

Principal: Tim Fisher



queen elizabeth sixth form college

information for

parents

of first year students



Queen Elizabeth
Sixth Form College

one of the country's leading
sixth form colleges

september 2009

september 2009

Information for Parents of New First Year Students



All students are given a College diary which contains useful information about College procedures, term dates, relevant members of staff etc. Key dates and latest news items are also found on the College website www.qeliz.ac.uk which is regularly updated.

Parents' Consultation Meetings

There are parents' consultation meetings for first year Advanced Level students on Tuesday evening 8 December and Wednesday afternoon 9 December 2009 and for students on the one year Transition Programme on Tuesday 20 October. These sessions are an opportunity for parents to meet subject teachers to discuss students' progress after one term of study at College. Parents will have received assessment grades by post prior to these consultation meetings.

Term Dates 2008-2009

Autumn Term 2009

Thursday 10 September - Friday 23 October
(Closure days: Thursday 24 & Friday 25 September)
Monday 2 November - Friday 18 December
(Closure day: Monday 30 November)

Spring Term 2010

Monday 4 January - Friday 12 February
Monday 22 February - Thursday 1 April

Summer Term 2010

Monday 19 April - Friday 28 May
(May Day Holiday - Monday 3 May)
Monday 7 June - Friday 9 July

Autumn Term 2010

Starts for second year Advanced Level students - Tuesday 31 August

Advanced Level students and their parents are asked to note the dates of the end of the Summer Term and the start of Autumn Term 2010. These dates are slightly different from term dates for local schools.

Key stages through the course

New first year students are taking either an Advanced Level programme (two years - A Levels) or the one year Transition to A Level Programme (one year GCSEs).

There are important stages in the year for each of these courses and details are given below.

Advanced Level Cycle 2009 - 2010

AS = Advanced Subsidiary achieved after one year of Advanced Level study.

A2 = Second year of Advanced Level study leading to the full A Level qualification.

September 2009

AS courses start

October 2009

First assessment grades

November 2009

Second assessment grades

1 December 2009

Student / Staff Consultation Day

8 & 9 December 2009

Parents' Consultation Sessions

January 2010

AS examinations in some subjects

February 2010

Third assessment grades

March 2010

Fourth assessment grades

May/June 2010

AS examinations

June/July 2010

HE / Careers Preparation & A2 week

9 July 2010

End of Summer Term

19 August 2010

AS results

31 August 2010

Start of Autumn Term for second years -guidance and start of A2

One Year Transition to A Level Programme 2009 - 2010

Key dates for students taking a programme of GCSEs or 1 AS Level & GCSEs

September 2009	Programme starts
October 2009	First assessment grades
20 October 2009	Parents' consultation session
November 2009	Second assessment grades
December 2009	Principal Tutor interviews with students
December 2009	Student / staff consultation day
January 2010	Talk about options and careers interviews
February 2010	Third assessment grades
March 2010	Fourth assessment grades
March – April 2010	Principal Tutor interviews - look at courses at QE and other options for next year
May/June 2010	GCSE exams
24 August 2010	GCSE results
24 - 27 August 2010	Interviews for those returning to QE

Assessment grades and learning plans

All students are given an initial target grade in each subject in October and there are further assessments in November, February and March.

In each subject, students are given a performance grade, an effort grade and the % attendance for the work covered. The subject teacher discusses the grades with the student and a learning plan is drawn up. The aim is to build on the progress made and to improve on the current performance. Parents are informed of these grades in a letter which is sent home by post.

Target grades

The assessment system is explained to new students in September of the first year. Each student is then given an initial target grade to aim for at the next assessment point in November. This initial target is based on the student's GCSE results and is used to give the student an indication of the minimum performance grade that should be achieved in the first term.

After each assessment, a new target grade is set for the student by the subject teacher.

Students with high grades or with grades above expectation are commended and a letter is sent home. Students whose grades are of concern are seen by the Group Tutor and the Principal Tutor as a matter of urgency and parents may be invited into College to discuss the situation.

Induction of new students

In the first half of the Autumn Term, the Group Tutor takes new students through an Induction Programme. This process is designed to assist in the transition to post 16 study and to help the student adapt to life at QE. The College has clear expectations of its students and these are explained in detail during the induction process. After the Autumn half term holiday, the Group Tutor interviews new students to find out how they are settling to the demands of sixth form study.

The Guidance and Support System

We believe the College has a support system that embraces both the best of a school sixth form and that of a college. Our support structure closely monitors each student to ensure that they work to their potential and enjoy the sixth form experience. We seek to develop a three-way partnership between the students, parents and College to ensure that students are supported and achieve success.

Each student is a member of a tutor group that meets at least twice each week. The Group Tutor will get to know the student well and, through a cycle of regular interviews, the tutor will discuss and monitor the student's progress and welfare. The work of the Group Tutor is managed by a Principal Tutor and students are referred to the Principal Tutor if problems arise with performance, attendance etc.

The Principal Tutor will contact parents if there is a serious problem and parents are encouraged to contact the Principal Tutor if they have any issues of concern. The name of your son's/daughter's Principal Tutor is given on the introductory letter from the Principal.

Careers and Higher Education Guidance

The courses at College are relatively short and at a reasonably early stage, students must start to consider the options available after QE. We have an excellent record in providing high quality advice and guidance to ensure that our students are well informed and prepared for progression when they leave.

The College has its own careers and guidance professionals, Stella Barnes and Cathy Hodgson, and students may make appointments to see them to discuss their career plans. We also work closely with the local Careers Service (Connexions) who come into College to give talks and interviews for students.

Most Advanced Level students apply to university and there is a higher education programme for them in June of the first year. There is also support for students who wish to seek employment immediately after QE.

Attendance monitoring

The courses at College are intensive and good attendance is essential if students are to achieve their potential. There is a strong correlation between attendance and student performance. Poor performance is often related to patchy attendance and we place great importance on attendance at all lessons.

A student is expected to attend regularly and we monitor attendance at each lesson including Enrichment lessons in General Studies, Critical Thinking and Key Skills. Both the subject teacher and the group tutor will check why a student is absent from a lesson and a student will be referred to the Principal Tutor where there is concern. Letters are sent home if attendance is at an unsatisfactory level.

If your son/daughter is unwell and is absent, we ask you to inform the College by 10 am on the first day of absence.

Holidays taken in term time

Any absence from College will have a detrimental effect on progress. Parents considering booking a term time holiday are asked to consider carefully the implications of this upon their son's/daughter's education at this critical time.

Permission is only granted for family holidays and where no other time is available because of a parent's work commitments. Any request for a holiday in term time should be submitted to the Principal Tutor at least 3 weeks before the date of the proposed holiday.

Part-time work and time management

As a rough guide, we expect our students to devote at least 40 hours each week to their College work (including lessons). Outside of lessons, we expect a student on a four subject AS Level programme to spend on average 4½ hours on private study in each subject per week.

In addition to College work, a student will wish to take part in leisure activities and will also wish to enjoy a social life at this exciting time of their lives. Inevitably there will be numerous pressures on a student's time and successful students must learn to manage their time carefully.

Many of our students have part time jobs and we believe that part-time work is beneficial. However, College work must be given the top priority and we strongly advise that students do no more than 8 hours part time work in a week during term time. The number of hours should preferably be reduced in the period before examinations.

Research has shown that College work will suffer if a student takes on more than 8 hours part time work in a week.



The College guidance arrangements are the responsibility of Anita Blackburn (Vice Principal) who oversees the work of Principal Tutors. She is assisted in this process by Laurence Job (Assistant Principal) who has responsibility for specific areas of student support, including financial hardship and transport.