



ST HILDA'S
COLLEGE

The 6th Form
@ St Hilda's

PARENT/CARER HANDBOOK

2023-2024

Anything is...

POSSIBLE

College Leadership Team Contact Details

College Telephone Number: 0151 733 2709

College Website: www.sthildascollege.co.uk

Executive Head of College Mr Roy Bellmon	RBellmon@st-hildas.co.uk	0151 733 2709
Head of College Ms Andrea Howard	AHoward@st-hildas.co.uk	0151 733 2709
Assistant Head of College Miss Steph McDonald	SMcDonald@st-hildas.co.uk	0151 733 2709
College Administrator Mrs Leanne McMillan	LMcMillan@st-hildas.co.uk	0151 733 2709

Contact with the college

Reception is open from 8.00am to 4:00pm Monday to Friday; there is an answerphone so that messages may be left when reception is closed or when the phone lines are busy. A telephone message can only be delivered to a student if the message is from a parent or carer, and is urgent.

Year 12 Tutors	Year 13 Tutors
Mr S Cummings 12RC scummings@st-hildas.co.uk	Mr D Cain 13BC dcain@st-hildas.co.uk
Miss A Jan and Mrs F Fitzsimon 12AJ ajan@st-hildas.co.uk ffitzsimon@st-hildas.co.uk	Dr E Meredith 13AM emeredith@st-hildas.co.uk
Mr S Ben-Ali 12BB sbali@st-hildas.co.uk	Miss M West 13GW mwest@st-hildas.co.uk
Mr M Bebb 12WB mbebb@st-hildas.co.uk	Mrs S Romat 13RR sromat@st-hildas.co.uk
Mrs H Ray and Ms A McDonough 12GR hray@st-hildas.co.uk amcdonough@st-hildas.co.uk	Mrs V Lloyd 13WL vlloyd@st-hildas.co.uk

Contents

TERM DATES 2023 - 2024.....	6
Autumn Term	Error! Bookmark not defined.
Spring Term	Error! Bookmark not defined.
Summer Term	Error! Bookmark not defined.
Inset Days and Bank Holidays	Error! Bookmark not defined.
OUR PARTNERSHIP WITH PARENTS	7
REPORTING ABSENCES.....	8
MONITORING ATTENDANCE	8
Timetable	9
Directed Time.....	9
Tutorials	9
College Assemblies.....	9
Independent Study.....	10
Enrichment.....	10
College Day.....	10
Lunchtime	10
Student Pass.....	10
Signing In and Out	11
Part-Time Work.....	11
Work Experience	11
Conditions for entry to external examinations.....	11
Student Support & Guidance	12
FINANCIAL MATTERS.....	15
CAREERS AND APPLICATIONS FOR FURTHER/HIGHER EDUCATION	15
OUR CURRICULUM	Error! Bookmark not defined.
College Dress Code.....	17
CODE OF CONDUCT.....	17
College Policies.....	18
Pupils' ICT Acceptable Use Policy Agreement.....	18
Coursework	18
Plagiarism	18

Welcome to our Parents'/Carers' Handbook. Whether you are a new parent/carer to the college, or one whose links with the college and school are more established, I hope that you will find the information contained in this handbook helpful.

At St Hilda's College, we consider a successful partnership with parents/carers as vital to the success of our students and to our sense of community. Our aim is that each student has a happy, successful and fulfilling time at St Hilda's College before moving on with confidence to the next stage of their lives, whatever that may be. We know that this is your aim too, and we look forward to developing a strong partnership with you that will help us to support your child as individuals, and to recognise and develop their unique talents and potential.

Students have lots of opportunity to offer feedback on the college and I would encourage you to also take the opportunities to give us your feedback. We have a strong student leadership team who represent the views of our students.

I look forward to meeting you shortly and would encourage you to attend review days and progress evenings.

Yours faithfully,

A handwritten signature in grey ink, appearing to read 'A. Howard'.

MS. A. Howard

2023-24 SCHOOL CALENDAR

- School closed/holidays
- Half day
- School closed
- Inset day - teachers in – no students in school
- Disaggregated Inset day – no teachers or students
- Bank holidays or substitute days (e.g. Christmas Day, Boxing Day, etc.



