



Longley Park
SIXTH FORM ACADEMY
Creating Excellence Together,
through a culture of care



PARENT & CARER HANDBOOK

2023-2024

Welcome from the Principal

Welcome to our parents and carers handbook.

This guide is designed to help you as parents and carers know what students need to achieve on their course and to develop the valuable skills that will help them now and in the future.



Together, we can ensure that they learn, develop and achieve to become the best that they can be.

As a Sixth Form, we are all about providing an amazing place for 16 to 19-year-olds to study, develop and succeed. We are a community of people from lots of different backgrounds. At Longley Park, young people will work with others who share their passion for new and exciting subjects and take the opportunities to develop new skills and contribute to our ambitious, caring and vibrant community. Most importantly, it is a place for students to take control of their future, make their own decisions and shape their next steps.

Achievement is more than simply the grades that students achieve at the end of their programme. Achievement is about the personal successes, skills and habits that students develop along the way. We know that achievement only happens when we work together.

Longley Park is an exciting mix of ideas, beliefs, cultures and languages - a place where you will be able to develop confidence, belong and thrive. Our team of staff will challenge all our students to achieve, be successful and be prepared for the wider world.

We want to work with parents and carers to support our students to make good choices, engage in their learning and be successful. Within this guide, you will find a wealth of information to help you understand what a sixth form experience is like, what our expectations are, and how you can provide the best support at home.

Why we do what we do



We believe that an inclusive education is the vehicle for social mobility and making futures happen. We will work with our learners to ensure they value their education and make good choices for themselves and their community.

We listen to our learners' hopes and aspirations for their future and work with them to navigate a path towards achieving a positive destination.

With high expectations and challenge within a culture of care, our learners can excel to achieve more than they ever thought themselves capable. To do this, we will prioritise learning, promote resilience and strive to make every interaction matter.

Key Contacts



Jamie Davies	Principal	Principal@longleypark.ac.uk
Joelle Haywood	Assistant Principal: Teaching, Learning and Assessment	Jhaywood@brigantitrust.net
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Study Programmes

A learner's study programme is made up of seven elements.

Each one is designed to develop the knowledge, understanding and skills required for a learner to access their next step.

Each element is an expectation of all learners at the Sixth Form. We welcome your support in ensuring that all learners engage with each element, to ensure they have a well-rounded experience and are prepared for their next stage, whether it is high education, further training or employment.

PROJECT YOU! at Longley Park



The Sixth Form Day

A typical timetable will show lessons as well as non-contact periods. Learners are expected to use their non-contact periods productively. This may involve working in the Independent Learning Centre (ILC), accessing enrichment opportunities, or working with our support teams, such as Wellbeing or Additional Learning Support (ALS).

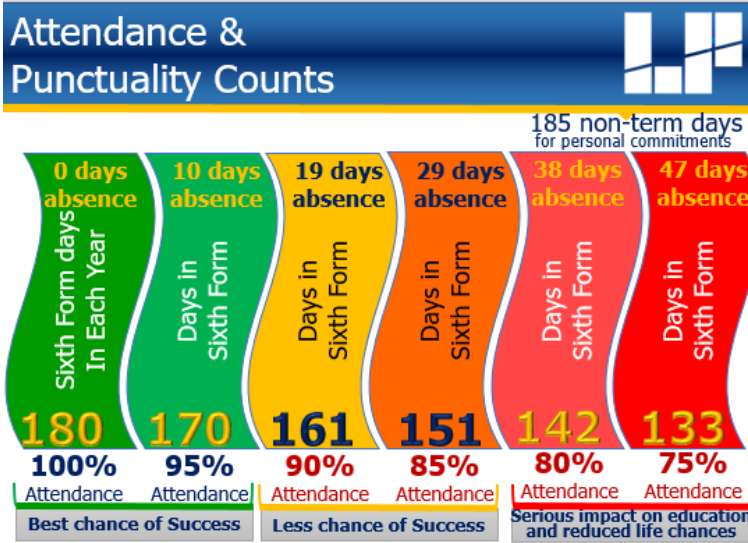
	Monday	Tuesday	Wednesday	Thursday	Friday	
08:45	Briefing					
09:00	B1	D2	A2	D1	B2	09:00
10:20	A1	C1	B1	C1	A2	10:20
11:35	E1	F2	E1	F2	D2	11:35
12:30	F1	E2	F1	E2	Shared Lunch	12:45
14:05	D1	B2	C2	A1	C2	13:35
15:15	T1	T2	T3	T4	T5	14:45
16:00	G	G	G	G	G	15:30

Learners can use our ILC from 8.30 to 4.30 every day. There are a range of study spaces to suit learner needs, from silent booths to collaborative learning spaces, including bookable seminar rooms.

