

# Cullybackey College

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## **Sixth Form Induction Booklet 2017 - 2018**

**Creating Opportunities for Success**



# Welcome to Sixth Form



Dear Student,

Welcome to Sixth Form.

I would like to give you a warm welcome to Cullybackey College Sixth Form. We are delighted that you have decided to continue your education in the Sixth Form at Cullybackey. The transition from GCSE courses to Sixth Form study represents a major hurdle, but it is a challenge which has been accepted confidently by Cullybackey College students in the past. Record results at GCSE have been accompanied by impressively strong AS and A2 Level grades in recent years. The very considerable ability of our students and the high quality of the advice which they receive from their teachers will contribute hugely to the impact that you can make in the Sixth Form.

This booklet outlines our expectations of you and what help and support you can expect from the Sixth Form Team. I am confident that your years in the Sixth Form will represent the culmination of your school career and give you an excellent platform for higher education and your future careers. The high achievements of A Level students from Cullybackey are a source of considerable pride as they leave to take up their places in the country's leading universities. At the same time, they are enjoying the wide diversity of activities and interests that the school encourages, as well as the opportunity to take on leadership roles. I am sure that next year's Year 13 will have appropriately high aspirations as you look forward to the opportunities offered to you over the next two years.

During your time in the Sixth Form we expect students to work hard and do their best in their academic studies. We want students to continue their development as reflective and effective individual learners who become increasingly self-aware about their learning and how it can be improved; demonstrate determination, resilience and perseverance in working towards challenging targets and exercise responsibility for their own learning, managing work schedules and meeting deadlines. We also expect students to develop further as social learners who can work collaboratively and cooperatively with other students in different groupings. I wish you every success as you embark on an exciting and challenging two years.

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Mr W. R. Boyd  
Head of Senior School

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Mr D. Donaldson  
Principal



# Meet the main Sixth Form Staff



**Mr D Donaldson**

The **Principal, Mr D Donaldson** and **Vice Principal, Mr T Manson** along with senior staff generate strategies and improvements for the College. Heads of Department are responsible for the creation and development of the curriculum across the College.



**Mr T Manson**



**Mr W R Boyd**

The **Head of Senior School** has overall responsibility for pastoral and academic matters related to senior students. The Head of Senior School is **Mr W R Boyd**.

The **Year Head** has responsibility for the progress, behaviour, attendance and welfare of all pupils within their year group. **Mrs L Patton** is **Head of Year 13**.



**Mrs L Patton**



**Mr C McLaren**

The **Designate Child Protection Teacher** is **Mr C McLaren**. He has responsibility for Safeguarding and Child Protection across the College.

The **Head of Careers** is **Mrs D Wilkinson**. She has responsibility for careers guidance and University admissions.



