

# PIMLICO ACADEMY

P o s t 1 6

## Guide for Students

## CONTENTS

	PAGE
<b>WHO'S WHO &amp; CONTACTS</b>	<b>2</b>
<b>KEY DATES</b>	<b>3</b>
<b>TIMETABLE</b>	<b>4</b>
<b>POST 16 LEARNING AGREEMENT</b>	<b>5</b>
<b>CODE OF CONDUCT</b>	<b>6</b>
<b>CONCERN PROCESSES</b>	<b>8</b>
<b>STUDENT LIFE &amp; POLICIES</b>	
<b>SCHOLARSHIP</b>	<b>10</b>
• STUDY ROOMS	
• SUBJECT AMBASSADORS	
• ACADEMIC TUTORIALS	
• MLE	
• INTERVENTION	
• ENROLMENT INTO YEAR 13	
• ENTRY FOR AS	
• COURSE CHANGES	
• EXAMS WITHDRAWALS	
<b>RESPONSIBILITY</b>	<b>13</b>
• ASSEMBLY	
• I-SPACE	
• RAISING ASPIRATIONS	
• ENRICHMENT OPPORTUNITIES	
• STUDENT BOARD	
• VOLUNTEERING	
• DESTINATIONS	
• BURSARY	
• WELL BEING	
• SAFEGUARDING	
<b>RESPECT</b>	<b>19</b>
• ATTENDANCE & PUNCTUALITY	
• DRESS CODE	

## WHO'S WHO IN POST 16

Mr Suckling: Assistant Principal, Head of Post 16

Mr Revel: Head of Year 12

Ms Hughes: Head of Year 13

Ms Mann: Post 16 Co-ordinator

If you require any further information or would like to discuss any issues relating to post 16 please contact the Post 16 Office (Room 209).

Tel: 020 7828 0881, ext. 278

Email: [post16@pimlicoacademy.org](mailto:post16@pimlicoacademy.org)

## Post 16 Key Dates

Term 1: <b>Tuesday 4<sup>th</sup> September 2018 – Thursday 18<sup>th</sup> October 2018</b>	
Tuesday 4 <sup>th</sup> Sept	Yr 12 Induction
Wednesday 5 <sup>th</sup> Sept	Yr 12 Induction trip to Sussex
Thursday 6 <sup>th</sup> Sept	Yr 12 & 13 Lessons begin
Thursday 13 <sup>th</sup> Sept	Yr 12 Parents' Post 16 Welcome evening 6.00pm
Monday 15 <sup>th</sup> Oct	Oxbridge/medicine deadline
Term 2: <b>Monday 29<sup>th</sup> October - Friday 21<sup>st</sup> December 2018</b>	
Thursday 6 <sup>th</sup> Dec	Yr 12 & 13 Parents' Evening
Term 3: <b>Monday 8<sup>th</sup> January 2019 - Friday 15<sup>th</sup> February 2019</b>	
Monday 28 <sup>th</sup> January	Yr 12 and 13 Review week
Term 4: <b>Monday 25<sup>th</sup> February 2019 – Friday 5<sup>th</sup> April 2019</b>	
Monday 25 <sup>th</sup> Feb – 1 <sup>st</sup> March	Yr 12 Work Experience Week
Term 5: <b>Tuesday 23<sup>rd</sup> April 2019 - Friday 24<sup>th</sup> May 2019</b>	
Monday 22 <sup>nd</sup> April	Yr 12 AP2 opens
Wednesday 8 <sup>th</sup> May	Yr 12 AP2 closes
Wednesday 22 <sup>nd</sup> May	Yr 12 Academic Review meetings
Term 6: <b>Monday 3<sup>rd</sup> June 2019 – Friday 19<sup>th</sup> July 2019</b>	
Monday 24 <sup>th</sup> June	Subject References Due
Thursday 4 <sup>th</sup> July	Y12 Destinations Evening