As assessment windows approach, teachers and tutors may require learners to attend additional support or intervention sessions. These are designed to help learners fill gaps in their learning and to develop the confidence and skills required for success in exams and assessments.

We encourage you to help learners make the most of the time in the Sixth Form to maximise their chance of success on their study programme. Please talk to them about their timetable and how they use their non-contact periods. If a quiet space to learn is not possible at home, there is always a space in the Sixth Form for learners to access.

Attendance and Punctuality



At Longley Park, we expect all students to attend at least 95% of the time and to have 95% or higher punctuality because we know attendance to sixth form has direct links to how successful students are and are also key employability skill for future careers

Attendance process

All students need to report their absence before 9am each day they are missing Sixth form. They do this through the absence reporting form found on the sixth forms website. Any students not reporting

their absence will be flagged for an attendance call by the pastoral team. Parents will be notified by Text or email of student's absences.

Any student missing 3 consecutive days without any contact with sixth form will be flagged for a home safe and well visit by a member of sixth form staff.

Where attendance or punctuality become an area of concern will be entered into the sixth forms conduct and engagement process.

How can you help?

- Talk to your child about the importance of education for their future.
- Take a positive interest in your child's work, including helping them with work they do at home.
- Help your child to get into a good night-time, sleep time and morning routines.
- Have a good relationship with Sixth Form, talk to us about concerns you have and your child's progress
- Ensure your child completes the student absence form every day of absence from Sixth form.
- Book all holidays in the school holidays and not in term time.
- Book medical appointments after Sixth Form or during the school holidays. If you can't, then make sure your child attends before and after their appointment.
- Prioritise Sixth form attendance over other activities and ask for help if you need it.



Learning and Progress

Learning is a process, not just an outcome. It requires time and effort in and beyond lessons. Learners should use their time outside of lessons to complete additional study.



For every hour spent in lesson, learners should spend an hour outside of lesson to reflect on and consolidate what they have learned.

Learning Journeys

Every learner has access to a Learning Journey. This shows what content is being covered, what assessment is taking place and when. You can ask learners about this to help explore what they have done and where they are going.

How can you help?

- Check in – what have they done today, what do they need to do before the next lesson
- Read through their file or notes with them. What have they done? What do they know? What is the next step
- Log in to Cedar – read information about their progress, their timetable and their attendance.
- Be curious and ask them about what they can do, and what they need to focus on
- Test them. Ask them to tell you everything about a particular topic in their file.

Learning Matters

Revision and Study Skills

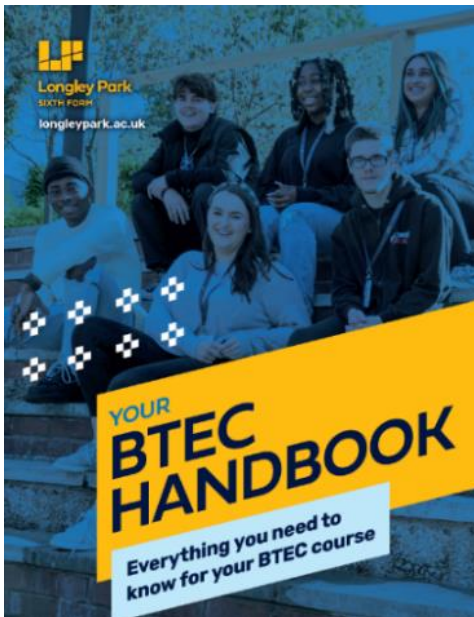
Learning really does matter – it's why we are here. We want our learners to be the best they can be, so they can achieve now and far into the future. Learners should know by now that you are expected to study outside of lessons. But we know that not everyone knows how to do this well.



Learning Matters gives learners weekly strategies to develop study habits and approaches to learning, to help them know and remember more and crucially, enjoy the process. Every Monday ("Monday Matters") we give learners free resources to help them put some of these strategies into action.



