



NORTON COLLEGE

Beyond Expectations

July 2022

Dear student,

I am delighted that you have applied to study at Norton College Sixth Form and I look forward to seeing you on our enrolment and induction days. This mailing pack contains key information for the next summer term and the start of post-16 studies in September. Please read all this information carefully along with your parent/carer.

Summer Term Bridging Work

You will see that we have provided summer work for each of your courses to prepare you for your post-16 studies.

This work is compulsory and should be submitted in your first lesson.

If you have decided that you would like to change a course, then please email Mrs Atkinson-Spragg cat@nortoncollege.net and she can arrange for the work to be sent to you.

Key dates:

Thursday 25th August

GCSE Results Day

Tuesday 6th September

Enrolment Day 9.00am-11.00pm

Wednesday 7th September

Induction Day 1

Thursday 8th September

Induction Day 2

Friday 9th September

Induction Day 3

Enrolment

Please refer to the enclosed Q&A enrolment sheet for the schedule for enrolment on Tuesday 6th September 2022 9.00am – 11.00am.

Transport

You will need to ensure that you have organised your bus pass as appropriate for the start of term. Students from the east coast will be contacted regarding transport. For all other information please go to: www.northyorks.gov.uk/post16transport.

Induction

The induction process starts on Wednesday 7th September and will continue over the first few weeks of the term, both in lessons and in the enrichment and personal development programme.

More details regarding your induction in to sixth form will be provided on enrolment day.

Documentation

The following documentation needs to be submitted when you enrol on Tuesday 6th September.

1) Learning Agreement

Please read through the enclosed Learning Agreement which summarises our commitment to you and our expectations of you.

2) Accessing additional support

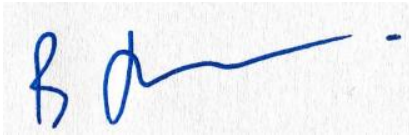
We require everyone to return this form either completed or indicating "not applicable".

3) Rolling Consent Form

For all local trips that take place during the school day. For long distances and overnight trips, additional consent forms will be required.

We are always here to help you, so if you have any further questions, please feel free to contact us on 01653 693296 or via the emails above.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Barry Evans', with a horizontal line extending to the right and a small dash at the end.

Barry Evans
Head of Sixth Form



Norton College Sixth Form Frequently Asked Questions



Enrolment

Enrolment takes place on **Tuesday 6th September** between 9.00am and 11.00am. At enrolment you will confirm that you are joining Norton College Sixth Form and also the courses you will be studying. Please note that we will not be enrolling any students on GCSE results day as we want you to enjoy your results. After enrolling students may leave the college site.

Please be aware that we will have a lot of students to talk to so please be prepared to wait.

What if I can't make enrolment?

Unless you have a very good reason, you are expected to attend enrolment. However, if you really are unable to be here on **Tuesday 6th September**, please phone on 01653 693296 or email cat@nortoncollege.net to let us know and we will make other arrangements.

What do I need to bring?

1. You **must** bring a copy of your GCSE results (and Level 2, First Diploma or equivalent results if applicable);
2. The *signed* Learning Agreement document;
3. The *completed* Additional Support Information Form.
4. The *completed and signed* Parent Consent Form for a rolling programme.

What if I've not done as well as expected in my exams?

You will be able to enrol on the courses you have applied to do, provided you meet the entry requirements as set out in the prospectus course requirements. If you have not done so, it is essential that we consider carefully, with you, possible courses which are appropriate for you, that you can succeed in and that you have a suitable aptitude for. On enrolment day, sixth form staff will be available to discuss your options and to ensure that you are given appropriate and effective advice and guidance.

What if I no longer want to do the courses I applied for and want to change to something else?

You need to come with a clear idea of what courses you want to change to. You **must meet the entry requirements** and you should consider how the course will aid you in your future plans. If your new choices fit with the rest of your timetable and you meet the entry requirements, then changing should not be a problem. Advice and guidance will be given at enrolment.