**YEAR 12 TIMETABLE**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
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Mon 5&6  
Thurs 3&4  
Fri 1&2

Mon 3&4  
Tues 5&6  
Thurs 1&2

Tues 3&4  
Weds 1&2  
Fri 3&4

Tues 1&2  
Weds 3&4  
Thurs 5&6

Mon 1&2  
Weds 5&6  
Fri 5&6

Block A	Block B	Block C	Block D	Block E
Art	Biology	Physics	Maths	Further Maths
Chemistry	Maths	Psychology	Biology	Music Tech
Economics	Media Studies	History	English Lit	Sports BTEC
English Lang	Geography	Gov and Pol	Sociology	Spanish
Latin	Phil	Drama	Ancient History	
	Computer Science		French	
			Music	

Timings of the school day are as follows:

08.30 – 09.20	Period 1
09.20 – 10.10	Period 2
10.10 – 10.30	Break
10.30 – 11.00	I SPACE
11.00 – 11.50	Period 3
11.50 – 12.40	Period 4
12.40 – 13.25	Lunch
13.25 – 14.15	Period 5
14.15 – 15.05	Period 6

## POST 16 LEARNING AGREEMENT

Our learning agreement sets out what you can expect from us and what we expect of you as a student.

### *What you can expect from us:*

1. To create a Post 16 provision that delivers **academic excellence** through study programmes that best suit our students.
2. To provide highly skilled Post 16 teaching that inspires excellent **attitudes to learning**.
3. To engender **high aspirations** through a wider set of experiences that meet with students' interests and pathways to ensure they are well-prepared for life beyond Post 16.
4. To inspire and develop **social responsibility**, where students are role models who actively contribute to Academy and community life.
5. To ensure **student experience** and outcomes are underpinned by careful monitoring and systems that ensure the needs of all students are met.

*In an effort to ensure that Year 12 and 13 commitments are fully understood, and to involve parents in agreeing to these commitments, we are asking all parents and students to sign an undertaking to abide by the following points:*

1. 100% Attendance
2. 100% Punctuality
3. All homework and all coursework completed to deadlines. To make good progress, a minimum of 15 hours a week reading/private study/homework is essential.
4. Dress Code be followed – smart, well dressed and ready to present a positive image
5. Behaviour expectations followed – respect, grace and politeness at all times. Students are expected to be a role model to the younger students.
6. Respect the Study Room – it must be used for work only.
7. Attend any pre-arranged sessions of specific support or intervention.
8. Holidays – only arranged outside term time
9. Any absence must be reported by parent/guardian by 8:30am and if a known appointment in advance.

I have read the above agreement and understand the requirements I must meet as a Post 16 student. If I do not meet these requirements, I understand my place at the Academy will be reviewed.

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

Post 16 \_\_\_\_\_

Date \_\_\_\_\_

## PIMLICO ACADEMY POST 16

### 2018/19 STUDENT CODE OF CONDUCT

**Our values:** Scholarship, Responsibility, Respect.

**Scholarship:** Using study to enhance my understanding and ability to perform, analyse, argue and invent.

**Responsibility:** Leading projects that contribute to the school and wider community. Taking responsibility for my conduct and schedule.

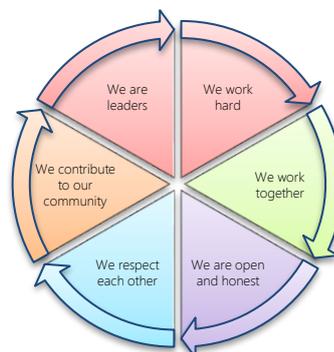
**Respect:** Communicating honestly and maturely with professionals and students, understanding that the school systems are supportive.

**Our vision:** every member of Pimlico Post 16 works hard to succeed, take on the commitments and challenges of young adulthood, and treats everyone in the academy with respect.

**Targets:** above 95% attendance as a sixth-form, all students meet their academic targets, all students embrace expectations and approach their work with a positive attitude, all students know why they are here and what they want to achieve after leaving us.