Assessment and Examinations



Students will take part in regular assessments during their lessons; for examined units this will be related to past exam questions and for internally assessed units these will be in-class and independent tasks set to support students to complete their final assessments. Students will receive feedback regularly from in-class tasks and assessments and must ensure they use this feedback to improve.

Exams for BTEC courses will take place in January and in the summer; depending on the course and unit. Exam timetables will be published to students in plenty of time and it is essential that students check these timetables and arrive early for examinations.

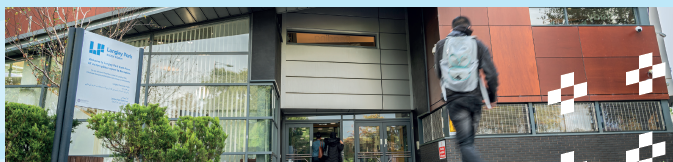
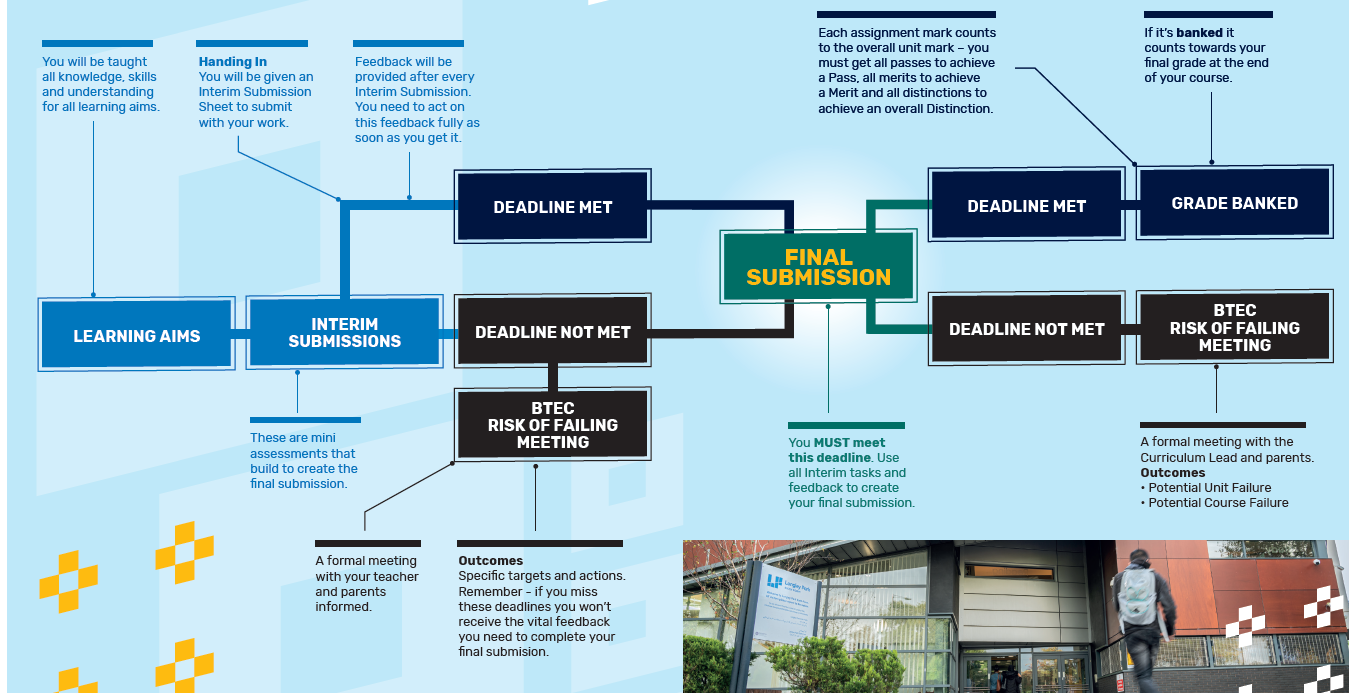
For the BTEC internally assessed units, students will complete a number of "interim assessments" which are smaller assignments that help students to prepare for their final submission. Through the learning journey and assessment calendars, students will be aware of deadlines and must meet these. For further information on BTEC courses please see the BTEC Handbook available on our website.

