



**PARKHALL**  
INTEGRATED COLLEGE



## Sixth Form Student Handbook

A caring learning environment  
where each person feels valued and respected.

2024-2025



# Contents

---

Principal's Welcome	1
Head of Sixth Form Welcome	3
Post 16 Key Contacts	4
Sixth Form Year Head and Registration Teachers	5
College Mission Statement and Vision	6
The Curriculum Overview – Post-16 Education	8
The Enrichment Programme	10-11
School Day, Absence and Routines	13-16
School Terms and Holiday Dates	18
Post 16 Annual Overview	20-21
Two-week Timetable Schedule	22
Facilities	23
School Map	24-25
Teaching and Learning	26-27
Student Opportunities	28-29
Tips for Success in the Sixth Form	30
Sixth Form Agreement	32-36
Sixth Form Study Rules	37
Car Use Policy	39-43
EMA Policy and Guidance	44-50

Welcome to Parkhall Integrated College. We hope you have a very happy and successful time here. This Student handbook has been designed to provide you with some key messages about how the Sixth Form runs. This is not only to help you to settle in quickly, but also to give you information to support your studies throughout your time here. Please make time to read through it so you know what it contains. If you have any questions that are not answered by this handbook, then please come and ask a member of the Sixth Form team.







# Principal's Welcome

---

At Parkhall Integrated College, our vision is to provide an inclusive, caring learning environment where we all feel valued and respected and are empowered to reach our full potential. As such our Sixth Form focusses on academic excellence and preparing you for post-18 studies and the world of work.

Our core values are:

**Achievement** – striving to be the best that we can be

**Community** – contributing positively to our college and local community

**Kindness** – being kind, helpful and polite in all we do

**Respect** – respecting ourselves, each other, and our environment

**Responsibility** – working hard, being committed, and taking responsibility for our own actions and development

As a Sixth Form student, you are an integral part of Parkhall Integrated College. The contribution that you make impacts significantly upon the whole community. We expect you to take an active role in the college, which will make this one of the most enjoyable periods of your life.

Well done on the hard work that has got you this far and we look forward to sharing this next stage of your journey with you.

Best wishes

**Mr N D Owen**  
Principal





## Our core values



### **Achievement**

striving to be the best that we can be



### **Community**

contributing positively to our college and local community



### **Kindness**

being kind, helpful and polite in all we do



### **Respect**

respecting ourselves, each other, and our environment



### **Responsibility**

working hard, being committed, and taking responsibility for our own actions and development



# Head of Sixth Form Introduction

---

Welcome to our Sixth Form at Parkhall Integrated College!

We hope you have a very happy and successful time here. This handbook has been designed in consultation with previous students to provide you with some key messages about how the Sixth Form runs. This is not only to help you to settle in quickly, but also to give you information to support your studies throughout your time here. Please make time to read through it so you know what it contains. If you have any questions that are not answered by this handbook, then please come and ask.

Your time in the Sixth Form will pass very quickly, and it is important that you adjust to the demands of 16-19 education very quickly. Your Sixth Form form tutors and teachers have a vast amount of experience in helping new Sixth Formers to adjust and you should seek out their help as they will always be pleased to provide advice and guidance. You must remember that a key element of Sixth Form life is openness and honesty; if you are experiencing pastoral or academic difficulties causing you to be behind with deadlines, please do come and talk to us.

Being a Sixth Form student is a new stage of your education. It is your first step into voluntary education and your first real opportunity to thrive as a truly independent learner. At this stage of your education, you will be studying only subjects you have chosen, teaching styles will be different and group sizes will be smaller. There will be differences over lengths of deadlines and private study, with expectations about independent study being very clear and key. There are also privileges and well as key responsibilities. Remember, you are still working within a college with all the normal expectations about work, effort, behaviour and politeness.

We are here to help, support and work with you. You will have many opportunities, both academic and enrichment during your time here and we fully recommend you seize all opportunities that you encounter.

**Miss Spiers**

Head of Sixth Form

# Post-16 Key Contacts

The key contacts for years 13 and 14 are as follows:



Mr N Owen  
Principal



Ms G Spiers  
Head of Post-16  
Education



Mr A Cunningham  
Examinations  
Officer



Mrs J Davidson-Brown  
Head of Pastoral Care



Mrs L McKibbin  
Vice Principal in Charge  
of Child Protection



Mrs M Kirkpatrick  
Sixth form Supervisor



## Year 13 and 14 Registration Teachers

Class

13A

13B

13C

14A

14B

14C

Head of Post 16

## Pastoral Care

Year 13 & Year 14

Ms G Spiers

In the event of Head of Post 16 not being available you should refer to:

Head of Pastoral Care

Mrs J Davidson-Brown

## Special Educational Needs Co-ordinator (SENCO)

The SEN coordinator is Mr I Cunningham. If you have any queries regarding SEN, please do not hesitate to contact him or ask a parent / guardian / registration teacher / Head of Post 16 to do so on your behalf.

## College Mission Statement:

---

*"To provide a caring learning environment where each person feels valued and respected"*

## Our vision

To provide an inclusive, caring learning environment where we all feel valued and respected and are empowered to reach our full potential.

---

## To help realise our vision we will:

- ✓ Place the core principles of Integrated Education at the heart of our college, through promoting equality, faith and values, parental involvement and social responsibility in all we do.
- ✓ Promote academic excellence through a challenging and ambitious curriculum and evidence-informed pedagogy.
- ✓ Give high quality pastoral care to meet individual needs and support the development of the well-being of our students.
- ✓ Offer a range of enrichment opportunities which develop life skills and character beyond the classroom.
- ✓ Provide high quality professional development for all our staff to ensure ongoing continuing personal and college improvement.



# Curriculum Overview

---

## Sixth Form Education

At Parkhall, we offer a number of subjects at A-level or equivalent. Students undertake study in three subject areas. The curriculum is regularly reviewed to meet changing needs and statutory demands. Our curriculum is also enhanced through an enrichment programme, undertaken by each student.. A range of extra-curricular activities are also offered. As a member of our Sixth Form, all students have the opportunity to become part of the Parkhall Integrated College student leadership team by becoming a member of the student council or through the prefect programme.

The subjects offered in sixth form at Parkhall Integrated College include:

- |                             |                         |
|-----------------------------|-------------------------|
| • Art                       | • Life and Health SA    |
| • Biology                   | • Life and Health DA    |
| • Business                  | • Maths                 |
| • Chemistry                 | • Media Studies         |
| • Drama                     | • Politics              |
| • Employability             | • Public Services       |
| • English Lit               | • Religious Studies     |
| • Geography                 | • Sport SA              |
| • Health and Social Care SA | • Sport DA              |
| • Health and Social Care DA | • Travel and Tourism SA |
| • History                   | • Travel and Tourism DA |
| • ICT                       |                         |

Please see our post-16 options booklet online for further information and presentations. The links for these resources can be found at the back of this handbook.