**Code of Conduct:** at Post-16 we give you values to live up to rather than rules to follow. As a member of post-16 we expect you to support our values and vision by living up to our principles:

1. We work hard
2. We work together
3. We are open and honest
4. We respect each other
5. We contribute to the our community
6. We are leaders



## PIMLICO ACADEMY POST 16

### STUDENT CODE OF CONDUCT

- 1. We work hard:** because we are here to study and learn
  - Every student has a reason to work hard and push themselves to achieve greater things. Simply 'passing' or getting by isn't the aim, we expect a positive, determined, and aspirational attitude to your studies that informs the way you behave and think around the school.
  - Your attendance and punctuality to lessons is vital to your success. Be sure to schedule appointments after school or in the holidays. Always contact the post-16 office to authorise an absence with at least 24 hours' notice. Always leave home with plenty of time to spare.
- 2. We work together:** so we collaborate with staff and students
  - Work with staff: ask them for specific targets to help you achieve, communicate about what you find difficult or need support with.
  - Work with students: the most successful students at Pimlico have always been those who recognise the value of working with classmates outside the classroom: organise study groups and develop support networks.
  - Your long-term success is built on your ability collaborate.
- 3. We respect each other:** because all members of the academy deserve your respect and you deserve theirs.
  - It is easy to feel at home around school, especially when relaxing with friends. But remember you are in a public institution and spaces shared with young children and adults: be considerate about others beliefs, values and feelings.
  - Be friendly, positive, and polite in your dealings with others.
- 4. We contribute** to our community: because it is our community.
  - The school environment is what you make it. Volunteer to help staff, take on commitments and responsibilities, and participate in clubs or societies.
  - Getting involved and contributing to the community will create lasting memories, improve your wellbeing, and help reduce stress.
- 5. Be open and honest:** so we can support you.
  - Every member of staff is dedicated to supporting you at Pimlico. If you feel like you need support – whether personal or academic – be sure to speak to a member of staff or the post-16 team.
  - **Personal issues:** the post-16 team will respect your right to support and confidentiality, we can help you find specialist support and ensure your academic workload is manageable.
  - **Academic concerns:** if you feel like you are falling behind or not making progress, you need to communicate this with your teachers or the post-16 team. We can make sure you have specific, achievable targets that can help you get back on track. *Ask for help, don't wait for intervention.*
- 6. Be Leaders:** because you're capable of it.
  - Set up clubs, societies, or events. Help younger students feel welcome and supported. Be the adult you imagine yourself to be in 5 years' time. Be bold and take on responsibilities or find opportunities that might change your life. Don't let your peers determine who you will become. You need to find your own pathway.

## POST 16 CONCERN PROCESSES

- There are 3 areas of post-16 concern policy: academic progress, attendance and conduct.
- These policies support our values for *Scholarship, Responsibility and Respect* and our Code of Conduct.

### Concern Processes

This diagram describes what happens if we have any concerns about you.

- You can always expect concerns to be dealt with in a clear, consistent, and fair way.
- You can expect us to support you by: involving your parents early on before concerns become more serious, giving you clear and achievable targets to improve, and listening to you individually to support you on a case-by-case basis.

## Areas of school life

### ACADEMIC PROGRESS:

Expected progress between every home learning assignment and at formal assessment points. Monitored by teachers.

### ATTENDANCE:

above 95%. punctuality expected (will count against attendance if you are late). Absences must be authorised in advance.

### CONDUCT:

Expected conduct around school, participation in i-reading, presence around the academy including dress-code, headphones etc.

**Monitored by all and followed up by post-16.**

## Stage 1: informal warning

Teacher will discuss with you. You will be given clear targets for improvement. Head of Department informed. Parents informed (through letter or call). Post-16 informed.

*You are encouraged to ask for support at this stage.*

Teacher or tutor will discuss persistent lateness or repeated absences with you. Our concerns will be clearly communicated and you will be reminded of expectations.