Students who were previously granted access arrangements in their GCSE exams at school are reassessed for these at Sixth Form. They will be assessed at some point in the term before their first exam, for example, those with exams taking place in January 2024 should have completed an assessment or agreed their access arrangements this term. If students who had exam access arrangements in place for GCSE are still unsure whether these have been arranged for the January 2024 exam period, they should speak to their teachers or tutors as this information is noted on their Arbor page.

There may be some students who were not in receipt of any access arrangements in their GCSE exams at school but feel they require these in exams at sixth form.

These students will need to discuss this with their teacher or tutor who will then make a referral for exam access arrangements.

NEED TO KNOW



Tutorial

All students had a dedicated tutor who oversees everything from attendance, engagement, progress and general wellbeing of each student. Your students tutor should be the first point of contact for any concerns or support your child might need.

As part of their studies all students have 2 tutorial sessions each week where they will meet with their tutor and discuss a range of issues to prepare them for life beyond Longley.

Tutorial is about your child's career progression. We look at University options, Employment, apprenticeships and further training. Tutorials are also about helping the student better understand who they are and the world around them.

More about the team:



I'm Charlie, I studied Contemporary Fine Art at SHU and have worked in Education ever since. I'm now an Academic Tutor at Longley Park. Alongside supporting students with their studies, developing skills and applications, I facilitate wider events with Raquia such as Freshers' Fair, Leavers' Event and much more. I really enjoy using my experience and expertise to enhance students' learning and to help them to decide what they would like to progress onto. I love working closely with students to help them to realise their potential and achieve their goals!

Hi everyone! My name is Cassie, and I am the Senior Academic Tutor here at Longley Park Sixth Form. I'm here to support your young person throughout their journey with us at Longley, from when they first start to when you're getting ready to move on! As a Senior Tutor I am responsible for planning, developing and resourcing our diverse Tutorial programme, covering a wider range of topics to help provide advice and guidance about health and wellbeing and healthy relationships, as well as helping to prepare them for living in the wider world. As a Film Studies graduate my favourite season is 'Awards' so I also love to talk about film and tv with my students.





Hi, I'm Raquia and I have been an Academic Tutor at LPSF for the past 5 years. After completing my Psychology and teaching qualification, I have been working in Education ever since. Working with students and helping them reach their potential is the best thing about my job. I also work with Charlie and facilitate events around the college including Freshers' Fair, Leavers Event and much more. In my spare time, I love travelling to new places and Henna painting!

Hi my name is Tara. I studied Physical Education and Dance at university, previously worked in a secondary school and I am now an academic tutor here at Longley Park Sixth Form. I am driven and passionate about guiding students into the pathway that leads them to their chosen career. Getting students prepared for life outside of education is considerably important to me and to ensure they have a smooth transition ready for adulthood.



Hello. I'm Maggi. One of the Academic Tutors here at Longley Park. Our role here is to help you with putting together CVs, personal statements for university applications, apprenticeships, careers advice, talking about employability skills, work experience and many more things to help you move forward with future plans. In my spare time I love walking and often take myself to the Peak District which we are all so lucky to have on our doorstep!

Hi! My name is Natalie, and I am one of the Academic Tutor's here at Longley Park. I am very passionate about transforming young peoples' lives and providing a high level of support to help students fulfil their potential both academically and personally. I am a performing arts specialist having worked both professionally and teaching both A level and BTECs in Further Education for over 25 years. Here at Longley Park, I have previously organised Longley's Got Talent and help facilitate the fantastic wider opportunities available to students, to help develop key transferable skills for the wider world.



My name is Karen and I'm another of the Academic Tutors here at Longley Park Sixth Form. I am passionate about supporting students in fulfilling their full potential and overcoming any personal or academic barriers to their learning. In prior roles I have worked closely with students with specific learning difficulties and social, emotional and mental health difficulties. This has given me a particular interest in supporting students experiencing these extra challenges, along with our wider cohort. Alongside the skills and information delivered in tutorial to support students in their journey to university, employment or apprenticeships, I enjoy the one-to-one pastoral support that tutors provide to every student here in sixth form. With an art and music background I encourage all our students to participate in our diverse extra-curricular activities as an excellent opportunity to support their well-being and self-expression.