# Enrichment Programme

---

Engaging in the post-16 enrichment programme will enhance the overall experience of our sixth form students, promoting both positive well-being and personal development in the year group. Students should gain personal or academic development, and in turn this will positively impact their final outcomes at post-16 and beyond.

Students participate in the enrichment programme and can use this to enhance their academic curriculum. The programme focuses on personal development and mental well-being.

Current opportunities include:

**Choices:** Basic Skills

**Content:** Basic skills such as cooking, shopping, money management and running a household

**Choices:** Business Young Enterprise

**Content:** Gain first-hand experience of work, job roles and working as a team.

Explore personal strengths and areas for personal development.

Understand self-employment / entrepreneurship as a career option.

Develop interesting and relevant content for inclusion in applications to universities, training providers and future employers.

Develop a professional network.

**Choices:** English GCSE Resit

**Content:** Resit class

**Choices:** Languages

**Content:** The content will be mostly conversational.

Beginners will learn how to introduce themselves, ask how someone is feeling, give personal details, talk about hobbies, family, school subjects etc.

# Enrichment Programme

Choices: Maths GCSE Resit

Content: Resit class

Choices: Sport

Content: A programme following a range of sports and leadership opportunities, as well as teamwork activities.

Choices: Book Buddies

Book Buddies is a rewarding volunteering opportunity which allows you take a break from studying and read for pleasure. This is a collaborative opportunity where you work alongside some fabulous Year 8s, to help improve their literacy through guided reading, build their confidence and make them feel part of the school community. You will be given full training and a great chance to enhance your CV!

Choices: Duke of Edinburgh/Volunteering

The Duke of Edinburgh's Award helps young people build life-long belief in themselves, supporting them to take on their own challenges and develop skills for the future. It's all about pushing personal boundaries, gaining new skills and meeting new people by volunteering in the local community. The award will also help you develop highly sought after skills by universities and employers.

Choices: Maths Buddies

Maths Buddies is an opportunity for you to work alongside a key stage 3 pupil to help them improve their adding, subtracting, multiplying and dividing skills. You will be given full training along with the required resources to deliver this project.



# Timings of the School Day

9.00	Students collected from their meeting area
9.00 – 9.15/20	Registration in class until bell rings
9.15/20 – 9.45	Period 1
9.45 – 10.15	Period 2
10.15 – 10.30	Senior break
10.15 – 10.45	Period 3 Junior
10.30 – 11.00	Period 3 Senior
10.45 – 11.15	Period 4 Junior
11.00 – 11.30	Period 4 Senior
11.15 – 11.30	Junior Break
11.30 – 12.00	Period 5
12.00 – 12.30	Period 6
12.30 – 1.05	Period 7a Junior Classes
12.30 – 1.00	Senior Lunch
1.00 – 1.35	Period 7b Senior Classes
1.05 – 1.35	Junior Lunch
1.35 – 2.05	Period 8
2.05 – 2.35	Period 9
2.35 – 3.05	Period 10

# Student Absence

---

For planned absences, please request permission with a note from parents / guardians from Head of Post 16 prior to the event.

For unplanned absences, please ensure that a parent / guardian contacts the school office on the first day of illness, and on the first day you return to school, bring a written note from home explaining this to your registration teacher.

## Lateness

Students are expected to be in the Youth Area when their registration class is collected at 9am. Any student who arrives to registration after their registration class has left the Youth Area will be marked as Late. Persistent lateness, without appropriate reasons, will be referred to Head of Post 16.

## Uniform

Students must follow the school uniform guidelines, this includes piercings. Full school uniform must be worn every day and PE kits brought to school and changed into before PE lessons / enrichment Sport.

## You cannot leave class before the bell.

Students are discouraged from going to the toilet during class. Students with genuine health problems will be issued with a toilet pass, please see Head of Post 16.

Students who feel unwell should remain in class where possible. A student with a genuine illness will be referred to Head of Post 16, Sixth Form Study Supervisor or First Aiders.



### Areas out of Bounds

All classrooms are out of bounds to students before 9.00am, break, lunchtime and after school (except if attending staff-supervised activities). Sixth form students are able to enter the school building at 8.30am but must remain in the Youth Area until collected by their registration teacher at 9.00am.

The assembly hall, gym, fitness suite, changing rooms, canteen, youth club area, tennis court and pitches are out of bounds, except under supervision of a member of staff.

The carpark and planted areas are also out of bounds unless a student has returned the student car use policy and uses the staff car park with permission.

### Students leaving school early

Students must sign out at the school office and exit the building by the main entrance. Students must show the school office staff the letter of permission to leave school from a parent / guardian, which has been signed by BOTH their registration teacher and Head of Post 16.

# Routines for Start and End of Lessons

---

Students should be familiar with these routines, so please adhere to them. They should be on display in all classrooms.

## Start of Lessons

- Teacher at classroom door to welcome class.
- Class line up outside the classroom in quiet, orderly manner.
- Uniform check by teacher as students enter class.
- Students walk to assigned seats and stand waiting for teacher instruction.
- Students take planners, subject books pens/pencils etc. from school bag and place on desk.
- Students put bags and other personal belongings in designated place in classroom.
- Students take seats. Teacher watches class and waits until class settled and ready to learn.
- Teacher calls the register.
- Homework collected.
- Books and/or resources given out as directed by the teacher.
- If notebooks are being used, students write title and date on page and learning intentions if applicable.
- Introduce lesson and clearly state learning intentions for lesson.
- Learning intentions will state what it is expected that students will be able to know, understand or do by the end of the lesson in student-friendly language.
- Homework may be given out and recorded in planner.

## End of Lessons

- Teacher signals end of activity.
- Any practical materials/books are tidied away, as directed by the teacher.
- Students settle quietly into seats.
- Teacher tests that learning intentions have been met.
- Students reflect on their learning in response to teacher.
- Homework may be written into planner.
- Teacher checks understanding of homework task.
- Students pack up own books etc. into schoolbag.
- When directed by the teacher, students stand, put seats under desk and stand behind seat. (Last period, seats put on top of desk)
- Teacher moves to door and dismisses students a row at a time when the bell goes.
- Teacher checks uniform as students leave room.

# Sixth Form Cover Arrangements

If your regular teacher is absent, you must:

- Go to your timetabled classroom as normal
- Complete a paper register and send a copy to the office
- Complete the cover work set by the teacher and/or work independently using study packs and/or Google Classroom
- Remain in the classroom for the duration of the lesson
- Do not go to the library or sixth form area

If you are unsure about anything during the lesson, you can ask the subject Head of Department who will be available or a member of the school Senior Leadership Team who will drop into the lesson to check on your progress.