ST HILDA'S
CE HIGH SCHOOL

September 2023							October 2023							November 2023						
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March 2024							April 2024							May 2024						
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June 2024							July 2024							August 2024						
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30																				

Headteacher

Mrs J Code

BA (Hons), NPQH, FCCT

OUR PARTNERSHIP WITH YOU

The college expects that students will accept responsibility for their own learning and academic progress. Nevertheless, there is a continuing role for parents/carers to play in that process and the college will liaise with parents accordingly, taking into account the needs of individual students.

To encourage your involvement we expect to provide:

- an early opportunity to visit the college to meet your child's tutor;
- an online Parent's/Carer's Handbook explaining how the college operates;
- an online, up to date, calendar of college events;
- progress reports;
- annual progress evenings;
- prompt consultation with you if we need to discuss your child's progress.

To help us, we ask you to:

- encourage your child to follow the 'Policies and Agreements' guidelines;
- inform us if you become concerned about your child's progress;
- inform us of changes in personal circumstances (address/telephone number or domestic circumstances, etc.);
- inform us of reasons for your child's absence from college as soon as possible and update us regularly;
- avoid booking holidays in term-time;
- respond promptly to college communications;
- attend progress/review days.

*Please note we rely on the accuracy of the information input during enrolment – if you are not receiving email/texts from us, or your details change, please notify admin@sthildascollege.co.uk

REPORTING ABSENCES

Students are expected to maintain a **95%** attendance record throughout the year. Both authorised and unauthorised absences will impact on this figure.

Planned Absences

Examples:

- known medical appointments;
- driving practical tests (please try to avoid the college day where possible);
- university open days (2 days during term time);

Students should email the teachers of any lessons they will be absent for, plus copy in Mrs McMillan (lmcmillan@st-hildas.co.uk). They will need to provide:

- reason for absence;
- start and end date/time;
- details of what lessons they will miss, which need to be authorised by subject teachers;
- evidence – e.g. copy of appointments;
- religious observance (1 day).

The email must be submitted at least 24 hours in advance of the absence. This allows us to ensure that the registration mark for the absence is correct.

Unplanned absences

Examples:

- emergency medical appointment;
- illness.

Parents/carers should email admin@sthildascollege.co.uk or telephone the college to report absence as soon as possible on the day of absence. Please provide details of:

- name of student;
- reason for absence;
- likely length of absence*

Students can also self-certify illness by calling Mrs McMillan or Miss McDonald on 0151 733 2709.

Students taking ill during the college day: students should report to the College Leadership Team. Students are then asked to phone or email the college to confirm that they have arrived home safely. In some cases it may be necessary for the student to be collected by a parent/carer or sent home in a taxi if they have some distance to travel. On rare occasions, e.g. suspected fracture, a first aider might accompany a student to the Accident and Emergency Department unless the student prefers to be accompanied by a friend. Parents/carer would be contacted immediately.

MONITORING ATTENDANCE

How does college monitor attendance of students?

The College Leadership Team, subject teachers and your child's tutor will monitor attendance on a weekly basis. Any unauthorised absences (for whole days or individual lessons) will be highlighted and evidence of reasons behind this absence will be requested. Parents/carers are informed via Synergy that their child has missing marks on the register. If an acceptable reason (with evidence) is not provided the student will be required to attend a compulsory 'catch up session' with their subject teacher.

Persistent non-attendance

Where attendance issues become persistent (authorised or unauthorised) the college contract system will be used by your child's tutor, their subject teachers and the College Leadership Team. The contract system has four levels. When level four is reached your child's place will be in jeopardy and failure to meet the terms of the contract will be taken as a resignation of their place at college.

The college will send a summary of attendance for all students periodically throughout the academic year, but you may request an update at any time.

Term time holidays

Although we understand that sometimes families need to take holidays in term time, experience shows that missing more than a week of term can have a significant impact on student progress, so we ask that such visits are avoided or, if unavoidable, kept as short as possible. Under new legislation, all holiday absence is recorded as unauthorised. Please give at least one month's advance notice if you plan a holiday during term time. **Please note, students should NOT plan holidays with their friends during term time.**

Timetable

Your child's timetable has been created to give as much flexibility as possible in allowing them to develop their skillset. It will consist of their courses (A level/BTEC) and any GCSE resits. In addition, they must attend tutorials, Personal Development, assemblies, enrichment, independent study in periods leading up to assessments and exams and work experience.