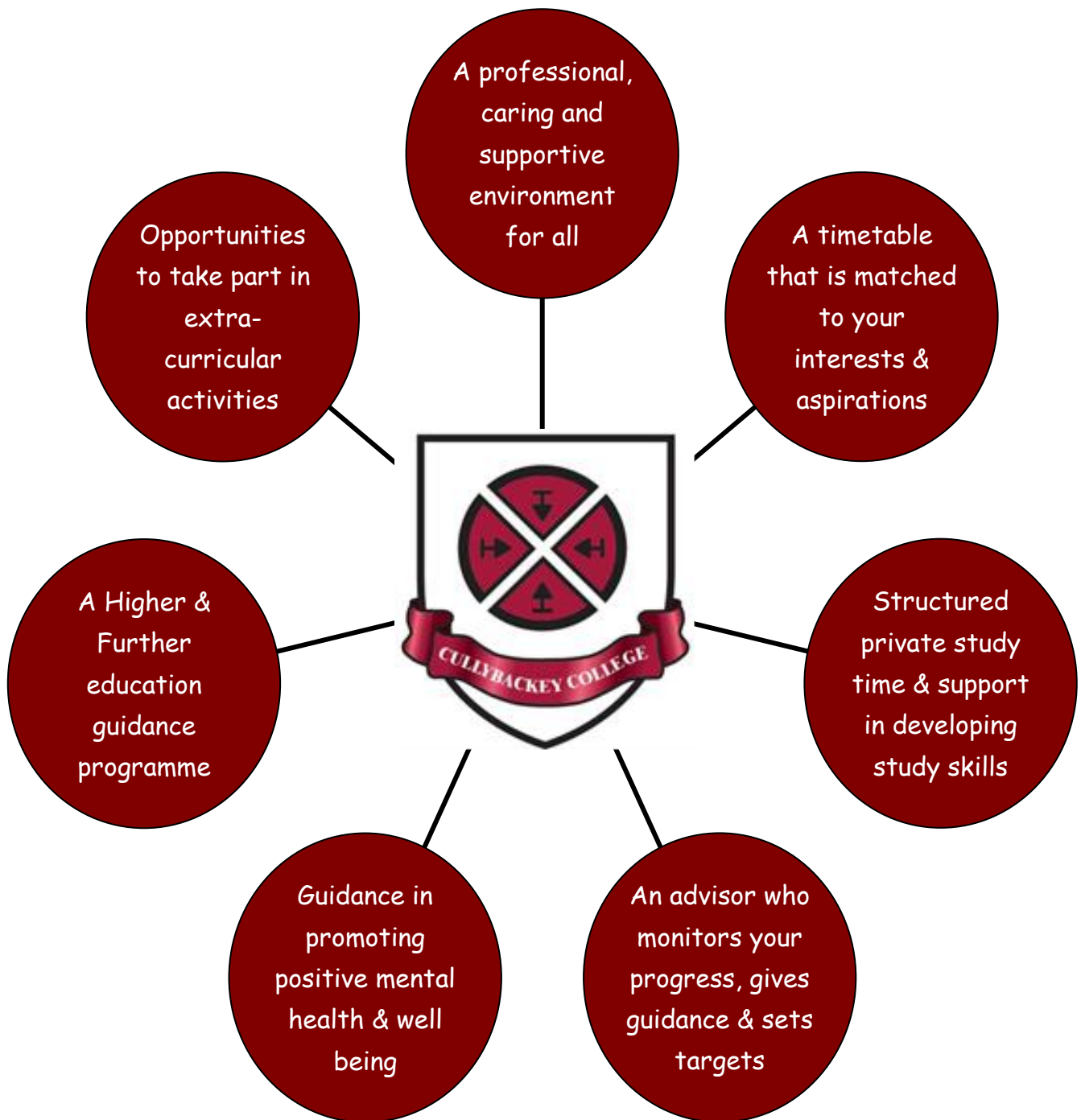
**Mrs D Wilkinson**



# Sixth Form Expectations



As a Sixth Form student at Cullybackey College you can expect:



**"Together we can progress, succeed and achieve."**



# Sixth Form Expectations



As a Sixth Form student at Cullybackey College you will be expected to:



Be determined to make the most out of your time in Sixth Form.

Accept responsibility for your own learning.

Show enthusiasm and commitment for your own learning.

Take an active part in your lessons by: engaging in debate, listening to others, sharing your knowledge, helping others and developing your skills and capabilities outside class time.

Seek help and guidance when necessary.

Complete all your work to the best of your ability and by the deadline required.

Act as a positive role model for younger students in the College and the wider community.

Use your private study time in school to complete set work, conduct further research and read around a subject or topic.

Maintain high standards of uniform and strive to maintain a 100% attendance and punctuality record.

Contribute to the life of Sixth Form, as well as the whole school, in as many ways as possible.



# Making the jump from GCSE



Making the move up from GCSE study to A Level is not always an easy one.

The transition will see you develop important new skills which will help you to succeed at Post-16. These skills are vital if you are to fulfil your potential and to build on your achievements at GCSE. They will help you to organise yourself and work towards achieving your goals within the time limits.



The key transitional skills are listed below:

## Note-taking

Note-taking doesn't have to mean pages and pages of writing. Construct your notes in a format which best suits your learning style. This could include:

- Short bullet-pointed points.
- Mind maps or concept maps.
- Paragraphs.