Will there be anyone there I can talk to about learner support, transport, my courses etc?

Enrolment is the time for confirming your intentions to study. A team of staff will be in place for you to talk to and we will try our very best to answer all of your questions.

What if I've changed my mind and don't want to come to Norton College Sixth Form now?

We really hope that you haven't changed your mind, but if you have you need to let us know via email to cat@nortoncollege.net so that we can withdraw your application and offer your place to someone else.

When do I start my courses?

Your first day at Norton College Sixth form will be **Wednesday 7th September at 8.45am** and information about your induction is enclosed in this pack.



Norton College Sixth Form Dress Code



Clothing:

- skirts and shorts shall be lower than mid-thigh length
- no rips, sheer or transparent fabrics allowed in clothing
- underwear will not be purposely on show
- Clothing must be free from explicit content (including, nudity, political statements, sporting teams top, swearing or obscene slogans)
- Hats and hood will be removed indoors
- Midriffs are to be covered
- No clothing that imitates lingerie, underwear, bathing suits or corsets
- No pyjamas or onesies

Footwear:

- Flip flops/Sliders are not acceptable footwear
- No heels over 6cm

Other:

- one discreet facial piercing
- no more than 2 studs in each ear – earrings and hoops must be an acceptable size (hoops too large are a hazard)
- No extreme hairstyles and colour – if students are considering a haircut that could be deemed as extreme, please talk to a member of the sixth form leadership team before.

Remember:

“If you have to question whether what you are wearing is acceptable, then maybe you shouldn’t be wearing it”



Norton College Sixth Form



Learning Agreement

Life in Sixth Form

Sixth Form is a different experience from earlier compulsory education and you will find many differences from your previous experiences of studying. One of these differences will be that you will not have a timetable full of lessons. You are given the freedom and responsibility to work independently in supervised study periods in the Sixth Form Library. You will take more responsibility for organising your time and developing effective study habits, challenging and testing yourself each day. You will be given guidance in the development of study skills by the sixth form team and through assemblies and enrichment activities.

Dress Code

As a member of the Norton College Sixth Form, you will be expected to follow the dress code as displayed in this letter and on the college website.

Attendance

As a member of the Norton College Sixth Form, you will be expected to attend when you have lessons, study periods and enrichment. We closely monitor attendance and strive for 100% attendance. Students with attendance under 96% will be monitored by Mrs Atkinson-Spragg and attendance under 90% categorises you as 'persistently absent' under current Government legislation and could jeopardise your position in our Sixth Form. Department for Education (2017) research shows that students who are 'persistently absent' are 3 times less likely to achieve their target grades than those with good attendance (96% or higher).

Students may sign in and out of school during the school day when they do not have lesson, enrichment or study periods. We believe that this is an important privilege that you, as a senior member of the college deserve. It is **essential** that you sign in and out to help ensure the safety of all students and you **must wear your lanyard** at all times when you are on the college site.

If you are ill, or have an unavoidable medical appointment, a phone call from your parents on the first morning of your absence must be made. As a full-time student, it is unacceptable to arrange a driving lesson or attend part-time work during school hours.

Mobile phones and Earphones

Students are allowed to use mobile phones and earphones in the sixth form canteen and library. Outside of these areas normal school rules apply and mobile phones and earphones should not be seen on the corridors, outside areas or in lessons as you are role models to younger students.

Part-time work

Part-time work whilst studying is a controversial topic. There are many positives and many negatives to balancing a part-time job with full-time education. We allow students to have part-time jobs however we strongly discourage this as they can often impact on home study and sometimes even on attendance. Remember, a part-time job is exactly that. Your Level 3 qualifications will be with you for the rest of your life and open up many more opportunities. Sometimes it is beneficial to think long-term, rather than quick short-term gain.