Directed Time

YEAR 12

Attendance is compulsory every Monday for assembly or a form meeting. On the other days of the week, form tutors will schedule appointments for academic mentoring. On the days where students do not have an appointment, they do not need to be in school.

YEAR 13

Attendance is compulsory on the three occasions per week where students have either form or assemblies. These days are Monday, Tuesday and Wednesday. Other than this, students only need to be in college to attend their meeting for academic mentoring. After October half term, academic mentoring will take place Tuesday – Friday. Students will then only need to attend on Monday and on their scheduled appointment.

Academic mentoring

Structured tutorials will take place with their form tutor. The times of these will be agreed in advance with your child and will be part of their compulsory activities. Their tutorial session will allow them to discuss their progress, identify any problems and plan their next steps to maximise their potential for success. Tutorials are proven to help raise attainment.

College Assemblies

We will have a college assembly once a week, where possible. This will give us the opportunity to meet as a cohort and share any information with your child and explore various themes. Attendance at assemblies is compulsory. Assembly will be on Monday morning and will include a collective act of worship. If assembly does not take place, your child will be with their form tutor.

Core RE

As a Church of England school, students at St Hilda's study RE across all key stages. In Year 12 and 13 all students will take part in Core RE lessons. In Year 12, students will have Core RE for 1 hour every fortnight which will appear on their timetable. There will also be an additional two drop down days within the academic year. Year 12 will complete 3 modules including:

Topic 1 - What is compassion?

Topic 2 - Who is my neighbour?

Topic 3 - What can we do about suffering?

In Year 13, form tutors will deliver RE as part of the wider curriculum in form time and will cover:

Topic 4 - Should we look after the environment?

Topic 5 - Should we be ethical consumers?

Independent Study

Independent study is a very important part of your child's education. It gives them the opportunity to use the college facilities and reduce the workload they will have outside of the college. It is also a good habit to get into, as a lot of their learning at university will be through independent study. It can be carried out in the study room or one of the study areas outside the college office. We ask that students work quietly so as not to disturb others. We recommend 5 additional study periods per subject per week outside of timetabled lessons.

Enrichment

Universities and employers are now looking for much more than solely academic skills. All Year 12 students should be enhancing their skills by undertaking a minimum of one hour of enrichment each week. This is a compulsory activity. Students will have a variety of activities from which to choose, including certified qualifications such as EPQ, Science Crest Award and Sports Leaders Award.

College Day

Time	Activity
8:30-9:05	Form
9.05-10.05	Period 1
10.05-11.05	Period 2
11.05-11.25	Break for all
11.25-12.20	Period 3
12.20-12.50	First lunch
12.50 – 1.50	P4 for 1st lunch
12.20 – 1.20	P4 for 2nd lunch
1.20 – 1.50	Second lunch
1:50-2:50	Period 5
2.50	End of school day for all students

Lunchtime

College students have exclusive use of the kiosk in addition to the main refectory. **Hot food is not allowed to be delivered or brought into school from outside.**

Student Pass

Students have their own pass. This is used for signing in and out of the building, printing and paying for lunch. **They should not share their pass with anybody else.** Doing so would be considered a breach of safeguarding and would incur a serious punishment.

Signing In and Out

To comply with the Health and Safety Regulations we have to know who is in the building in case of a fire or accident.

Your child must sign in whenever they enter the building and sign out whenever they leave the building. This applies even if they are only going to be out of the building for a few minutes. Students must not tailgate.

To sign in, they place their student pass on the IN reader. To sign out, they place their student pass on the OUT reader. The readers can be found on the inside wall as they come in to the building via the student entrance and in the foyer near to the main door. If students have forgotten their pass, they must sign in and out via the paper file in reception.