## Wider Reading

All your subjects will expect you to carry out some wider reading into the topics or themes studied. Teachers won't always tell you to do this, so you need to take the initiative! Try:

- The internet.
- Books in the library.
- Newspapers.
- Journals/ magazines in the library.

## Time Management

Perhaps the most important skill of all! To be an effective time manager, you will:

- Have a timetable you stick to and plan in advance when you can get proper study completed;
- Keep track of deadlines;
- Write all home work/ course work in your diary;
- Decide when and where you will work for specific deadlines;
- Put academic work at the top of your priorities!



# Making the jump from GCSE



## Essay Writing

In many subjects, you will need to write essays or long structured answers. The key to a good essay is:

- Planning: Plan what you're going to write.
- Structure: How you are going to write it. Introduction? Body? Conclusion?
- P.E.E: Point... Evidence... Explanation.
- Consider if you are answering the question?

## Organisation

Being organised is at the heart of success as you will be juggling a lot of academic work and school commitments at once. Tips for good organisation:

- Folders with dividers for each subject;
- A place to work;
- Highlighter pens;
- A diary.

## Revision

The sooner you start, the more straight-forward it becomes! Get into the habit of making flash cards and revision notes from the beginning. This will help you to structure your work and identify areas you need help with, or need to spend more time on.

## Targets

You will be agreeing and setting targets with you teachers in all subjects. It is important to take these seriously and to take responsibility for your own learning. Your teachers will do all they can to help you achieve your goals. It is up to you to work to achieve the best grades that you can!

## BYOD

Keeping up to date with your work is made easy as Cullybackey College operates a 'Bring Your Own Device' policy. You can make use of Wi-Fi which is available in the Learning Centre. Please ensure you sign and adhere to the ICT Acceptable Use Policy to help keep you on track!



# The Sixth Form Learning Centre



The Learning centre caters for student needs by providing:

**Library facilities**

**Individual study booths**

**Recreational area**

**Computer rooms**



**Pupil locker area**

**Group study area**

**Supervised study**

**Kitchen facilities**

The centre allows our Sixth Form students a large degree of independence. It aims to be a place within the confines of the College where senior pupils can assume greater responsibility for their own work so that they make the transition from school to university/employment life more easily. The Sixth Form Centre is governed by a supervisor and a Committee of Sixth Form students who assist with the day to day running of the Centre. Sixth form students should treat the centre with the same respect as is required in the rest of the school. Attendance during study periods is compulsory for all students.







## The Sixth Form Committee

The Sixth Form Committee assists with the daily running of the Learning Centre and organising key events for Sixth Form. It is their responsibility to ensure that the Centre is treated with respect and they have a responsibility to encourage each member of Sixth Form to be an integral part of College life. Serving on the Sixth Form Committee is an excellent opportunity for students to develop leadership skills, use initiative, motivate others and make a positive impact on College life.

The Committee is made up of 10 students, 4 of whom are selected (i.e. Head Prefects) and 6 are elected through a vote by the student body (4 from Yr 13 and 2 from Yr 14). Elections are held in September each year. The Committee meets twice per term to discuss issues which are relevant to Sixth Form.

## Prefects

The Prefects at Cullybackey College assist the staff with the smooth running of the College by undertaking supervisory duties and helping with academic subjects and extra-curricular activities.

In Year 14, students act as Prefects by contributing in the above areas and begin to develop and display their leadership potential.

The role of the Prefect is important to:

- Enhance the school life of Cullybackey College pupils;
- Develop personal skills and leadership experience;
- Aid the smooth running of the school.





# Attendance



All Sixth Form students are expected to aim for 100% attendance.

**Registration takes place at 08:55.** A register of attendance is also taken every lesson by your subject teachers and the Sixth Form supervisor.

We expect that you will be in school throughout the normal school day and that you will make every reasonable effort to arrange appointments outside school hours. Attendance at lessons, including supervised study, is monitored by your Registration teachers and Head of Year. Absenting yourself from class without permission will be treated as a very serious offence and may result in a sanction being imposed.

Various extra-curricular activities hold rehearsals or practices before school and this may necessitate you missing Registration on occasion. **All students are expected to attend Registration every morning** - if you need to attend a rehearsal or practice on a particular morning each week, you must inform your Registration teacher.