# School Term and Holiday Dates 2024 - 2025

## Autumn Term 2024

Thurs 22nd – Fri 30th August	Staggered start for year groups
Mon 26th August	Holiday
Mon 2nd Sep	All students on timetable
Fri 27th Sept	Staff Professional Development Day
Mon 28th Oct –	
Fri 1st Nov (inclusive)	Half-Term break
Fri 20th Dec	Last day of the autumn term
Mon 23rd Dec –	
Fri 3rd Jan (inclusive)	Christmas Holidays

## Spring Term 2025

Mon 6th January	Staff Professional Development Day
Tues 7th January	All students return to school
Fri 17th January	Staff Professional Development Day
Mon 10th –	
Fri 14th February (inclusive)	Half-Term break
Mon 17th March	Holiday
Fri 11th April	Last day of the spring term
Mon 14th April –	
Fri 25th April (inclusive)	Easter Holidays

## Summer Term 2025

Mon 28th April	All students return to school
Mon 5th May	Holiday
Mon 26th May	Holiday
Fri 27th June	Last day of term





# Sixth Form Annual Overview

(Subject to change as required)

## August

August GCSE results day – year 12 into 13 interviews

GCEAL results day

Year 13 into 14 interviews

Induction and Team Building for year 13 and 14

UCAS Day

## September

Enrichment programme allocation

UCAS staff mentors allocated to Year 14 students –  
personal statement completion

Student Council nominations

## October

Year 14 UCAS interviews

Student Council election

UUJ and Queen's open days

Skills NI open day

Progression interviews (if required)

## November

UCAS submission - internal

## December

School exams

EMA bonus interviews with Head of Post 16

# Sixth Form Annual Overview

(Subject to change as required)

## January

Deadline UCAS submission - external

Update year 12 students on post-16 options choices

## May

External exams begin

## June

External exams continue

UCAS session with year 13 (up to but not including personal statements)

Year 13 work experience

# The school operates a two-week timetable

Schedule for week 1 and week 2 timetable

Autumn Term		Spring Term		Summer Term	
Date	Week	Date	Week	Date	Week
26 Aug	1	06 Jan	1	28 Apr	2
02 Sept	2	13 Jan	2	05 May	1
09 Sept	1	20 Jan	1	12 May	2
16 Sept	2	27 Jan	2	19 May	1
23 Sept	1	03 Feb	1	26 May	2
30 Sept	2	10 Feb.	Half-Term	02 Jun	1
07 Oct	1	17 Feb	2	09 Jun	2
14 Oct	2	24 Feb	1	16 Jun	1
21 Oct	1	03 Mar	2	23 Jun	2
28 Oct	Half-Term	10 Mar	1		
04 Nov	2	17 Mar	2		
11 Nov	1	24 Mar	1		
18 Nov	2	31 Mar	2		
25 Nov	1	07 Apr	1		
02 Dec	2				
09 Dec	1				
16 Dec	2				

At Parkhall Integrated College, students finish at 2.05pm every Week 2 Monday.

As members of the sixth form, students are expected to use this time appropriately and continue with their independent studies.

Sixth form study room is available after school if a pupil needs a quiet space to work\*

**\* pupils must let study supervisor know they are staying or sign in at the office so staff are aware pupils are in school for health and safety (ie) fire**

# Student Facilities

There is a youth area on the ground floor which sixth form students are allowed to use at break and lunchtime. There is a Sixth Form centre on the first floor for sixth form students to use during their general study periods. One “chill” period per week will be timetabled, where students will be allowed to use the Youth Area. There are facilities in the kitchen area of the Art room for making tea or coffee and using the microwave. The school canteen sells toast, pancakes, filled paninis, etc. at break time. At lunch time there is hot food e.g. pasta and rice dishes, baked potatoes with fillings, filled panini and salads and salad wraps.

## Registration

Your registration teacher will collect you from your year group zone in the mornings. If a student arrives after 9.05am he/she reports to the General Office and signs the late book. Anyone in receipt of EMA must take their absence notes to the 6th form study supervisor.

If a student has an absence note, this should be signed by their registration teacher. The student's name and class and date(s) of absence should be added and the note placed in the register.

Any student with a note requesting permission to leave school early should be referred to Head of Post 16, who countersigns the note. (If the year head is not available, the note can be signed by the head of school or vice-principal). Notes should be signed by registration teacher and year head during registration time. Registration time will be used to check school uniform to ensure all students are adhering to the school guidelines and setting an example to our younger students. Any students not wearing the correct uniform or wearing unacceptable make-up or jewellery will be referred to their year head.

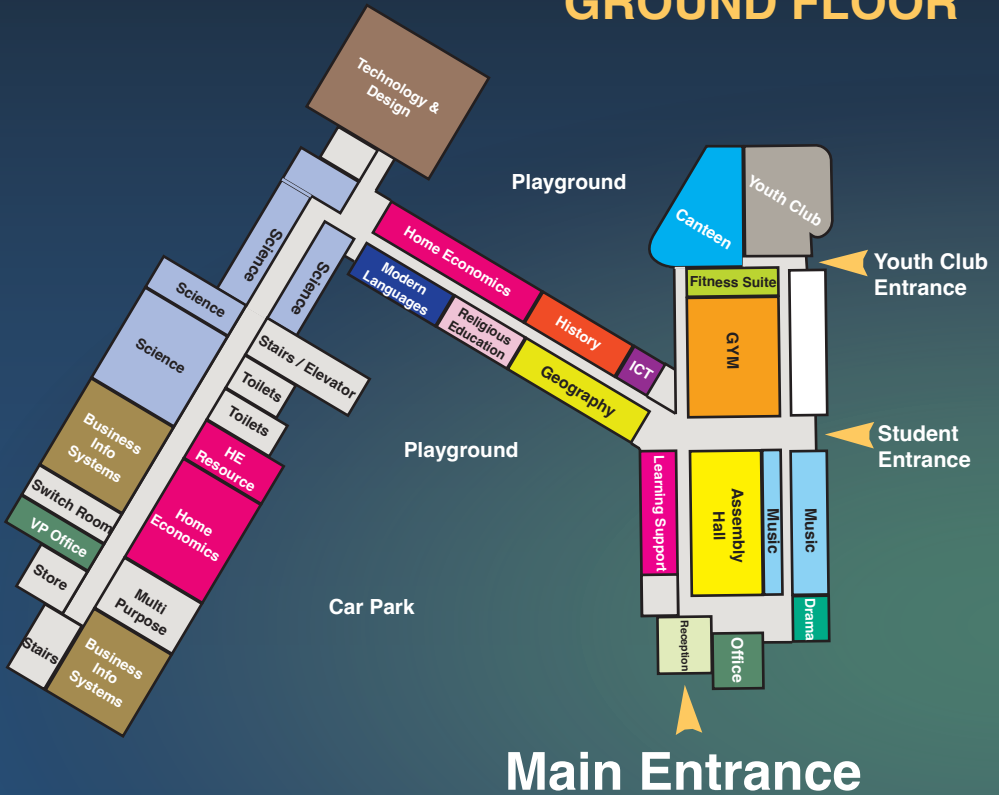
## Mobile Phones



















Parkhall Integrated operates a no mobile phone policy. This means that mobile phones must not be used during school hours. Staff will ask any student who has a mobile phone out, to put it away. Failure to do so will result in further sanction being applied inline with the school's behaviour policy.