Mobile phones

Students are allowed to use mobile phones, air pods, and headphones if they are in the study area, the kiosk, and the wooden stairs. In all other locations in the school, mobile phones must be switched off and out of sight. Students are not allowed to walk around school or college whilst using their phones, air pods or headphones, nor should these items be visible at any time. Whilst in lessons, students should not have their phones on, or out on the desk. The only time these items can be used in class is under the direction of the teacher to complete a task. Teachers will not allow students to listen to music during the lesson or to revise. If a student does not follow the rules, the items will be confiscated until the end of the school day at 2.50pm. Persistent misuse will result in a pastoral contract.

Part-Time Work

We recognise that many students fit part-time work around their studies and we have planned their timetable to try and accommodate this. Part-time work can help develop many valuable skills but in order to prevent it impacting negatively on their studies, they should aim to do **no more than 12 hours of part-time work per week.** School commitments must take priority over part-time work.

Work Experience

It is becoming increasingly important to employers and universities that students can demonstrate a commitment to a career and gain additional skills by undertaking work experience. All students will undertake a compulsory one week work experience placement during Year 12.

Conditions for entry to external examinations

EXAMINATION START TIMES:

Morning Examinations start: 08:45

Afternoon Examinations start 1:00

Students should arrive in college at least 15 minutes before their examination is due to start. They will be issued with an examination timetable and must check this carefully. Occasionally, start times may change and students will be notified of this in advance.

Examinations Officer:

Mrs. S. Jones

Email: sjones@st-hildas.co.uk

Tel: 0151 733 2709

Note:

Exam entry for any subject is dependent on:

- **attendance at 95% or above;**
- **acceptable performance in mock or preparatory tests;**
- **completion of all coursework and set work to deadlines.**

A charge will may be for any re-sit. This must be paid in advance and by the entry deadline.

The final decision on all entries rests with the subject teachers, Head of College and the Head Teacher.

Student Support & Guidance

Frequently asked questions

How does academic mentoring work?

Support is provided by our specialist team of tutors, led by the College Leadership Team. Each tutor will arrange a meeting with your child to review progress and to set targets. They also give individualised post-18 information, advice and guidance. It is the tutor team, who monitor and support the university application and work related learning programme throughout the two years of study. Tutors will also discuss attendance, punctuality and progress in the meeting.

How do you help students to organise their work?

Throughout the year, tutors will monitor students' organisation and will conduct 'File Checks'. Any student who needs further help with organisation will be identified and catered for.

What additional support is available?

Wherever possible, we will discuss the resources and help that are appropriate with the student, parents or carers, and professionals who have previously provided support. If your child has any additional needs, please contact our SENDCo, Mrs. L. Franks at LFranks@st-hildas.co.uk.

Progress/Parents Evenings

Year 12 parents/carers will have the opportunity discuss their child's progress with subject teachers on an appointment basis in February.

Year 13 parents/carers will have the opportunity to discuss their child's progress with subject teachers on an appointment basis in October

Formal Assessment & Mock Examinations

Year 12 - In January and July, parents/carers will receive a report to show commitment to learning and/or attainment grades.

Year 13 – In December/January and March, parents/carers will receive a report to show commitment to learning and/or attainment grades.

Year 12 – In early December, students will undergo formal assessments within their subject areas. The results of these are shared with parents/carers and the parents evening will provide an opportunity to discuss these with subject teachers. In April, students will undergo mock examinations. The results of these will be shared with parents/carers.