**Apart from lunchtime**, you must remain in the school grounds once you have registered in the morning. Any student who leaves school at other times, without permission, may result in a sanction being imposed.

If you wish to take on part-time employment, you should be aware that the school recommends a maximum of 8 hours working per week during term-time and preferably at weekends. Experience shows that students who undertake long hours of paid work during the week, under-perform in their academic studies. You are not permitted to be in paid employment between the hours of 08:55 - 15:25, Monday to Friday, except during school holidays.

attendance  
**MATTERS**

**Remember** - An attendance record of 90% would mean that you have missed up to 4 weeks of lessons over the course of an academic year. Studies show that an attendance record of 90% can reduce your results by up to one grade.



# Attendance



## Requesting leave for planned absences:

These are absences which can be foreseen in advance, and are usually acceptable, but which still require formal authorisation from the school. This includes:

- A medical/dental appointment which could not be arranged outside school hours.
- Religious holiday.
- Interview or visit, e.g. University interview or Open Day.
- Significant extra-curricular activity, such as music drama or sport events not organised by the school.
- Attendance at a funeral.
- Severe disruption to your normal mode of transport.
- Driving test (note that this does not include driving lessons).

Please bring in a note from your parent/guardian to your Registration teacher to request permission for any planned absence. Requests for a family holiday must be made to the Head of School. Parents do not have the right to take their child out of school for a holiday, but the school may choose to grant authorisation for leave of absence.

## Signing in and out of school

Students arriving late for registration must sign in at the school office. If you are persistently late, your parent/guardian will be informed and may result in a sanction being imposed. You are also required to sign out of school if you have to leave during the school day, for a medical appointment, for example. If you are returning to school before the end of the school day, you must sign back in at the Office.

## Unplanned absence

These are absences due to illness or other unforeseen circumstances. We expect your Parent/guardian to telephone the school office on **028 2588 0771** between 08:45 and 09:00 on each day of the absence. **Parents are asked to ALWAYS provide a signed note of explanation on the day of the student's return to school.** Where this does not happen, the school will inform parents and an explanation will be sought: this should be avoided to save staff time.



# Millennium Volunteers



## Millennium Volunteers

Millennium Volunteers (MV) for Schools is a Northern Ireland-wide program, backed by the Department of Education. It has been developed to promote volunteering, while also recognising the role that students make to the life of the College and community through volunteering.

Volunteers are provided with a record book to plan and review achievements and experiences as well as recording the hours worked. Volunteers get a certificate recognising their contribution to volunteering after their first 50, 100 and 200 hours of volunteering. The aim is to allow the students to complete around 50 hours of volunteering within an academic year to achieve their 'School Award'. They can then continue to volunteer to receive the 100 and 200 hour awards the following year.

Examples of volunteering:

Within School	Within the community
Peer Mentoring	Nursing home
Reading Partnership	Fold
After school clubs	Local primary school
Helping younger pupils in class	Youth / sports club
Sports coaching	Church

Students may also take part in volunteering through programs such as COPE, work experience, overseas projects and other schemes like the Duke of Edinburgh award, all of which are eligible to count towards the MV award.

Volunteering is not only about what you can give back to your community, but also what you get out of it, including building great skills and training that you can use on your CV as well as for University applications or employment.



*You won't believe what you can do!*



# Education Maintenance Allowance (EMA)



## Education Maintenance Allowance (EMA)

Education Maintenance Allowance is a weekly Government allowance of £30 given to help 16-19 year olds with the costs of further education.

Payments are made every 2 weeks as long as you continue to meet the attendance requirements of:

- Maintain an attendance rate of 95% or above.
- Provide written parental reason for all absences.



There are also 2 performance based bonuses of £100 normally paid out in January and June. Getting EMA won't affect any benefits you or your family already receive. There are a few conditions that need to be met in order to apply for EMA. These are highlighted within the application pack which is available from the College office.