All members of staff are expected to challenge you where your conduct in or around school is a concern. Teachers or support staff will inform post-16 team. Tutors will discuss concerns about conduct with you.

## Stage 2: formal warning

*Teacher or Department will make referral to post-16.*  
You meet with Head of Year and are given a target card for 2 weeks.  
Parents are informed.

*Teacher or Department make referral to post-16.*  
You meet with Head of Year and are given an attendance card for 2 weeks. Study periods may be removed. Morning sign-in required.  
Parents are informed.

You will meet with Head of Year if you have repated informal warning, or there is a serious conduct issue (disobeying staff). You will be on a conduct review for a 2 week period (may be extended for serious incidents).  
Parents are informed.

## Stage 3: final agreement

You will be invited to a parents' meeting with Head of Year, Head of Post-16, and Head of Year. Final targets agreed, place at academy is held under review throughout this period.

You will be invited to a parents' meeting with Head of Year, Head of Post-16, and Head of Year. Final targets agreed, place at academy is held under review throughout this period.

For severe incidents, **or** repated conduct issues you will be invited to a parents' meeting with Head of Year, Head of Post-16, and teachers and Principal where appropriate. Place at academy is reviewed. If final targets agreed, place at academy is held under review throughout this period.

## STUDENT LIFE AND POLICIES

At the core of our Post 16 vision lies our values of **scholarship, responsibility and respect**. The following details a range of opportunities, policies and support that ensures students reflect and uphold these values in everyday school life.

### SCHOLARSHIP

#### STUDY ROOMS

**207:** This Study Room is primarily paired/ individual study. You can rely on this space to provide a calm and focused atmosphere where students can complete tasks either in pairs or individually.

**208:** This Study Room is primarily for silent supervised study. You can rely on this space to provide a calm and focused atmosphere where they can complete tasks on an individual basis.

When you are studying in the study room you should focus on the following:

- Completing study task set by teacher
- Doing online research or teacher suggested activity
- Completing further reading
- Organising folder
- Planning week ahead

Important note: Students can eat in the study rooms during break time, lunch and after school Hot food is not permitted at any time. Food should not be consumed in the study rooms outside these times. If individual students do not meet with the above expectations then they may not be able to use the study rooms.

**SUBJECT AMBASSADORS:** Subject Ambassadors are students who are important advocates for their subjects:

- Support with subject enrichment for younger students
- Work with Heads of Department to deliver subject specific lecture/subject specific assembly/select work for publication in Post 16 Periodical
- Be part of student voice for subject areas by meeting with students and feeding back to departments
- Liaise with the raising aspirations team and HOD to discuss what external speakers students would like to have talks from

#### ACADEMIC TUTORIALS

Post 16 students will receive one-to-one academic tutorials from a dedicated Post 16 tutor team during I Space following an Assessment Point. The tutorials will focus on achievement, progress, attendance, punctuality and setting targets for the term ahead. A transition tutorial at the end of year 12 will focus on the same areas as an academic tutorial but has the additional focus on destinations.

	ACADEMIC TUTORIALS		TRANSITION TUTORIAL
Year 12	November	May	July
Year 13	November	April	

## MLE



The *Frog Platform* is Pimlico Academy's Managed Learning Environment. The MLE allows students and staff to communicate and exchange information electronically. **Many teachers will set homework online, so it is important that you are able to access your account.**

Once enrolled at Pimlico you will receive a **User ID** and **Password** to enable you to access both your general student account and your *Frog* account. You will also receive an information pack to help you get started.

If you have any issues with the MLE or your computer accounts please see Ms Mann in the Post 16 Office (Room 213).

**INTERVENTION:** Either Departments or Post 16 will identify the best intervention for you when necessary. A key focus will be the identification of the most appropriate type of intervention:

**Subject specific:** If you need intervention in a specific subject then you will be supported by subject/department level intervention.