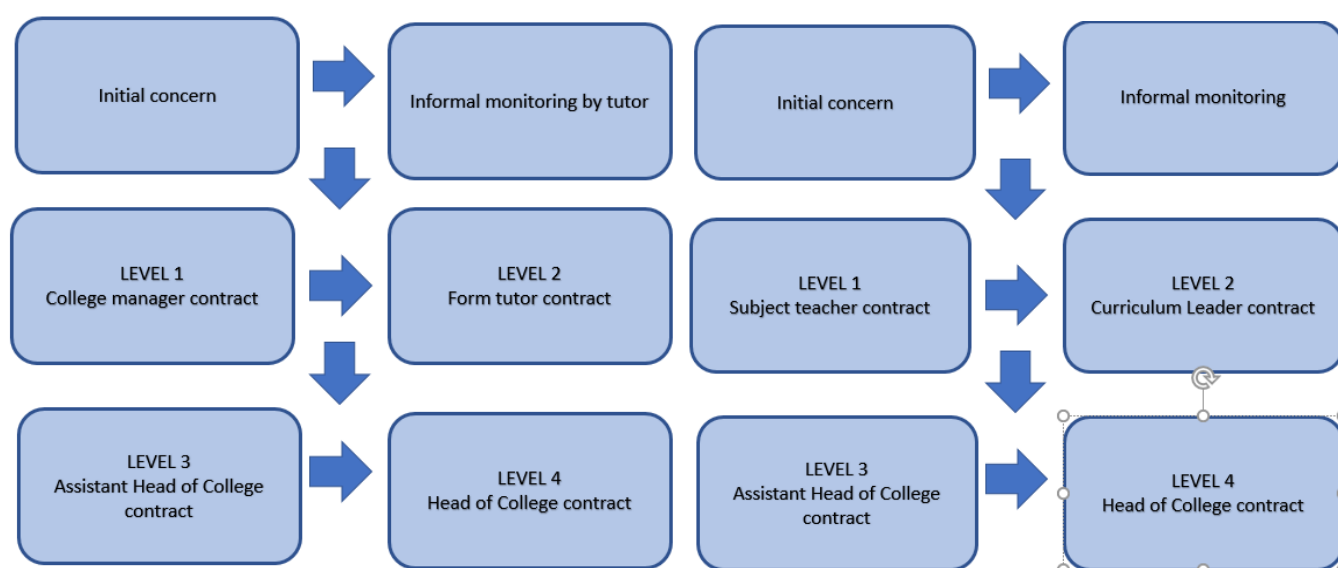
Year 13 – In November, students will undertake mini mock examinations. The results of these will be shared with parents/carers in a report. In January, students will undergo mock examinations. The results of these will be shared with parents/carers.

The pastoral & subject concerns system

If the tutor team or subject teachers have any concerns related to your child, they will follow the concerns system to alert the student, you and the College Leadership Team. Students may be placed on a contract. These contracts progress in levels and may relate to achievement, behaviour and/or attendance. Adherence to the terms of the contract is essential to avoid moving to the next level. **We ask that the contract is signed by both student and parent and returned to the college office as soon as possible after receipt.** The concerns system is in place so that we can intervene as quickly as possible to support your child to help them get back on track. If these concerns persist however, or additional concerns arise, staff will continue to use the concerns system. If a student is on a Level 4 contract and fails to meet expectations, discussions will begin for the student to surrender their place at college. Your child's tutor and the College Team will be notified of all concerns and will meet with your child to discuss them and may request a meeting with you.

Pastoral concerns

Curriculum concerns



Should I contact college if I am worried about my child?

Yes. Tutors are the main point of contact between the college and parents/carers and you should not hesitate to get in touch. The easiest way to make contact will be by email. Tutors will always endeavour to reply to email contact as quickly as possible, but this may not be within 24 hours, owing to other commitments. Tutors will also be pleased to arrange a meeting with you, if appropriate.

If your concern relates to a specific subject for example your child has been placed on a departmental intervention contract it is advisable that you first seek contact with the linked subject teacher.

You can also contact the College Leadership Team at any point. Again email is the easiest form of communication due to teaching timetables.

What about safeguarding and child protection?

The college takes student safety very seriously. We are committed to providing a safe environment in which students can learn, identifying students who are likely to suffer significant harm and taking appropriate action to help to ensure they are kept safe both at home and in College. The College has a designated person for child protection and a policy which explains our approach in more detail. The designated safeguarding lead is Mr Roy Bellmon. Deputy Designated Safeguarding Leads are Mrs Jo Code, Mrs Karen Steele, Mrs Suzanne Harrison and Mrs Sue Goodrum; our policies can be found on the website.

Further advice and information:

Childline – Support and advice on a range of matters specifically aimed at young people

Bullybusters – Advice for students and parents if they are concerned about any aspect of bullying

CAMHS – Child and Adolescent Mental Health Services

YPAS – Young Person's Advisory Service – offering a range of different services to young people including group sessions, individual counselling, therapeutic options and information giving

Young Minds – Website in relation to the mental health of young people with advice guidance and support for young people and their families

Family Support Directory – this page gives links to the range of services provided by Liverpool City Council

What to do should things go wrong?