EDUCATION MAINTENANCE ALLOWANCE (EMA)



## The little book of EMA

All you need to know about getting EMA in academic year 2017/18

### What is EMA?

Education Maintenance Allowance is a **weekly allowance of £30 to help 16, 17, 18 and 19 year olds** with the costs of further education. Payments are made every 2 weeks as long as you continue to meet your school or college's attendance requirements.

There are also 2 performance based bonuses of £100 normally paid out in January and June.

**Getting EMA won't affect any benefits you or your family already receive.**

**Read this guide to find out more about EMA**

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



### Applying

#### How do I apply?

You need to complete an application form.

You'll be able to get one from:

- your school or college
- [www.nidirect.gov.uk](http://www.nidirect.gov.uk)
- your local Jobs and Benefits Office
- Careers Service Northern Ireland

#### When do I apply?

Application forms will be available from Spring 2017. You should return your application form as soon as possible, as far in advance of your course start date and no later than 31 March 2018.

Keep an eye on [www.nidirect.gov.uk](http://www.nidirect.gov.uk) for updates about when to apply.

<b>30 September 2017 -</b>	To be eligible for backdated payments, to the start of term, you must apply before this date.
<b>31 March 2018 -</b>	We must receive your application before this date for you to be eligible for EMA in academic year 2017/18.
<b>31 August 2018 -</b>	You must have completed your application, sending all information and evidence, before this date for you to be eligible for EMA in academic year 2017/18.



## The Advisory Programme

The Advisory Programme is a strategy which the College uses to make sure that students don't "fall through the cracks" - that is, to ensure that their social, emotional and academic needs are not being overlooked or left unattended. The broad purpose of an "Advisory Programme" is to set aside a period during the two-week timetable cycle for a teacher in the College to meet with and get to know a small group of Post-16 students well, making sure their learning needs are being met, and encouraging them to make good academic choices and plan for their future. The Advisories are designed to foster stronger teacher-student relationships and a stronger sense of belonging and community among students. Each student will be allocated a teacher Advisor to meet with once a fortnight. These Mentors/Advisors will be either a Registration teacher, Head of Year or a Head of School. This will provide an opportunity to look at:

- **Target Setting**
- **Time management**
- **Study skills**
- **Stress management**
- **Exam tips**
- **Work/Life Balance**
- **Social and Emotional issues**

This Advisory Programme will help improve attitudes about staying in school, enhance academic motivation and achievement and give an increased sense of belonging in Cullybackey College.





## Peer Mentoring Programme

The Peer Mentoring Programme aims to provide support for key stage 3 students - individually and as a group, to help them settle in, make progress and to achieve their full potential within Cullybackey College. Mentors will provide individual and group support from the initial stages of the Year 8's life within Cullybackey College. They will be selected and given training to ensure that they have the skills necessary to support young people who might be daunted by some of the obstacles they face during their transition from Primary to Secondary school. The Programme operates in Year 9 and 10.

The Peer Mentoring Programme encourages Year 13 and 14 pupils to play a responsible role in the College community and ensures that students are secure in the knowledge that there are always older pupils available and willing to help them.

## The role of the Mentor

The Mentor's role is to act on behalf of the College to support students. Mentors are invaluable as they will have experienced the same issues and concerns and can offer support from a young person's perspective. The Mentor will act with the best interests of the young person in mind at all times and within the structures of the College.

### The Mentor is not:

- A teacher;
- A counsellor;
- A social worker.

### The Mentor will not:

- Give advice based on personal opinions;
- Do the young person's work for them;
- Take advantage of the young person in anyway.



### The Mentor will:

- Help new students settle into Cullybackey College;
- Help to establish good communication between students and teachers and other students. They will offer appropriate advice and guidance;
- Provide support for young people who might be isolated and lack self-confidence;
- Provide support in getting to know a learning environment;
- Help mentees to manage time, plan and organise work.



# Becoming a Peer Mentor



## Becoming a Peer Mentor

Year 13 and 14 students will be informed of the Programme upon their return to school at the beginning of the new academic year. They will be given training provided by the Head of School and a presentation by the teacher responsible for Mentoring about the Program. In addition they will also receive training from the Designated CP teacher.