As Post 16 students, mobile phones are allowed during break and lunch time in the Youth Area, during “chill” periods and supervised study periods. Sixth Form students should not use their mobile phones in any other part of the Parkhall site. mobile phones in sixth form study room are for listening to music - playlist must be selected on arrival to room, headphones used and phones put into blazer pocket.

# School Map - Ground Floor

## GROUND FLOOR












 Assembly Hall	 Home Economics	 Religious Education
 Canteen	 ICT	 Science
 Drama	 Learning Support	 Technology & Design
 Fitness Suite	 Modern languages	 Youth Club
 Geography	 Music	 Business Info Systems
 Gym	 Office	
 History	 Reception	



# School Map - First Floor

## FIRST FLOOR



 Art	 Maths
 Business Studies	 Staffroom
 Careers	
 English	
 ICT	
 6th Form Centre	
 MAC	

# Teaching and Learning

---

## Google Classroom

A Google classroom will be set up for all classes. All students should be given the opportunity to join the Google classrooms by the end of September. Codes will be issued for all classes; students should ensure they join each class they enrolled for.

---

## Sixth Form Study Skills

Year 13 and Year 14 students will take part in two study sessions annually.

---

### Year 13 Content

#### Amazing Brains – Maximise

Students will learn about examination preparation, self-belief, exam technique, planning and time management, physiological and psychological preparation for exams.

#### Tree of Knowledge – Laugh in the face of exams

Techniques to cope with pressures of exams. Physiological and psychological preparation for exams.

---

### Year 14 Content

#### Amazing Brains - Maximise

Students will learn about examination preparation, self-belief, exam technique, planning and time management, physiological and psychological preparation for exams.

#### Tree of Knowledge –

#### Reach for the power inside and Laugh in the face of exams

Physiological and psychological preparation for exams.

### Careers

Students will receive one hour per fortnight of directed Careers classes. During these classes, students focus on managing their time, reflecting on their abilities, and preparing to move to the next stage of their career pathway. Students have the opportunity to explore a range of options available to them upon the completion of their post-16 studies and are fully supported in making university applications, as well as further education study applications and entering the world of employment. There is a focus on money management to assist students as they become more independent when they leave education.

### Progress interviews

During the first term of year 14, students will undertake a progress interview with members of staff responsible for the attainment of post-16 students. During these interviews, students will discuss their future choices, explore a range of higher-level courses, both at university and further education colleges and gain advice in making decisions about their future. The interviews are informal and are around thirty minutes long, with the main purpose of ensuring all students are supported and making progress towards the next steps in preparing to leave school.

### UCAS

All post-16 students are required to complete a UCAS form, which is used for university applications. Students receive full support as they make these decisions, including UCAS workshops to complete the forms, a UCAS mentor to guide them through the process and ongoing support on results day and beyond with their future career choices.

### Work Experience

It is a requirement for all students in year 13 to undertake a one-week work placement of their choice. It is advised that students seek a work placement within a job sector they are considering following when they leave school. This is a compulsory part of post-16 studies as students develop their skills and qualities to gain invaluable experience for applications for further education or the world of work.

# Student Opportunities

---

## Student Wellbeing

Post 16 students will be involved in health education programmes which reflect the needs of the student body throughout their sixth form life. This will complement the LLW programme offered to post-16 students.

## School Council/Student Voice

The Parkhall Integrated College student council is expanding each year. This group of students will work collaboratively together to speak on behalf of the student body.

Year 13 and 14 students can put themselves forward for the student council elections in September of each year, and elections then take place in October by way of a vote. Students vote for the person in their class who they want to be their representative, who they think would represent the opinions of their class. Usually, one student from each class is elected unless there is a tie. Elected members are awarded their student council badges by Head of Post 16 in a special presentation during assembly.

The council is an enjoyable, yet hardworking area of school life, where students work on creating an action plan to focus on a whole school project, giving them and their peers a voice in the whole school community.

## School Colours and Honours Awards System

Students can be awarded a colours or honours award in sixth form if they have participated in an area of school life for five years or more. They can also be recognised for achievement outside school. The five areas of school life include arts, academia, community, leadership and sport. Students will be presented with a badge that represents the area of school life and a special colours tie on receiving this award.

# Student Opportunities

---

## Prefects

At the end of Term 2, Year 13 Students will have the opportunity to apply for the role of head boy/head girl and senior prefect positions. Students will complete an application form with a series of questions reflecting on their life at Parkhall Integrated College. Students also need to have their application form countersigned by two members of teaching staff.

Once applications are in, staff have the opportunity to provide feedback on student's participation in school life. Following this, all applicants are invited to an interview to discuss their application form further. This process gives students the chance to develop their interview skills and gain an insight into applying for jobs in the real world.

Our head boy / girl and senior prefects will become involved in the day-to-day running of the school and work closely with our school council. Prefects will represent the school at various functions and events. They will also take on the role of mentor to some of our junior classes and join them in their registration periods to support them in a number of ways.

This is a great opportunity to give back to the school and work with teachers and students in a relaxed atmosphere and to develop skills and qualities to help you in the future.

# Tips for Success in the Sixth Form

---

## 1. Spend your time wisely.

Self-discipline, motivation and excellent time management skills are the key to making the most of your time in the Sixth Form. Use your study periods wisely and plan your work to include at least five hours of additional study per subject per week.

## 2. Get motivated.

The Sixth Form is a stepping stone to your future career. You have chosen to be here. Make the most of your time here and use your energy and enthusiasm to achieve in all that you do.

## 3. Prioritise.

Your A Level subjects must be your number one priority. Part-time jobs and socialising must be fitted in around your study schedule.

## 4. Get organised.

Know when work is due and ensure you meet deadlines. Keep your work up-to-date and filed. Use your Planner to plan your work.

## 5. Get involved.

There is a wealth of enrichment opportunities available here. Get involved! Join a club or team - or start a new one. Volunteer to help those around you in the College and wider community.

## 6. Look to the future.

Think about the next steps in your education and career. Start researching where you want to be and what you hope to do. Start gaining the skills and work experience you will need to be successful in your chosen field.

## 7. Talk to us.

Your class teacher and subject teachers are always available to give you advice and support. See them if you are having problems or if you need some help. Don't wait until the problem has got worse – talk to someone early.

## 8. Enjoy it!

You are studying the subjects of your choice. Don't forget to enjoy it!





