



# Essential Information Guide for Parents



## Introduction:

I am delighted to welcome you to Birkenhead Sixth Form College. Making any move in life will have some challenges but perhaps it is in successfully negotiating these that we grow and develop. We will use all our experience and skills to make the transition to the College smooth and to put in place all the resources at our disposal to support your son or daughter through these crucial academic years.

You will find that we are a positive and ambitious institution; we believe immensely in the potential of all our students and running in parallel with this is the absolute conviction that purposeful hard work is the key that unlocks this potential. Consequently, we make no bones about the fact that we require our students to treat College as a full-time occupation - to give their best, as we will do in return, and to be as positive about how they engage with their studies as we will be about them. Education is not a grind; we are not an exam factory; education is liberating, enjoyable and meaningful: this is our belief and conviction.

I hope you find the information in this booklet useful. It only gives a broad outline of some of what we do but it will help you understand how the year is structured. I would strongly encourage you to attend our New Parents' Evening, our Parents' Evenings and to be comfortable in contacting your son/daughter's personal Tutor. You will also be able to access lots of important information specific to your son or daughter through our Parents' Portal.

The time that your son/daughter will spend with us will not always be easy, at times it could be difficult, but with your support, their engagement and our experience, it will be vastly rewarding.



**Mike Kilbride**  
Principal



**Enrolment Packs with all the important documents for enrolling at the College will be sent out to all students shortly.**

Please ensure your son/daughter completes all the necessary forms and is aware of their allocated enrolment time.

## Partnership with Parents:

At Birkenhead Sixth Form College we value the strong partnership we have between student, personal tutor, subject teachers and parents or carers. Ways to keep up to date with your son's/daughter's progress are outlined below:

### Parent Portal:

The Parent Portal is an online tool that gives you direct access to your son's/daughter's up-to-date attendance and progress data. Account details, including username and password will be distributed at the New Parents' Evening in September.

### New Parents' Evening

The New Parents' Evening gives parents the opportunity to meet their son's / daughter's tutor, learn more about Birkenhead Sixth Form College, the courses, and also ask any questions that they may have at the start of the year.

This year the event will take place on Wednesday 20th September.

*Date for your diary...*

**New Parents' Evening:**  
Wednesday 20th September

### Parents' Evenings

We hold regular Parents' Evenings to provide an opportunity for consultation between parents, staff and students. Students make their own timetable of appointments with their subject teachers and tutors. We will send a letter of invitation prior to each event.

First Year Parents' Evenings take place in November and Second Year Parents' Evening is held in February.

*Date for your diary...*

**First Year Parents' Evening:**  
Thursday 2nd & Thursday 9th November

### Second Year Transition Evening

This evening is an important opportunity for parents to learn more about the second year of study and how they can support their son/daughter during this crucial year. Parents will also be able to learn more about the application process for university and the financial support available. There will be a valuable opportunity to meet with your son's/daughter's tutor. Details of this evening will be sent out to you at the start of the second year.



## Student Support:

### Student Development - Tutors

All students are allocated a tutor and it is this tutor who guides a student through College, watching attendance, encouraging progress and advises on choices for the future. The personal tutor should be the first point of contact if a student requires any advice or support. Students will see their allocated tutor in their tutorial sessions but they can also drop by the Tutor Base for a one-to-one chat or email them if they are experiencing difficulties. If you have any concerns with your son's/daughter's progress, parents can contact the tutor to discuss any issues that have arisen. There is a formal opportunity to meet your son's / daughter's tutor at the New Student Parents' Evenings.



### Academic Writing Programme

The College offers dedicated support for students who display a need to develop their academic writing skills. This programme includes assisting with structuring extended writing, interpreting exam questions effectively and writing in a more formal style. Many students have benefited from this additional support.

### The Listening Service

The College offers counselling for students who require specialist support to deal with a range of issues.

### Learning Support

The College has a team of dedicated Learning Support staff, including Dyslexia specialists, who can provide support, advice and guidance for students with a wide range of learning difficulties.

If you would like to discuss additional support for your son/daughter, please contact the Learning Support Team on 0151 652 5575

### Financial Support

Any student experiencing financial hardship is entitled to apply for financial support and there will be an assessment undertaken to ensure that support is provided to those most in need.

For more information, please refer to the Bursary Scheme information on the College website ([www.bsfc.ac.uk](http://www.bsfc.ac.uk)) or contact a member of the Finance team on 0151 652 5575.

### Transport

Students who live more than three miles from the College by the shortest walking route may apply for a bus pass subsidised by the College. Application forms are available from Reception.

Subsidised College bus services are available from West Wirral (Heswall / Pensby / Irby), South Wirral (Ellesmere Port / Eastham / Bromborough / Bebington) and Neston areas. Termly or annual bus passes can be purchased from the Finance Office and these must be shown when boarding the bus.