The Peer mentoring program will consist of two Mentors attending each key stage 3 Registration class Monday-Wednesday. The role of the Mentor will be to assist and support the Registration teacher which will include:

- Checking uniform;
- Homework Dairy is up to date and signed;
- Distribute/Collect in notes;
- Small group discussions on current affairs;
- Assisting with the Registration Program.



## Peer Mentor Training

### Session One - Head of School

- What is Peer Mentoring?
- What issues will these young people have, what support is needed?
- Personal skills - academic or pastoral?
- Academic support.
- Listening skills / Communication skills.
- Pastoral support.2
- Paperwork.
- Staff support network.



### Session Two - Designated CP Teacher

- Promoting and safeguarding the welfare of children.
- Child Protection Training - Designated Child Protection teacher.

### Session Three - Head of Year 8 and 13

- Head of Year 8 outlines vision for current Year 8.
- Allocation of Mentors to Year 8 classes and individual students.
- Outline of individual student requirements.
- Information booklets provided.





## The Careers Service

The Careers Service is based in Careers Annex where you will find:

- **The Careers Office**
- **Careers Room & Library**
- **Interview Rooms**

The Careers Library has many books, university prospectuses and other resources and is open for browsing throughout the school day. The College Library has a section containing Careers books. There are resources on the College Website, while the internet gives you access to a fantastic amount of information. The Careers notice boards are used for Employer and University notices as well as other material relevant to Sixth Form students.

Careers events will be announced in Assembly and in Registration, for example, UCAS speakers, University open days, etc. You will also have a timetabled careers period each fortnight where you will get information, guidance and assistance in University /Employment applications, Personal Statements and CV creation.

There is a work shadowing program which encourages Year 13 students to set up a placement in a career area of interest. The College also sources some placements which can be made available to students. This is a very worthwhile experience, even if you discover something you do not want to do! It develops your knowledge of the workplace and ensures that you interact with other people in a professional environment, which gives you a more realistic idea of the world of work.

Over the next two years you will also need to develop your personal skills and capabilities, perhaps even employability skills. You can do this through your academic subjects, co-curricular activities and extra-curricular activities with the goal of making yourself a well-rounded person and a competitive applicant. Cullybackey College provides lots of activities, both inside and outside the classroom, so make sure you use some of them. There are many activities you can undertake outside school, volunteering in Charity Shops, homework clubs, youth groups or nursing homes. You are not expected to completely fill your time, but you should recognise that you have to be able to say more about yourself than "I like to socialise with my friends". So go on, join in, find out what interests you, learn a lot and you might even enjoy it!



# Pastoral Care in Sixth Form



## What is Pastoral Care?

In Cullybackey College, Pastoral Care refers to the College's commitment to support the personal, social, emotional and intellectual needs of every pupil, so that each individual can participate fully and gain maximum benefit from everything the College has to offer.

## What does it mean for you?

You may have been lucky enough to progress through Year 8-12, never needing any extra help or support. This could continue in the Sixth Form. However, unforeseen events can have a major impact on your life and may affect how you feel in school. There will be different issues, pressures and responsibilities in Sixth Form and sometimes students need a helping hand, or just someone to listen to their concerns without passing judgement. If you have any concerns at all, it is important to speak to a member of staff to find out how we can help.

## What about confidentiality?

Confidentiality is always a priority. However, if you speak to a member of staff about something which might result in serious harm being caused to you or another student, our duty of care means that we must pass the information on to ensure that you will be kept safe.

## Who should I contact?

Staff	Role	Room
Mr W R Boyd	Head of Senior School	M4
Mrs L Patton	Head of Year 13	29
Mrs D Wilkinson	Head of Year 14	CRS
Mr C McLaren	Designate Child Protection	73
Mrs S Wright	Deputy Designate Child Protection	40
Mrs M L Todd	Family Works Counsellor	See Mr McLaren

## OR ANY OTHER TEACHER IN THE COLLEGE

If you are worried or upset, don't ignore problems in the hope that they will disappear. Please speak to a member of staff. In addition, we can arrange sessions on site with an independent, professional counsellor from Family Works Counselling. Counselling may help you to understand what you think, feel and do; to weigh up your alternatives and options, make your own decisions and act upon them.