**PARKHALL**  
INTEGRATED COLLEGE

## Sixth Form Policies, Guidelines and Agreements

### **All sixth Form students are required to:**

All Sixth Form students are expected to sign the Sixth Form Agreement (witnessed by a parent/guardian) as a mutual understanding between the school and the student.

As a member of Sixth Form in Parkhall Integrated College, you have chosen to embark on a course of study which demands a greater level of maturity and personal responsibility than before. To achieve your highest academic potential, you must be totally committed and focused. It is essential that you maintain a balance between the demands of your schoolwork, involvement in extra-curricular activities, your social life and adopt a sensible attitude towards taking part-time jobs during term time, by keeping such activities to a minimum. You will also be required to work in partnership with your teachers to ensure you reach your full potential.

**It is essential that you display the highest standards of behaviour and presentation at all times, as you are role models and ambassadors for the school.**

### **Assessment and Progression in Sixth Form:**

Students will be expected to embark on a two-year course of study when joining Parkhall Integrated College Sixth Form.

Year 13 – Pupils will undertake AS/BTEC Level studies.

### **Progression to:**

Year 14 – A2/BTEC level

Continuous assessment and tracking of progress will be made throughout the school year within subjects. Satisfactory attainment in 'AS' level/BTEC qualifications and external examination results will be used to inform entry into Year 14. All homework and assignments are integral to the courses being studied and therefore all deadlines must be met. Students are expected to attend all classes they are enrolled for, including study periods in the allocated study room. In some cases, specific targets for improvements will be set with students who have not reached their full potential in their AS/equivalent qualifications. Interviews will take place at the beginning of Year 14 to undertake target setting. All students will be involved in the UCAS application process.

Progression to Year 14 remains at the discretion of the school. The minimum entry requirements to enter Year 14 are:

- (i) Students must have made satisfactory progress at AS level in all subjects.
- (ii) Students will continue to study three subjects (except in exceptional circumstances).
- (iii) Students must satisfy the principal as regards their attendance, behaviour, punctuality, and commitment to sixth form.

In the case of pupils whose performance in AS examinations, or their attendance, may have been detrimentally affected by extreme factors, the principal is empowered in exceptional cases to waive the requirements of (i), (ii) and (iii). Each case will be carefully assessed by the principal, in consultation with SLT and Head of Post 16 and will take into account appropriate documentary, medical or other evidence. In such cases the decision of the principal will be final.

**All** sixth form students are expected to sign the Sixth Form Agreement, witnessed by a parent/guardian. By agreeing to these terms, you are making a commitment to work to the best of your ability and to display the highest standards of conduct throughout your time in Sixth Form in Parkhall Integrated College.

**a. As a student in the Sixth Form of Parkhall Integrated College I am entitled to:**

- Receive teaching which, with my co-operation, will equip me with the necessary knowledge and skills to realise my full academic potential.
- Have access to the full range of the school's activities.
- Be treated as a mature, responsible young adult, and to have my views and opinions received with consideration and respect.
- Be given appropriate opportunities for personal development and leadership through the school's many programmes, societies, clubs, and activities.
- Receive pastoral and academic support as required/requested.
- Have access to careers advice.

---

**b. As a student in the sixth form of Parkhall Integrated College, I am expected to:**

- Remember that I am in full-time education and ensure that other commitments do not interfere with my studies or attendance.
- Ensure that part-time employment will not interfere with the requirements of my subjects.
- Show evidence, on a regular basis, of sufficient progress to continue in Sixth Form.
- Attend all timetabled classes, including study periods, assemblies, and other events when my teachers require my attendance (except when granted permission to be excused).
- Develop a responsible attitude to independent learning.
- Inform and seek advice from subject teachers or Head of Post 16 as soon as difficulty is encountered.
- Achieve the minimum entry requirement to progress to Year 14 A2 / equivalent studies.
- Ensure that my records of attendance and punctuality reflect a proper commitment to full time study.

- Be present at school throughout the day other than in exceptional circumstances in which permission must be given by the Head of Post 16 before leaving the premises. All students must sign out at the main school office before leaving the premises.
- Assist with school events, Parent's Evenings etc.
- Set an example to younger students by my personal standards of appearance, language, and general conduct.
- Conform to all School Policies and Regulations, including those on uniform, ICT (Acceptable Use Policy) and mobile phones.
- Treat all members of the school community – students, teachers, office staff, ancillary staff, and visitors – with appropriate courtesy, consideration, and respect.
- Treat all school property, fabric and equipment with due care and respect.

### Examinations:

- Attend all external examinations. Students will be liable for the full fee if there is a failure to attend examinations unless there is medical evidence from a doctor to support.
- Follow all JCQ regulations, regarding examination procedures. The Portfolio Agreement must be signed, and all procedures followed.
- Should a student request a paper remark, the appropriate paperwork and fee must be with the examinations officer within 2 weeks of receiving the results.
- The School Fund must be paid at the beginning of the school year.

**c. In common with all pupils, I will abide by the rules of the school in general and those listed below which specifically apply to Sixth Form. I understand that the stated sanctions (among others) will apply to me if I break the rules:**

- Lateness to school and classes will be dealt with in line with School Discipline Policy.
- Unwarranted truancy from a class will lead to a detention. Truancy from school will lead to a formal school detention. Repeated infractions may lead to suspension or exclusion.
- Uniform infringements will attract the usual warnings followed by sanctions (if repeated).

Continued ➤

# Parkhall Integrated College

## Sixth Form Agreement

- Failure to adhere to the study room rules will lead to a period of exclusion from the study room. Persistent infringements will also lead to a sanction, depending on the severity of the instance.
- Inappropriate behaviour, including excess noise and disruptive behaviour in the Youth Area will lead to a ban from the area for a fixed duration and to a potential withdrawal of privileges.
- All school discipline guidelines and policies must be adhered to.
- School rules regarding mobile phones, iPod's the internet and use of Sixth Form Facilities will be adhered to.
- Students must not leave class or the Sixth Form Study Room before the bell, as in accordance with school rules, this will result in an L mark put on sims.
- Students agree to conform to School Discipline and School Drugs Policy.
- Students will comply with school rules with regard to bringing a car or motorbike into school (separate permission must be sought, in writing, from the principal: a separate Agreement Form will have to be signed before cars/motorbikes will be permitted on school premises).

### Car Parking: -

- 6th form students must park behind the new extension and only on completion of the 6th form car policy paperwork.
- The main car park is for staff and visitors.
- The drop off bays at the front of school are not to be used by students.
- 6th form students must park behind the new extension and only on completion of the 6th form car policy paperwork.
- The main car park is for staff and visitors.
- The drop of bays at the front of school are not to be used by students.