**Literacy support:** If you need literacy support you will be directed to the writing centre on Wednesday 5 & 6

**Post 16 life:** If you need support across subjects and/or managing the challenges of post 16 life e.g. time management, independent study, prioritising deadlines, then a member of the Post 16 team will meet with you (tutor, Ms Mann, Head of Year or Head of Post 16)

## ENROLMENT INTO YEAR 13

You can expect to make good progress at Pimlico through attending all lessons and working hard, feedback to inform your learning. Students can enrol into year 13 provided they have:

- AS level pass of at least a D grade/ D grade in internal formal exam at end of Year 12
- Good attendance and punctuality
- Met the expectations set out in code of conduct across year 12

## ENTRY FOR AS

**Year 12:** We will review academic progress throughout the year. If a student is struggling with linear courses then students may be entered for AS exams at the end of year 12. Decisions are typically made in January. AS entry outcomes will be used to determine if a student needs to move onto more appropriate course/programme at the end of year 12. If a student achieves a D grade or above then he/she will be able to continue onto the linear course into year 13.

**Year 13:** We will review academic progress throughout the year and, if a student is struggling with a linear course, he/she may be entered for an AS exam or withdrawn. Decisions are typically made in January.

## COURSE CHANGES

Whilst not the norm, it may arise that students need to reconsider a subject because progress is not as expected or extenuating circumstances have influenced a student's ability to complete a course. This decision would need to be discussed with the Post 16 team and a clear alternative would need to be in place to ensure a student has a sufficient programme that helps him/her meet his/her future goals.

## EXAM WITHDRAWALS

The Academy reserves the right to withdraw students from exams for which they have been entered if students fail to:

- make sufficient progress throughout the course
- attend lessons
- attend subject specific support classes
- attend pre-arranged intervention sessions
- attend compulsory revision classes
- attend academic tutorials

## **RESPONSIBILITY**

### **ASSEMBLY**

Assemblies will be held on Monday mornings during I Space, normally at the start and end of each term.

Assemblies will include the following: a speaker who will focus on either scholarship, responsibility or respect, a performance/presentation by Post 16 students, student board or alumni, priorities for the week/term, key dates, academic achievement, aspirations and rewards. **Attendance is compulsory.**

### **POST 16 I-SPACE**

Students will register with their Post 16 tutor group **every day during I Space**. During the week the sessions will focus on developing an A level mindset, building study and revision skills, debating topical issues and a chance to discuss and learn about PSHE topics. Students will also learn about and plan for higher education and careers during these sessions. All Year 12 students will also be involved in supporting lower school tutor groups by being a reading, numeracy or pastoral mentor.

### **RAISING ASPIRATIONS PROGRAMME**

We are very proud of the support we give our students to ensure that they achieve their goals when they leave us. The programme contains many elements created to provide opportunities, develop skills and build confidence. These include:

- Careers Fair
- Community Service (all Year 12s expected to do a minimum of 20 hours volunteering)
- CV workshops
- Presentation skills workshop and mock interviews
- Enterprise competitions
- Dedicated support for Oxbridge and Medical candidates
- Dedicated support for students looking to pursue apprenticeships or employment
- University visits
- Work experience

For more information follow us on Twitter @PimlicoPost16 or contact Ms Essaye, Raising Aspirations Co-ordinator [s.essaye@pimlicoacademy.org](mailto:s.essaye@pimlicoacademy.org)