We hope that your child is very happy and successful at St Hilda's College and that you will also be satisfied with your own experience as a parent/carers. Nevertheless, we understand that there may be times when we don't get everything right and we shall listen carefully to any feedback which you may have about the College.

If you feel dissatisfied about anything, you are invited to discuss the matter with an appropriate member of staff. For example, an informal approach to your child's tutor may be sufficient to settle the matter.

Should you remain dissatisfied and wish to make a formal complaint, please refer to the procedure, details of which are available on the College website or from reception. You will receive an initial response within ten working days, explaining how your complaint is to be handled.

FINANCIAL MATTERS

Students are expected to pay towards the cost of field trips and visits, although the charges for these are kept to a minimum. Examination fees are paid by the College for first-time entries, although students may be asked to pay for re-sits. Students will also need to pay for any extra tests required for university entrance purposes (e.g. BMAT, UCAT for medicine, STEP papers for Maths).

Financial help for students in the academic year 2023-2024

The College will receive an allocation of funds (the 16-19 Bursary Fund) from the Education Funding Agency to support students who face the greatest financial barriers to continuing in education or training post-16.

Guidelines about applying for the new 16-19 Bursary Fund will be provided to students at the start of the autumn term. These will indicate both the eligibility criteria, relating to house-hold income, and also the range of activities for which an application can be made (e.g. transport, essential educational activities linked to chosen courses, extra tests required for university entrance purposes.) In order to receive payment, students must meet college expectations with attendance and punctuality.

Are there any circumstances in which I might be asked to pay examination fees?

This would only apply if the student, through their own actions, made it impossible for a grade to be awarded by the examination board – for example by failing to complete coursework or by missing an examination. The College can also require the payment of fees where a student fails to observe the Code of Conduct, for example by not attending lessons. Parents/carers would be invited to discuss the situation before any such action were taken. If a student resits an examination, then the fees are normally paid by the student.

CAREERS AND APPLICATIONS FOR FURTHER/HIGHER EDUCATION

In Year 12, we deliver a comprehensive programme covering higher education, apprenticeship and employment options. We have very strong links with universities and employers. We host a Post 18 week in July, and also visit universities and UCAS conventions.

Making choices

An important part of our student guidance system involves helping students to make career choices. Help with this is available from College, tutors and subject staff. Students are advised to research career opportunities as soon as appropriate. A careers programme starts in the spring term of Year 12; by the end of Year 12, most students should have definite ideas of the options available and be researching particular higher education courses or employment routes in more detail.

Work experience can be a very valuable activity, adding depth and credibility to either a personal statement for UCAS or a job application. Work experience should give students an insight into a future career or profession and can give them confidence that they are making the right choices for their future. Placements are normally a week and take place in July.

UCAS applications and references

The process of applying to UCAS will begin in the summer term of year 12. Students are expected to complete their personal statement by the end of the summer term. It can be amended at a later date. All students register with UCAS and write a personal statement even if they think they are not going to university.

Applications to universities are normally sent in the autumn term of Year 13 and students are strongly advised to have completed their application by October. This is to give students the optimum chance of receiving an offer when the greatest number of places are available. Later applications are possible where students remain unsure of their choices.

Students applying for Dentistry, Medicine, Veterinary Science/Medicine, and Oxford or Cambridge Universities need to have completed their forms by early October for the October UCAS deadline. It is essential that students meet the deadline dates agreed with the Head of College for the submission of their application forms.

References will be written by the college team who will coordinate statements from subject staff. Predicted grades will be based on the professional judgement of staff, taking appropriate evidence into account.

Visit www.ucas.com for course search, a parents' guide with parental email update option and Course Finder – an online programme which will suggest possible course choices.

The High Achievers programme

The High Achievers' Programme is primarily aimed at those students who are aiming to achieve 9-7 grades at GCSE. The programme itself offers structured support for those students who:

- have aspirations to study Medicine, Dentistry or Veterinary Medicine
- have aspirations to study at Oxford or Cambridge
- have aspirations to study at a Russell Group or other prestigious universities

Details of the programme and the support available, together with the thoughts of current and past students can be found in our prospectus.