Student Name: \_\_\_\_\_ (print)

Signed: \_\_\_\_\_ (student signature)

Witnessed by: \_\_\_\_\_ (parent/guardian signature)

Date: \_\_\_\_\_



- The study room must be kept tidy at all times. When students have finished their study period, they must remove all files and belongings from where they were sitting as this space needs cleared for the next study group.
- No food or drinks (excluding water) should be taken into or consumed in the 6th form centre/computer room. (Water to be kept in bag in study room and drank away from computers).
- If you are leaving the study room to work in another room, for example Art, then you must sign out with the study supervisor.
- You must not distract or talk to other students in the study room. A quiet environment must be maintained at all times.
- Be punctual to every class including study periods to ensure of your present mark.
- You may listen to music on your mobile phone/iPod etc by headphones, but you must control the volume, so it does not distract other individuals. You must not have your phone out during study periods. You are expected to pick a playlist at the start of the period and then put your phone away. Anyone using a mobile in study will have it taken off them and given to the office staff until it is collected by your parent or guardian. Headphones must not be shared between two users at the same time.
- You must keep your personal belongings in your possession as the school will take no responsibility for lost items.
- You must study one of your own AS/A2 level subjects i.e., not magazines / irrelevant books. If you refuse to work, you will be sent to the Year Head.
- If any student defaces or damages equipment, desks etc., they will be reported to the Head of Post 16 and/or SLT and further action will be taken.
- Students must not damage any computer or remove any item of equipment e.g., a mouse. If damage is reported on any computer access to computers will be removed.
- Air conditioning in study room is NOT to be used by pupils. Please ask the Study supervisor to adjust this accordingly.
- Notice boards will be used to place information relating to exam dates, deadlines, University open days, EMA, assemblies, visits, general notices, and coffee bar/youth area. Please check these regularly for updated information especially if you have been absent.
- Any forms or money to be returned for events must be given directly to the Sixth Form Study Supervisor or paid through the parent pay app.
- Inappropriate behaviour will not be tolerated.
- The interactive screen in the study room is not for student use.

### Youth Area Rules

- Food can be purchased from the canteen at break and lunch time to be consumed in the youth area.
  - When finished eating, please ensure all rubbish is binned and any chairs etc. are put back to where they belong.
  - Do not go into youth services storerooms/offices to remove equipment.
  - The pool tables and air hockey table are for Sixth Form use but must be treated with respect or this privilege will be removed.
  - The Sixth Form Committee is responsible for collecting coffee bar money from students and purchasing supplies.
- \* **This area is used in collaboration with the Youth Service, and we must respect this area and equipment at all times.**

Student Name: \_\_\_\_\_ (print)

Signed: \_\_\_\_\_ (student signature)

Witnessed by: \_\_\_\_\_ (parent/guardian signature)

Date: \_\_\_\_\_

Agreed by Board of Governors: June 2023 To be reviewed: June 2027\*

### 1. Rationale

Students come from a wide catchment area and sixth form students may find it convenient to drive to college. Bringing a car to college is a privilege afforded to sixth form students, not the right of a student. As such, students will sign the declaration pledging that they will follow the regulations of the car policy, adhering stringently to the safety rules, and parent/guardians will sign to support this. Parkhall Integrated College would like the experience of being in the sixth form to be a purposeful and enjoyable one; to an extent, the privilege of being allowed to park a car in the college grounds is an expression of that desire. If such a privilege is to be workable then students need to observe the guidelines and value this contract.

### 2. Guidelines

#### 2.1 Road Safety

There remains an unacceptable level of road injuries and road deaths on our roads, and we should be ever mindful of the comparatively low level of experience of newly qualified drivers. Subsequently, all colleges have procedures in place to protect their students, to protect the college from liability, to honour their duty of care and to safeguard other people in the college grounds. As ever, we request the support from parent/guardians and guardians to reinforce the messages of road safety with their young people. The college does not permit the use of motorcycles.

#### 2.2 Safety and Security of Cars

- All vehicles, and all valuables left in cars will be left at the owner's risk. It is advised, therefore, that any valuables, personal or expensive items should be secured out of sight in the boot or dashboard pocket of the car to reduce the opportunity for theft.
- Students bring their cars in at their own risk. The college will not be held responsible for any damage to cars.

### 2.3 College Regulations

For the safety and wellbeing of all members of the college community it is necessary for the college to have some fundamental conditions which must be adhered to by all students who are granted permission to park their vehicles in the college grounds. Please remember that you have been entrusted as an individual with the responsibility to drive in the college grounds. We, therefore, expect you to comply with the following:

- a) All drivers must always drive with the utmost care and attention.
- b) To arrive in college on time and to park only in the sixth form car park designated area. As these areas are on the main thoroughfare, extra care must be taken when entering and exiting the car parks.
- c) The car is not to be used throughout the college day without permission from the driver's Head of Year or a Vice-Principal. This includes travel within the college grounds.
- d) The driver and the passenger(s) must both present a letter of consent from their parents/guardians, clearly indicating that they are fully aware of the arrangement and that full insurance is in force.
- e) Student drivers must not exceed the maximum speed of 10 mph in the college grounds. They must always drive with due care and attention.
- f) Drivers may not carry passengers unless express permission has been given by a Head of Year/Vice Principal, and a 'permission to carry passengers' form has been submitted.
- g) All cars must have valid road tax, MOT, and certificate of insurance

In the interest of health and safety for other students and staff, and to preserve the grounds, motorbikes of any size belonging to students may not be driven on or into the grounds of the College at any time. A violation of any of these conditions may lead to permission to park in the college grounds being revoked. If a student, subsequently, parks or brings the car to college without permission it will be treated as serious misconduct.

### 2.4 Breach of Parking Regulations

Breaking the conditions within this policy will result in (at least) the following actions. These represent the minimum action that may be taken and only refers to the right to park a car on college grounds; additional sanctions may apply

#### Stage 1

Student Breaking car permit rules

Student made fully aware of the car policy  
One week permit suspension  
Detention issued

#### Stage 2

Further breach of regulations

Car permit suspended  
(Usually one term or equivalent)  
Parent/guardians Informed

#### Stage 3

Further breach of regulations  
VP Involved

Car permit withdrawn permanently

#### Stage 4

Formal disciplinary procedures

Driving recklessly or driving an unregistered car on college grounds is considered a serious disciplinary offence and is likely to result in a permanent ban from driving within the grounds.

### APPENDIX 1

#### APPLICATION FOR STUDENT TO DRIVE AND PARK IN SCHOOL GROUNDS STUDENT DETAILS

Full Name:

Year:

#### CAR DETAILS

Registration No:

Make:

Model:

Colour:

This permit is issued on the understanding that the following rules and regulations are complied with:

- a) All drivers must always drive with the utmost care and attention.
- b) To arrive in college on time and to park only in the sixth form car park designated area. As these areas are on the main thoroughfare, extra care must be taken when entering and exiting the car parks.
- c) The car is not to be used throughout the college day without permission from the driver's Head of Year or a Vice-Principal. This includes travel within the college grounds.
- d) The driver and the passenger(s) must both present a letter of consent from their parents/guardians, clearly indicating that they are fully aware of the arrangement and that full insurance is in force.
- e) Student drivers must not exceed the maximum speed of 10 mph in the college grounds. They must always drive with due care and attention.



