Date	Event
5 th September 2023	Start of Year 12 and 13 lessons
23 rd October to 3 rd November	Half Term
6 th November 2023	Start of Term
18 th December 2023– 2 nd January 2024	Christmas Holiday
3 rd January 2024	Start of Term
12 th – 16 th February 2024	Half Term
29 th March – 12 th April 2024	Easter Holidays
15 th April 2024	Start of Term
27 th May – 31 st May 2024	Half Term
3 rd June 2024	Start of Term
w/b 10 th June 2024	Year 12 Mock Exams
22 nd – 24 th July 2024	Consolidation Week (required to be in college)
Wednesday 24 th July 2024	Last Day of Term

TIMINGS FOR THE COLLEGE DAY 2023/4

8.35 – 8.55	Individual contact meetings
8.55 – 9.15	Break
9.15 – 10.15	Period 1
10.15 – 11.15	Period 2
11.15 – 11.30	Break
11.30 – 12.30	Period 3
12.30 – 1.30	Period 4
1.30 – 2.05	Lunch Break
2.05 – 3.05	Period 5
3.05 – 4.05	Period 6 / Twilight