## Enrichment Opportunities at Pimlico Post 16

<p>Students usually have 5 A grades or above at GCSE.</p>	<p>Oxbridge*            Various programmes to meet undergraduates, gain work experience, etc.            OxFizz mock interviews            Sutton Trust Fulbright Scheme* (to study in America)            Talks from admissions teams            Talks from current students            Trips to campus</p>	<p>Medicine*            Sutton Trust*            Social Mobility Foundation*            Support with gaining clinical experience.            Talks from current medical students            Help with admissions interviews.</p>	<p>Top Universities            Social Mobility Programmes* with UCL, KCL, and other top universities.            Summer Schools at the end of Year 12 with top universities to develop subject knowledge.            Finding work experience relevant to your subjects: in libraries, museums, magazines, businesses, etc. to support university application.            Taster classes: to visit universities and try out degree programmes, meet students, etc.            Public lectures around London to develop subject knowledge.            Reading lists from teachers to broaden your subject knowledge.</p>
<p>Students will be interested in university study or professional opportunities in 'the City' after their degree (open to all students)</p>	<p>All Universities            London Taster Courses: attending short lectures and open days in different subjects at different universities, to meet students and learn about university life.            Into-University: support with writing your university application            Summer Schools to learn more about degrees and university life</p>	<p>Politics and Economics/Banking/ Law            Brokerage: work placements in big businesses and investment banks            SOAS mentoring with politics and economics students at university.            HSBC mentoring programme with investment bankers            PWC: mentoring programme with professionals in business.            Bank of England Internship            Pathways to Law: mentoring from lawyers,            Work experience with top law firms.</p>	
<p>Students will be interested in pursuing either an 'artistic or performance based route, or looking at non-university options.</p>	<p>Creative Arts            Mentoring from professionals            Opportunities for portfolio development.            Work experience with local galleries or studios.            Audition / Personal statement support</p>	<p>Apprenticeships            British Airways            Guildhall  <i>Other applications have included</i>            UKTV Media            Balfour Beatty Engineering            Transport for London</p>	<p>School Leaver Programmes (employment)            JP Morgan            M&amp;G Investments            KPMG            PWC            Bank of England            The Challenge</p>

## STUDENT BOARD

The Student Board will be made up of Post 16 students who share a keen interest in the development of life at Post 16. Board members will be required to meet regularly to steer Post 16 student views and interests around academic, social and community life. All members must be fair and effective communicators who are responsible, organised and good at managing their own time and will have to go through a careful selection process.

Students will apply for roles in Sept and following appointment members will meet weekly on Wednesday afternoons. Whilst Post 16 and Raising Aspirations team will support and guide the board, board members will take initiative, be reflective and drive the direction of the board and its role. Roles include Chair, Academic Officer, Social Secretary, Photographer, Equal Opportunities Officer, Extra Curricular, Community officer, Events and School Relations, Environment and Ethos officer. Applications due on the 22<sup>nd</sup> Sep

## VOLUNTEERING

Year 12 will be expected to complete at Least 20 hours of volunteering. This is to help provide students with the employability skills they will need on leaving school and to build a sense of community spirit.

## DESTINATION SUPPORT

Post 16 offers individual support for both university and apprenticeship applications. We have a clear timeline for students to follow which means that university or apprenticeship applications are carefully thought through and completed early in year 13. Students have clear guidance on finding the right courses and are well prepared for the demands of additional requirements such as interviews or testing; whether for medicine, Oxbridge or international applications. Below are some resources worth using:

[WWW.UCAS.COM](http://WWW.UCAS.COM)

Search university courses and complete online application to all universities.

[WWW.WHATUNI.COM](http://WWW.WHATUNI.COM)

Loads of information and course search options.

[WWW.UNIVERSITY.WHICH.CO.UK](http://WWW.UNIVERSITY.WHICH.CO.UK)

Loads of information and course search options. Follow@WhichUni on Twitter for some great tips

[WWW.PROSPECTS.AC.UK](http://WWW.PROSPECTS.AC.UK)

Prospects has lots of useful information on the graduate job market, including salaries and graduate destinations broken down by subject.

[WWW.TARGETJOBS.CO.UK](http://WWW.TARGETJOBS.CO.UK)

TargetJobs outlines information regarding job sectors and career options. It's also a good source for finding internships.

[WWW.UKCOURSEFINDER.CO.UK](http://WWW.UKCOURSEFINDER.CO.UK)

UkCourseFinder is an excellent and quick way of tracking down courses. It also offers lots of general information and links to other useful sites

[WWW.LONDON.AC.UK/TASTERS](http://WWW.LONDON.AC.UK/TASTERS)

University taster courses for prospective undergraduate students. Choose from over a hundred courses in multiple subject areas at numerous universities in and around London.