- f) Drivers may not carry passengers unless express permission has been given by a Head of Year/Vice Principal, and a 'permission to carry passengers' form has been submitted.
- g) All cars must have valid road tax, MOT, and certificate of insurance. A copy of these certificates must be presented to the college office.

Failure to comply with the regulations as detailed above may result in the withdrawal of this privilege and the matter may become a further disciplinary concern.

### **STUDENT DECLARATION: I agree to abide by the above regulations:**

(Student's Signature)

(Date)

### **PARENT/GUARDIAN CONSENT:**

I have discussed the rules and regulations with my young person and give my permission for him/her to bring his/her car to school and park on school grounds. I understand that he/she will lose the right to park on school grounds if he/she breaks any of the regulations above.

(Parent's Signature)

(Date)

COLLEGE USE ONLY

Application Approved:

Date:

### **Rationale**

Parkhall Integrated College is responsible for processing the Educational Maintenance Allowance for Post 16 pupils. Pupils who decide to stay on at school or go to a further education college in Northern Ireland, may be able to get the Education Maintenance Allowance (EMA). It is available for both academic and vocational courses.

EMA is a weekly award of £30 which is paid fortnightly to students who meet the eligibility criteria below. It is intended to help cover the day-to-day costs students have to meet when you stay on at school or college like travel costs, books, and equipment for your course.

---

### **Purposes**

This policy sets out the procedures followed in Parkhall Integrated College in line with the Government's EMA Policy.

---

### **Guidelines**

The Principal, Mr Owen along with Ms Spiers and Mrs Kirkpatrick are responsible for the administration process of EMA in the College.

The EMA agreement has strict controls put in place by Government. EMA is not an automatic entitlement and is based on a 'something for something' principle; students must earn their EMA by signing EMA Agreements and achieving set goals linked to coursework, attendance, and behaviour. The attached agreement form is now mandatory for all schools and must be retained in our records for seven years. Read the following notes carefully as failure to complete the agreement properly or comply with the correct procedures throughout the year could lead to delays in payment or in some cases non-payment.

### **Guidance Notes: Completion of the EMA Agreement Form 2024/25**

The EMA agreement has strict controls put in place by Government. EMA is not an automatic entitlement and is based on a 'something for something' principle; students must earn an EMA by signing EMA Agreements and achieving set goals linked to coursework, attendance, and behaviour. The agreement form is now mandatory for all schools and must be retained in our records for seven years. Please read the following notes carefully as failure to complete the agreement properly or comply with the correct procedures throughout the year could lead to delays in payment or in some cases non-payment.

Please complete the form in black ink

### Bonus Payments

A bonus payment is not an automatic entitlement – to receive bonus payments you must demonstrate that you are fully committed to your studies. In December and May, you will have a review meeting with the Sixth Form Year Head. This meeting will look at your progress throughout the year against a set of agreed objectives – if you have met these objectives, you will be eligible for a £100 bonus to be paid in January and July respectively. If you have not met these objectives, the bonus payment cannot be processed. Part 2 of this agreement outlines the objectives. It will only be partially completed at this stage; the remainder will be completed at the January and May reviews.

1. Student Objectives: read this section carefully as it sets out the performance and behaviour objectives and goals that a student must achieve to be entitled to receive bonus payments. At your review meeting in January and May you must be able to demonstrate commitment to the school and your studies. We will discuss if you have met the following objectives:
  - 1) Participating in all revision classes, meetings, and reviews sessions as deemed necessary by subject teachers.
  - 2) Evidence of sufficient progress displayed in all courses.
  - 3) Deadlines for all courses, as set by class teachers, have been met.
  - 4) Pupils have displayed a responsible attitude to independent learning and research.
  - 5) Pupils have behaved in accordance with school guidelines.

After reviewing these objectives, you will be informed if you will be eligible for the respective bonus payment paid in January and June. If you wish to appeal a decision, please read the appeals procedure set out in Appendix 2.

5. Student Agreement: Write your name in block capitals. Sign and date the agreement. Do not complete the January and June Bonus sections at this stage. These will be completed during your review meetings later in the year.

6. Once you have completed your agreement, submit it to your Sixth Form Study Supervisor. A photocopy of the form will be returned to you within 5 working days. If your photocopied agreement is not returned, please speak to Mrs Kirkpatrick.

### Appendix 1:

#### EMA Attendance and Appeals Process

EMA is not an automatic entitlement and is based on a 'something for something' principle; students must earn an EMA by signing EMA Agreements and achieving set goals linked to coursework, attendance, and behaviour. The fortnightly payment is directly linked to attendance and students cannot receive this unless they have followed the correct attendance procedures.

You must read the following information carefully. The EMA is linked to attendance and failure to comply with the criteria will result in non-payment of your EMA.

#### ATTENDANCE

1. Pupils should be in attendance at school on each day of term.
2. Pupils should attend all timetabled classes, including study periods, assemblies or events as required (unless permission to be excused has been granted).
3. Pupils should ensure punctual arrival to school and classes each day.
4. Where an absence occurs without prior permission, e.g., due to illness, school must be notified on the morning of absence, and a note from a parent/guardian **MUST** be supplied on the first day of return to school as this will result in a delay of payment being processed.
5. For absences of more than 5 days, a medical certificate must be supplied on the first day of return to school.
6. Pupils should not make appointments, e.g., at doctors/dentist/etc, during the school day unless in an emergency.

Continued ➤

8. Pupils should not miss school to go on a family holiday during term time.
9. Attendance at all internal and external examinations is required.
10. Attendance at all course assessments is required,
11. Adherence to whole school guidelines and discipline policies regarding attendance is required.
12. Pupils MUST attend Work Experience in Year 13.

Also, an absence note, signed and dated by a parent, must be submitted on the first day of return to school. If you have been absent more than 5 days, a medical certificate must be submitted on return to school also – this is a requirement imposed by EMA and the school must keep evidence of it.

### **PAYMENTS WILL NOT BE BACK-DATED FOR LATE NOTIFICATION OF ABSENCE.**

The following is a list of acceptable reasons for authorised absences:

- Isolated periods of illness
- Educational visit including a visit to a university open day or a career-related interview.
- Bereavement.
- Attendance at a funeral or wedding or civil ceremony of close family members.
- Severe disruption to a student's method of transport, that leaves students with no method of traveling to schools/college.
- A driving test, (not including driving test theory).
- Extra-curricular activities, such as sports participation or artistic endeavour at a national or county level. The activity must represent a significant personal achievement.
- Medical appointments which could not be made outside of school hours.