The Extended Project Qualification (EPQ)

At the heart of our Extended Curriculum is the opportunity for students to develop and realise an advanced level project entirely of their devising. Completed in Year 12, the AS Extended Project Qualification offers students the chance to gain real independence, resilience and maturity as an advanced level learner, while pursuing any topic of their choosing. Taught in a university style through seminars and 1:1 tutorials, it prepares students well for higher education and for employment. Best of all, the Extended Project Qualification is an AS level that is very well regarded by universities as evidence that the transition from college to university will be a smooth one for students who have successfully demonstrated their aptitude for independent learning.

Year 13

Due to A levels now being linear qualifications, students continue the same study programme from Year 12 into year 13.

College Dress Code

The College dress code promotes equality between students and models the expectations. College students are expected to set a good example to the rest of the school in their appearance which should be smart at all times.

The College Dress Code consists of:

- A grey blazer with embroidered school badge purchased from **Liverpool Schoolwear** (formally Trutex), **298 St Mary's Road, Liverpool 19**
- A plain white shirt that is suitable for wearing with a tie
- Black straight leg tailored trousers. These should be suitable for wearing in an office environment
- A plain black sweater, cardigan or sleeveless pullover without trimming or logo. Hooded tops are not permitted
- College tie purchased from **Trutex, 298 St Mary's Road, Liverpool 19**
- Plain black or navy headscarf (if worn)
- Black shoes without trimming or logo. No trainers
- Belts – black, plain and simple in design. No chains, studs etc:
- School skirt, **knee length or below** with an inverted pleat from **Trutex, 298 St Mary's Road, Liverpool 19**
- Black pinafore dress, **knee length or below**
- Plain black or flesh coloured tights
- Jewellery, make up and hairstyles should be modest, not extravagant.
- Facial piercings, with the exception of those in the ears and a small nose stud, are not allowed under any circumstances. If a student has a tattoo, it must remain covered at all times.

Coats and scarves should not be worn around school and should be placed in a locker on arrival to school. Students who do not comply with the uniform code may be given the correct item to change into. The college has spare skirts, blazers and shoes. In some cases, the student may be asked to go home to change. The final decision about the suitability of any item is at the discretion of the Headteacher.

Parents and students are expected to support this uniform policy as part of the student/school agreement

CODE OF CONDUCT FOR STUDENTS

The College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the College community, all students are asked to abide by its code of conduct. The key points are

All student are expected to:

- show consideration and respect for others and for the College environment;
- help to ensure a safe and secure learning environment;
- accept responsibility for their own learning;
- promote good communications;
- promote the good reputation of the College;
- abide by all College policies and expectations, including those relating to:
 - admission;
 - child protection;
 - careers guidance;
 - health and safety, including lanyards;
 - anti-bullying;
 - acceptable use of IT;

- coursework and plagiarism.

College Policies

College policies are available on the College Website.

Pupils' ICT Acceptable Use Policy Agreement

All students will have signed this agreement in order to have access to the ICT Network and peripherals. This was included in the Policies and Agreements booklet that was signed and returned at the start of the new academic term. The policy can also be found on the website.

Coursework

Coursework refers to work that is completed independently and not under examination conditions.

Coursework marks contribute to the final grade of the subject concerned.

Departments ensure that students are aware at the beginning of each academic year of major coursework requirements, including dates, deadlines and the Joint Council for Qualifications (JCQ) guidelines.

Coursework must be the independent work of the student concerned. The College Plagiarism Policy explains the procedures to be followed in the event of suspected malpractice.

Students must meet coursework deadlines.

Plagiarism and Artificial Intelligence

Plagiarism occurs when a person uses other people's thoughts, writing or creative work **and presents them as his or her own** that is without clearly acknowledging the source of the information. It can take several forms, including:

- directly copying another person's work, for example from the internet, a book, another student's assignment; the work may include text, statistics, figures, photographs, pictures, diagrams etc;
- paraphrasing another person's work;
- cutting and pasting together sections of the work of others into a new whole;
- receiving material help from other people while producing an assignment, without express permission or instruction from a teacher;
- submitting work written by AI is considered to be plagiarism.

Plagiarism is a serious breach of discipline and students are responsible for informing themselves about this policy. The College will make students aware of this policy early in the course. Instances of plagiarism must be reported to the exam board and it is at their discretion the action which follows.