<http://sacu-student.com>

Great tool for finding out about possible careers/courses based on interests and strengths.

## FINANCIAL SUPPORT (N/A CONSORTIUM STUDENTS)

### 16-19 Bursary Fund

#### What is a bursary?

We understand that some of our learners will need financial help during their further education and it is our aim to use the 16-19 Bursary Fund to assist those who need it most.

Under the 16-19 Bursary Scheme, Post 16 providers can make discretionary bursary awards to students to help them overcome the individual barriers to participation they face, for example help with the cost of transport, meals, books and equipment.

A decision for a learner's entitlement will be made on an individual basis and will be awarded in the following ways:

1. Amount of £50 paid into student account once a short term
2. Contribution towards enrichment opportunities and travel for educational events (open days etc)
3. Contribution towards texts books and subject materials

#### Who is eligible?

Priority will be given to students on Free School Meals. Each application will be assessed on an individual basis; a learner's eligibility for support does not automatically entitle them to receive it and it is not guaranteed that all students in this category will receive an award.

**Bursaries are dependent on students achieving 95 % attendance and punctuality**

#### How do I apply?

*Application forms and further information are available from the Post 16 Office.* If demand exceeds the available funds, reduced awards may be given and when the fund is fully committed, no further awards will be made. For this reason please ensure that application forms and supporting documents are submitted as early as possible. If you think your child may be eligible for Free School Meals you should apply now - students who receive Free School Meals are automatically eligible for a Bursary Award. Students should check when their eligibility for Free Schools Meals expires if they have received FSM lower down in the school. This will ensure applications and paper work can be supported by up to date free school meal status. The Bursary will be deposited directly into the student's bank account. All students applying for the Bursary must therefore hold a bank account in their own name.

**POST 16 WELL BEING POLICY:** Our student welfare is of key importance. At Pimlico we understand that ensuring students are well, both physically and mentally, is key to academic successes and happiness. In order to help our young people move through the challenges of A-level and maintain a healthy study/life balance we offer support in a number of ways. All students are offered the following:

#### Academic & Enrichment Support

- Tutor programme that helps students develop a growth mind set to their own capabilities and learning. We offer academic support with time management, study skills
- Academic tutorials to support a student in reflecting on his/her progress
- Ensuring students are on the right pathway through careful guidance pre-enrolment. Moving in the right direction is pivotal to enabling young people gain confidence and find interesting destinations
- Two study rooms for Post 16 students with computers
- A personalised Raising Aspirations Programme which provides wider enrichment opportunities suited to the young person
- Support in making choices about their own futures
- An opportunity to develop as a role model by supporting younger students with reading

#### Supporting Healthy Lifestyles

- Free breakfast & fruit during the day
- Lockers to help with the practical side of storing and managing resources
- Exercise and extra-curricular opportunities specifically for post 16 students
- I-space programme that gives student a forum to discuss and become more knowledgeable about relationships, internet safety, sex, drug and alcohol

**Student Voice:** We carefully reflect on how our students are progressing through surveys which take place twice a year and also through our student board who liaise with students to share student opinions, thoughts and needs.

**Seeking Support:** Where a specific concern arises students can self-refer by coming to see us to share concerns. We are well aware that students sometimes struggle with this initial step. In light of this we have a process. If a student appears to be struggling or a cause for concern to a member of staff then the both the post 16 and inclusion team who will then review, discuss and put in place support for the whether it is academic support or pastoral. Where a student is experiencing particular difficulties and require specialist support, we will direct them to one of the following organisations:

- Place2Be, a counselling service that we offer within Academy specifically for Post 16 students <https://www.place2be.org.uk/>
- Befriend a Family <http://www.befriendfamily.co.uk/>
- Child and Adolescent Mental Health Service [http://www.youngminds.org.uk/for\\_parents/services\\_children\\_young\\_people/camhs](http://www.youngminds.org.uk/for_parents/services_children_young_people/camhs)
- Young Westminster <https://www.westminster.gov.uk/young-westminster>
- Faces in Focus <http://facesinfocus.org.uk/>

## POST 16 SAFEGUARDING POLICY

Further to the Academy wide safeguarding policy, which can be found here:

<http://www.pimlicoacademy.org/attachments/download.asp?file=42&type=pdf>, are the Post 16 specific policies.