Tutorial team contacts:

Cassie Allen - callen@brigantiatrust.net
Karen Roberts - kroberts@brigantiatrust.net
Tara Fletcher - tfletcher@brigantiatrust.net
Charlie Mollart - cmollart@brigantiatrust.net
Raquia Begum - rbegum@brigantiatrust.net
Maggi Bird - mbird@brigantiatrust.net
Natalie Vivian - nvivian@brigantiatrust.net
Rae Nichols - rnichols@brigantiatrust.net
Rachel Hale - rhale@brigantiatrust.net





Careers and employability

Longley Park Sixth Form is proud of its comprehensive Careers and Progression Programme. Students are guaranteed a wealth of knowledge about progression to Higher Education and the world of work.

They will have lots of opportunities to meet HE providers and employers and learn what it is like in the workplace. We work closely with a range of networks from *Sheffield Business Together* to *ASK Apprenticeships* to ensure all our students are equipped to move on to positive destinations.

All students follow a careers and progression strand through the tutorial programme, receive additional information and skills-based input through their subject curriculum choices and can also access careers and progression advice from our Pathways Centre located centrally in the Plaza.

Key information

Our website has lots of comprehensive information about the range of available to our students.

Additional Learning Support (ALS)



Our dedicated team, work with students to transition to college. The team will identify individual strengths and needs of students and put into place a support plan for the student. They liaise with teachers, academic tutors and other support staff to provide students with the support to help you excel and meet the demands of your chosen course.

The support may include the following depending on your needs:

Exams Support, Study Skills sessions, Resources, Next Steps planning, Preparation for adulthood, support in the classroom and 121 Support.

Please visit our website for more information or contact the team with any queries or questions on learningsupport@longleypark.ac.uk



Safeguarding and Wellbeing



We all have a statutory responsibility to safeguard and promote the welfare of the children and young people in our care. We have safeguarding policies and systems in place to help their safety and ensure a consistent approach to practices throughout the school, followed by all staff.

We are committed to working closely with parents and carers for the benefits of our students. We also work with a range of professionals to support our students and their families to get the right help at the right time.

Out of Hours

Longley Park Sixth Form opening times are 8.00am until 4.30pm Monday to Friday. Outside of these times, and during school holidays, we will endeavour to respond to your query as soon as possible. However, if you have any concerns about the welfare of a child or young person during these times, please contact the Sheffield Safeguarding Hub on 0114 273 4855 (24-hour service). If you think a child or a young person is in immediate danger, please call the Police on 999 at any time.

Online Safety

Children and young people use the internet regularly and may be involved in more online activity than their parents and carers. Some children and young people may have greater technical knowledge than their parents and carers, but they may be unable to identify the risks of giving too much personal information online and may be unable to spot scams as readily as adults.

So, take time to get involved with your child's or young person's internet use and teach them about online safety. More detail is on the information commission website <https://ico.org.uk/your-data-matters/online/social-networking/>



CEOP – Online Safety

If children or young people or parents or carers are worried about the way someone has been communicating with a child or young person online. You can visit Child Exploitation and Online Protection Command online to make a report and seek support using via <https://www.ceop.police.uk/safety-centre/>



Wellbeing

The mental health and wellbeing of all our Sixth Form community is fundamental to our philosophy and ethos ensuring robust support for all within a culture of care and safety, making every interaction matter. Poor mental health undermines educational attainment and engagement and places some young people at a greater disadvantage.



Supporting Our Students

Mental health and wellbeing are a very varied and complex area. Maintaining every day, regular routines wherever possible, such as attending Longley Park Sixth Form and lessons whilst working towards managing mental health is key. The Sixth Form offers a wide range of support and services to help young people develop positive mental health and wellbeing.

These are:

- All Sixth Form staff are well placed to recognise changes in behaviour or appearance, interruptions to regular attendance that might indicate and issue. Many things can cause a change in mental

health or wellbeing including traumatic events such as loss or separation, abuse, including domestic abuse and bullying.