**NEW FOR 2017** - Subsidised College bus from the Liverpool area with pick ups from Hillside High School and Litherland High School

## College Calendar:

### Autumn Term 2017

**New Student Enrolment will take place from Tuesday 29th August - Friday 1st September.**

Term Starts: Monday 4 September (New Students only)  
Tuesday 5 September (Lessons for all)

Half-Term: Monday 23 October – Friday 27 October

Term Ends: Friday 22 December

### Spring Term 2018

Term Starts: Monday 8 January

Half-Term: Monday 19 February – Friday 23 February

Term Ends: Thursday 29 March

### Summer Term 2018

Term Starts: Monday 16 April

Bank Holiday: Monday 7 May

Half-Term: Monday 28 May - Friday 1 June

Term Ends: Friday 29 June

## Student timetables

All students are full-time students and are expected to be engaged in independent study and learning in the times between lessons, tutorials and support sessions.

### Classes are held between:

- 9.00am and 4.15pm on Monday, Tuesday and Thursday
- 9.30am and 3.00pm on Wednesday
- 9.00am and 2.30pm on Friday

All student timetables include sessions every week in Study Hall where teachers can direct students to complete outstanding work.



## Part time work

We recognise that many students have part time jobs, which are valuable financially and for work experience. However, students need to maintain a balance. Their course must come first and we recommend a maximum of 10 hours of part time work per week.

## Core Requirements

Our expectation of students is that they comply with the College Core Requirements. Students are required to indicate their agreement to abide by the College Core Requirements by signing a Learning Agreement.

### COLLEGE CORE REQUIREMENTS

At Birkenhead Sixth Form College you will be taught by dedicated professionals who will work tirelessly to support you to excel in your studies. As a BSFC student you are expected to take responsibility for your own education and meet the following core requirements:

**Attend all lessons on time and be fully prepared.**

**Be attentive and engaged in class and complete all work, including homework, as directed.**

**Show respect to all staff and follow any directions given.**

**Treat fellow students with consideration and allow them to focus on their studies.**

**Turn off your mobile phone and have it out of sight when in class or in The Hub.**

**In the unlikely circumstance of you being absent you must inform the College. You need to also email your teachers to get work you will have missed.**

**All study deficits to be cleared as required by your teachers.**

**With the exception of water, no food or drink to be consumed in classrooms or in The Hub.**

**Wear your college ID when on campus.**

**Be ambitious and accept the challenge to fulfil your potential.**

## Absence

### Student Attendance

We expect our students to be present at all lessons to ensure they don't miss crucial contact time with their teachers or tutors.

We ask parents to support us with this by scheduling personal appointments and activities outside of College time for example dental check-ups or regular commitments such as driving lessons.



### Reporting absence through illness

If your son/daughter is too ill to attend College, we need to be informed as soon as possible.

If the absence is over more than one day, please also notify the College on each day or indicate a likely date of return.

**You can call 0151 652 5575 or email [attend@bsfc.ac.uk](mailto:attend@bsfc.ac.uk).**

Students who become ill at College are asked to report to the Attendance Office. If they are too unwell to travel home alone, you will be called and asked to make arrangements to collect your son/daughter from the College. Please note parents must still authorise student absence in the ways outlined above.

We take attendance seriously and expect students to maintain a minimum 95% attendance at the College. Attendance is then monitored on an on-going basis by both subject staff and personal tutors.



### Holidays in Term Time

Students should not book holidays during term time. Losing vital days and weeks of study through taking a holiday will impact on their studies and performance in examinations. To assist your planning please refer to the College calendar contained in this booklet.

## Facilities

Over the last few years we have made significant investment in the College, spending over £4 million on:

- The School of Art and Design
- New and fully equipped Science Labs
- Extended multi gym
- Student refectory and conservatory
- New Learning Assistance base
- State-of-the-art IT facilities



## Getting involved in College life

Your son/daughter will have opportunities to experience and participate in a wide range of activities including:

- Netball
- Basketball
- Cross Country
- Football
- Duke of Edinburgh
- Bar Mock Trials
- British Sign Language
- Careers & Employment Fair
- Debating Society
- First Aid
- Table Tennis



## Contact us

Telephone: 0151 652 5575

Email: [enrol@bsfc.ac.uk](mailto:enrol@bsfc.ac.uk)

Web: [www.bsfc.ac.uk](http://www.bsfc.ac.uk)

 [www.facebook.com/birkenheadsixthformcollege](https://www.facebook.com/birkenheadsixthformcollege)

 [twitter.com/bsfc](https://twitter.com/bsfc)

Write/Visit: Park Road West, Claughton, Wirral, CH43 8SQ