Continuation into Year 13:

Dropping or changing a subject can **only** be done with following a meeting with Mr Evans. Unfortunately, failure to complete or pass all of the Year 12 classwork and/or mock examinations by the August of Year 12 may jeopardise your place in the Sixth Form. All decisions on the continuing into Year 13 are made by the sixth form Team and our decisions are final and will always be in the best interest of the student. By signing this Learning Agreement, you agree to this. Progression into Year 13 is also reliant upon satisfactory conduct in lessons and around the school and your attendance and punctuality to lessons, as well as your participation in enrichment.

What you can expect from us

We will give you the best education that we can provide and the right guidance to help you toward success at university, through apprenticeships or through experience in the workplace. You will be respected as individuals, and we will do our very best to make the transition into young adulthood with increased independence. We will provide a community that everyone can actively contribute to, feel included in and take responsibility for. We will support you to learn well, both inside and outside the classroom, gain positive experiences and feel supported during your time here and in your aspirations for the future.

I am aware that if I do not abide by the learning contract then the following sanctions could be put in place.

Attendance:

- Parents are contacted
- Attendance monitoring

Dress code:

- Warning given
- Sent home to change
- Parents are contacted.

Late to lesson and/or progress concerns:

- Stages of Sixth Form Academic Monitoring followed.

Misuse of independent study time:

- Loss of 1 hour of unsupervised time.
- Continued occurrences will action Academic Monitoring.

Enrolment to Norton College Sixth Form is dependent on the return of this signed Learning Agreement.

Student: I _____ accept the Sixth Form Learning Agreement and agree to abide by the guidelines and policies in addition to whole school behaviour policy.

Signed: _____ Date: _____

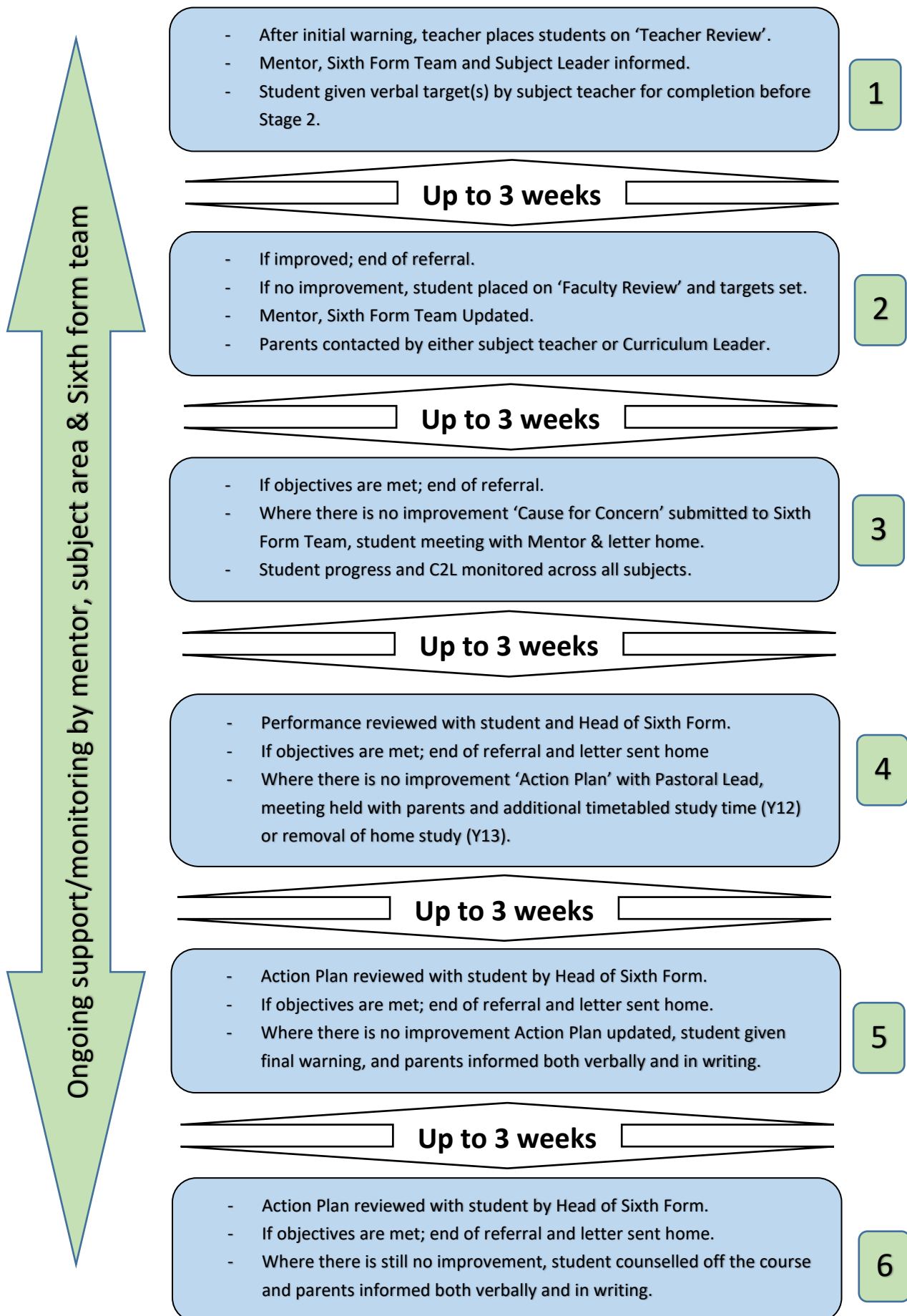
Parent / Carers: I agree to support my son/daughter in their studies and to encourage them to achieve their best possible outcomes.