### 1. PREVENT at Pimlico Post 16:

**What is the Prevent Duty?** Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, listed in Schedule 3 to the Act (including schools and colleges), to have "due regard to the need to prevent people from being drawn into terrorism".

**What is Extremism?** The government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

At Pimlico Post 16 we ensure that all students:

1. Understand the Prevent strategy aims and intentions
2. What to do if they have a concern about a student who may be vulnerable to or suspect is being radicalised
3. Understand British Values through our I-space/assembly programme, as well as reflecting these values in our own inclusive ethos and environment

**2. ID and Student Whereabouts:** As post 16 students do not wear a uniform then we need to be able to identify sixth form students clearly in the building and for this reason students must wear their ID cards on a lanyard at all times in school. This is an important part of our safeguarding policy and is non-negotiable. Post 16 students must enter the building via the reception and the main entrance, ensuring that they tag in and tag out using the Inentry software so we are aware of their whereabouts at all times. Students are responsible for keeping ID safe and must immediately replace any that go missing otherwise they will not be allowed on site. Replacement ID is £5 from Ms Leighton in 114. Students must not bring external visitors on site.

**3. An Inclusive Environment:** At Pimlico Academy Post 16 we value our inclusive ethos. We ensure all students feel safe and we do not tolerate bullying or harassment. Our anti-bullying policy can be found here:

<http://www.pimlicoacademy.org/page/?title=Policies&pid=16>. We provide particular support for vulnerable groups such as young people in or leaving care and young carers.



## RESPECT

### ATTENDANCE & PUNCTUALITY

Your achievement and success depends upon your attendance to 100% scheduled lessons and sessions at Post 16. We expect you to take full responsibility for your attendance and punctuality.

**Reporting Absence:** Prior absence to be notified to Post 16 Office via email or telephone ([a.mann@pimlicoacademy.org](mailto:a.mann@pimlicoacademy.org)) 020 7828 0881 ext. 278). Holidays and non-urgent medical appointments are not to be made during the school day/term time. In the case of genuine sickness, when an absence genuinely cannot be foreseen you must inform the **Post 16 Office** as soon as possible on the day in question. In the case of illness, a letter from a parent/doctor should be provided when you returns to school.

**Punctuality:** Students are expected to be punctual 100% of the time; If arriving late to lesson at the beginning of a double or single period the student should inform teacher and collect work then report to the Post 16 Office. Late students will not be allowed into lessons. They will be recorded absent from that lesson. If students have missed the first lesson of a double lesson they are expected to return for the 2<sup>nd</sup> period. Students are expected to be up to date with the work they have missed due to lateness and must see staff to apologise and collect work missed by the end of that day

### DRESS CODE POLICY

The Post 16 Dress Code fits in with the ethos of the Academy in ensuring you are *well dressed, smart and present a positive image* both in and out of school. You are role models with increasing positions of responsibility within the school. If you are not appropriately dressed will not be allowed in the building. Parents will be informed and you will be sent home and asked to come back dressed appropriately. ID badges must be worn at all times. The following are not permitted:

- blue jeans, leggings or jeggings
- tracksuits
- crop tops
- miniskirts
- hoodies
- hats
- earphones
- ripped jeans
- denim or denim looking fabric

**Mobile phones and headphones on display** within the school building will be confiscated until the end of the school day.

These are examples of acceptable clothing – except the hat in school!