In exceptional circumstances, the Principal or Head of Post 16, retains the right to authorise other absences which are deemed reasonable.



The following are not acceptable reasons for authorizing an absence, as stipulated by EMA:

- Holidays.
- Part or full-time work that is not part of the programme of study.
- Leisure activities.
- Birthday or family celebrations (not including weddings or civil ceremonies).
- Babysitting siblings.
- Others as explained by Ms Spiers/Mrs Kirkpatrick during interview/induction.

### **Illness of more than five days and long-term illness**

Under EMA rules, an illness that is longer than 5 days cannot be self-certified and on return to school, you must produce a medical certificate. Failure to do so will result in non-payment of the EMA. If an illness extends beyond three weeks, this will be classified as a long-term illness. Under EMA guidelines, we cannot authorise payments for long term illness and the EMA contract will be suspended. This can be reinstated if you return to school from long term absence.

### **Appeals Procedure for absences**

If you have been absent, there may be a delay in receiving an EMA payment. Absence notifications are sent through on a weekly basis, so authorisation of your absence may go through a week after your return. However, in the event that you do not receive a payment due to your absence being non-authorised and you feel that you have followed the absence policy set out above, you can appeal this decision.

1. In the first instance, verbally raise the issue with Ms. Spiers, Head of Post 16, to rule out any administrative error.

Continued ►

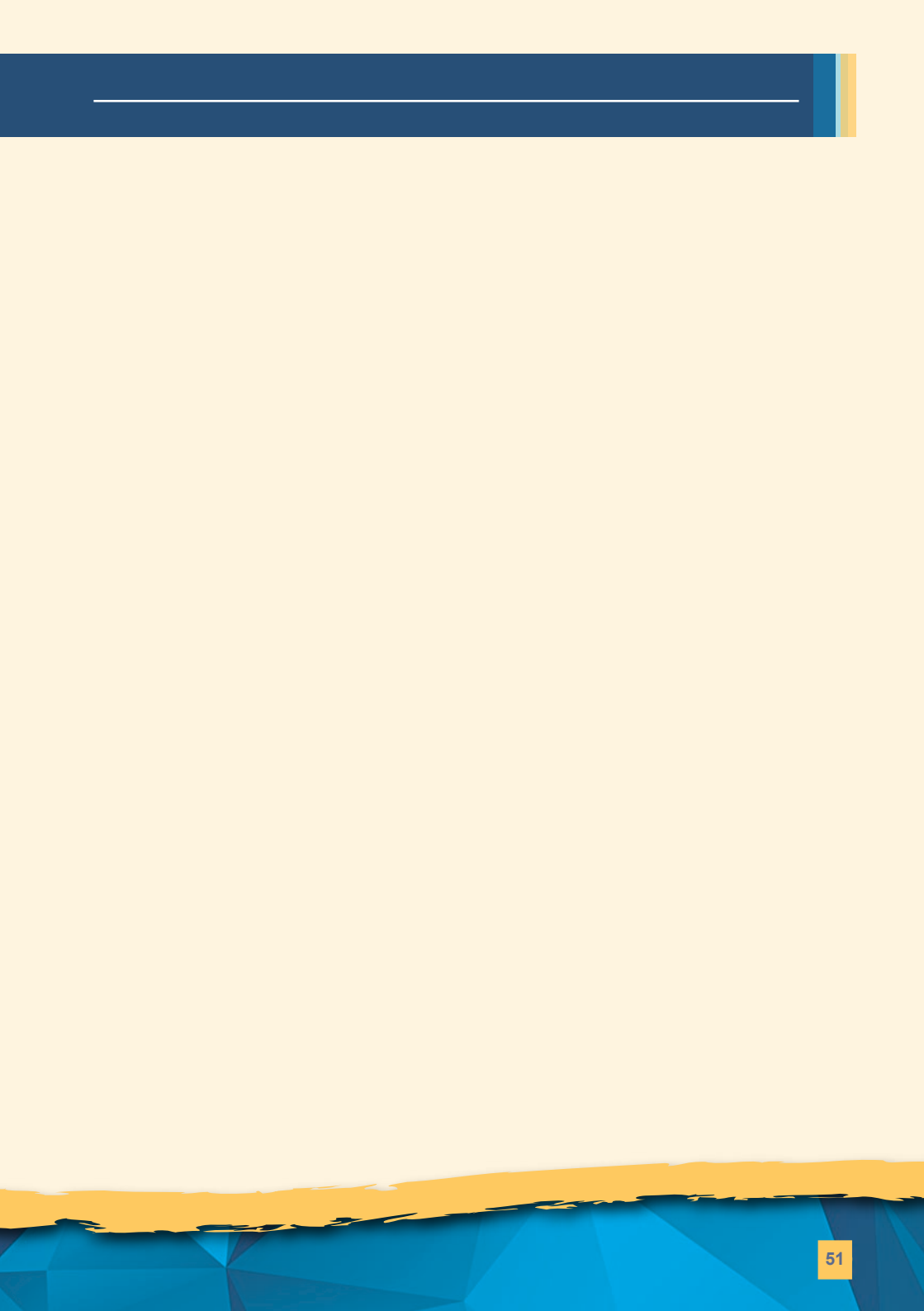
2. If this does not lead to a satisfactory conclusion, submit your appeal in writing to the Principal Mr Owen. In your appeal, you must set out clearly the dates of your absence, the reason for absence and how/when the school was notified.
3. For any further action please follow the school appeals/complaints procedures as indicated in our complaints policy, found on the school website/requested or from the school office.

### **Appendix 2:**

#### **EMA Bonus Appeals Process**

The review meeting in January and May will take place with Ms. Spiers and will decide whether you have met your objectives in order to receive a bonus payment. If you believe you have been unfairly denied your bonus payment, you can appeal the decision by following the steps below:

1. Submit your appeal in writing to Ms. Spiers, Head of Post 16. You must set out the reason given for non-authorisation of the bonus payment in the review meeting and why this has been unfairly applied. Ms. Spiers will investigate and reply in writing within 10 working days.
2. If your initial review meeting took place with Ms. Spiers, you should submit the appeal in writing to the Principal Mr Owen.
3. For any further action please follow school appeals/complaints procedures as indicated in our complaints policy, found on the school website/requested from school office.



# Parkhall Integrated College Sixth Form Student Handbook

A caring learning environment  
where each person feels valued and respected.



**PARKHALL**  
**INTEGRATED COLLEGE**

Principal:  
Mr N Owen

Vice-principal:  
Mrs L McKibbin

Head of Post-16:  
Ms G Spiers

Parkhall Integrated College  
Steeple Road  
Antrim BT41 1AF  
Tel: 028 9446 8556



[www.parkhallintegratedcollege.org](http://www.parkhallintegratedcollege.org)