Signed: _____ Date: _____

Sixth Form Team: We agree to support, guide and encourage you to achieve the best possible outcomes.

Signed: _____ Date: _____

Stages of Sixth Form Academic Monitoring 2022-23





Notification Form 2022-23

At Norton College Sixth Form we always try to help all students to do their best, and this includes giving additional appropriate help and support to those who need it. We are also required to gather information about any disability or learning difficulty for monitoring purposes. One or more of the following may apply to you:-

- You have a medical condition which we need to know about e.g. diabetes, have an EpiPen®.
- You have a difficulty with learning that the College can help with.
- You are eligible for extra time in examinations.
- You have a disability
- English is not your first language

Please complete the form attached and return it to the school at enrolment.

Notification Form 2022-23

Name _____ Date of birth _____

Previous school _____

Address _____

Postcode: _____ Telephone number: _____

Please complete any of the details below which are appropriate:

Disability				
Medical condition				
Difficulty with learning e.g. dyslexia				
Extra help at school				
Extra time in exams and why				
Exam concessions. Please tick which:	Extra time	<input type="checkbox"/>	Reader	<input type="checkbox"/>
	Laptop	<input type="checkbox"/>	Scribe	<input type="checkbox"/>
	Transcript	<input type="checkbox"/>	Coloured overlay	<input type="checkbox"/>
	Papers with larger print	<input type="checkbox"/>	Coloured paper	<input type="checkbox"/>
	Alternative site	<input type="checkbox"/>	Any other concession	<input type="checkbox"/>
Please state any additional support you have had				
My first language is not English.	It is _____			
How long have you lived in the UK?				

Please give details overleaf about how this affects your studies. In the case of a medical condition, please state your medical condition and how this impacts on your learning or your eligibility for additional support.

I agree to this information being shared with the staff in the College who may teach me, or who give support and guidance. (If you wish to place any restrictions on who should have access to this information about you, then please indicate here ...)

Signed (student) _____ Date: _____

Please hand the completed form in at enrolment.

Disability or Health Problem

If you consider yourself to have a disability, record your main disability. Where you have more than one disability, the main one should be recorded. Where there are two or more of equal severity, please tick both.

Description	Tick if appropriate
Visual Impairment	
Hearing impairment	
Disability affecting mobility	
Other physical disability	
Other medical condition (e.g. epilepsy, asthma, diabetes)	
Emotional/behavioural difficulties	
Mental ill Health	
Temporary disability after illness (for example post-viral) or accident	
Profound complex disabilities	
Asperger's syndrome	
Multiple disabilities	
Other	
No disability	
Not known/information not provided	

Learning Difficulty

If you consider yourself to have a Learning Difficulty, record your main Learning Difficulty. Where you have more than one Learning Difficulty, the main one should be recorded. Where there are two or more of equal severity, please tick both.

Description	Tick if appropriate
Moderate learning difficulty	
Severe learning difficulty	
Dyslexia	
Dyscalculia	
Other specific learning difficulty	
Autism Spectrum Condition	
Multiple learning difficulties	
Other	
No learning difficulty	
Not known/information not provided	

Please detail when you were diagnosed with this difficulty and by whom



Consent for normal, routine educational visits



Educational visits during the school day which are part of the normal curriculum.

Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library, swimming lessons etc. While parents do not have the option to withdraw their child from the school curriculum, it remains good practice to inform parents that a visit or activity is to take place.

Norton College will inform you of any proposed educational visit of this sort by letter.

Educational visits beyond the school day or which are not a part of the normal curriculum.

Educational visits beyond the school day or which are not part of the normal curriculum require consent. This consent for educational visits is given on enrolment for those visits which are not further afield, residential or include adventurous activities.

Norton College will inform you of any proposed educational visit of this sort by letter.

For visits which are further afield, residential or include adventurous activities the school will request individual consent and where appropriate further medical information.

Educational visits during the school day which are part of the normal curriculum.

<ul style="list-style-type: none"> ▪ I understand that I am not required to give consent for local educational visits during the school day which are part of the normal curriculum, but that I will be fully informed by the means described above. 	Yes/No
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Educational visits beyond the school day or which are not a part of the normal curriculum

<ul style="list-style-type: none"> ▪ I give consent for my child to take part in local educational visits beyond the school day or which are not part of the normal curriculum. I understand that I will be fully informed by the means described above. Trips taking place further afield, which may include residential or adventurous visits will require separate consent. 	Yes/No
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Medical information and contact details

<ul style="list-style-type: none"> ▪ I understand that it is my responsibility to provide timely updated medical and contact details to the school. 	Yes/No
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Medication

<ul style="list-style-type: none"> ▪ I give consent for the Visit Leader to give the participant prescribed or non-prescribed medication and understand that I will be informed. 	Yes/No
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Further information

<ul style="list-style-type: none"> ▪ I understand that I can request further information about administering medication, charging and remissions, behaviour, safeguarding and other relevant policies from the school. 	Yes/No
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Consent

Name of person giving consent and relationship		Name of child	
Signature		Date	

**PLEASE COMPLETE THE FORM
ON THE BACK OF THIS SHEET**

Medical information

Personal details			
Full name of participant	Gender	Year group in Sept 2019	Date of birth
Home address			
Emergency contacts (Please provide at least 2 contacts)			
Name	Relationship	Telephone numbers	
Doctor's details			
Name (if known)	Practice and village/town		Telephone number
Medical and welfare information			
Please let us know if any of the following are relevant for the participant – please provide full details below			
Recent serious illness	Yes/No	Asthma	Yes/No
Recent serious injury or broken limb	Yes/No	Allergies or historical reaction to medication	Yes/No
Epilepsy, seizures, convulsions or absenting	Yes/No	Taking any medication	Yes/No
Heart condition	Yes/No	Full tetanus vaccination	Yes/No
Diabetes	Yes/No	Any other medical, behavioural or diet issues	Yes/No
Swimmer	Yes/No	Water confident?	Yes/No
Please provide any medical, behavioural, dietary or other relevant information which will enable us to support and care for the participant during visits or activities, or attach further documentation.			
Medical treatment			
<ul style="list-style-type: none"> ▪ I consent to the participant receiving any dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by medical authorities. 			Yes/No
Please list in the space below any treatment you <u>do not</u> consent to, so that medical authorities can be informed.			
Consent			
Name of person giving consent		Relationship to participant	
Signature		Date	