- Longley Park Sixth Form adopts a trauma informed ACE (adverse childhood experiences), aware approach where relationships are at the centre of all interactions and thus young people may identify a connected adult – a teacher, or tutor or a member of the safeguarding, wellbeing team that they would prefer to talk to at any given time. Staff are well equipped to support or signpost where necessary.
- Our PHSE/Tutorial Curriculum includes mental health and wellbeing to deplete stigma and raise awareness and understanding amongst young people and provides strategies for developing positive mental health and wellbeing. This includes helping young people understand how they can look after their own mental health and wellbeing, developing resilience and confidence.
- Information and guidance on how young people can access mental health and wellbeing support discreetly is well displayed around the Sixth Form, through displays, both inside and outside of the classroom, leaflets, and the website.
- G05 (Wellbeing Hub) at the Sixth Form provides both drop-in service, and targeted support and intervention to young people at any given time. Often young people are identified through transition and G05 will form part of a support plan for such individuals. G05 also supports young people that have mental health and wellbeing needs identified through their educational health care plan (EHCP), the Wellbeing Team will work closely with the Additional Learning Support Team to ensure that the young person's needs are met.
- G05 will identify themes and particularly stressful times of the year and will provide group workshops/support, for example, how to manage exam stress.
- G05 (Wellbeing Hub), will host termly parent/carer coffee/workshop sessions that will increase their knowledge and understanding of mental health and wellbeing issues and triggers, and how best to support their young person.

Supporting Parents/Carers

- Parents and Carers can access Longley Park Sixth Form Website – Parents Section, which will detail support available to them, in relation to their own mental health and wellbeing and/or any other issues that may be impacting on them or their family.
- Key staff at the Sixth form will support Parents/Carers through assessment of needs and referral to external agency for targeted or specialist support.

Referrals

Any member of staff, student, parent, or carer concerned about the mental health and wellbeing of a young person should speak to the young person's tutor about their concerns ideally although we do recognise that some young people may feel they want to talk to an identified connected adult within the Sixth Form. The tutor or connected adult will be able to monitor, signpost and support in the first instance.

The tutor or connected adult will also be able to refer into the Wellbeing Team for targeted support and intervention if the concerns persist. However, if there are concerns that a young person is at risk of significant harm, then contact with the Safeguarding Team must occur immediately.

Bursary

We'll do all we can to support you throughout your time here.

This may involve working with you to identify any barriers to your learning and providing you with the best support to help you overcome them.

Making sure you know about the financial support available to you will help get you off on the right foot.

Free for all students:

- Your courses
- Textbooks



- Specialist equipment
- If you're aged 16-18, in full-time education and living in South Yorkshire, you're entitled to a student travel pass

To find out more about the financial support available to our students please visit our website.

You could be entitled to financial support:

Longley Park Discretionary Bursary Fund

If you are 16-18 and live in a household with a gross annual income of £16,190 or below, you may be eligible for the Sixth Forms 16-18 Discretionary Bursary. Support available includes;

- Support with travel to and from the Sixth Form (via travel passes)
- Support (full or partial) towards educational visits supporting your study programme
- Payment of UCAS or other next step applications
- Support for travel to open days, apprenticeship interviews etc.
- Purchasing of textbooks and/or equipment needed to engage in your study programmes
- Protective clothing if needed for your lessons or placements
- Support to cover DBS applications for courses that require this
- Support to cover the cost of resit examinations
- Any other appropriate support that helps you engage in your studies (contact Student Finance for queries)
- Please note, financial support and bursaries are evaluated on a case-by-case basis
- The funds available are limited

The following can be used to assess your eligibility

- Income Support
- Child Support/Maintenance
- Job Seekers Allowance
- Child Tax Credit (Award Notice marked 2023-2024)
- Salary Slips (last 3 months)
- Support under part IV Immigration & Asylum Act 1999
- Employment Support Allowance
- Universal Credit (last 3 statements and Award Notice)
- Grants or Bursaries Wage Slips (last 4 weeks)
- Working Tax Credit



If you're aged 16-18 and currently receiving one or more from the list below you could be eligible for a higher level of bursary support of up to £1200 per year

- In care (LAC) or Care Leavers
- In receipt of Income Support or Universal Credit because they are financially supporting themselves
- In receipt of Disability Living Allowance or Personal Independence Payments (in their own right) as well as Employment Support Allowance or Universal Credit in their own right.
- Unaccompanied Asylum-seeking children aged under 18 (treated as LAC)

Note: Support for this group is not guaranteed - Where support has been agreed, it may not equate to £1200 but will reflect the level of financial support required from the list of items above.

If your application is successful support is for one year only and will be reassessed at the start of the new academic year if you are continuing your studies.

Students who fail to meet the minimum 95% attendance requirement for all subjects may have support withdrawn.



To apply for the bursary please follow this link <https://longleyparksfbursary.applicaa.com/1>

Please note students will need to use their student email address to apply and please make sure you have the correct documents to provide as evidence for the application. Ensuring we have these will speed up the process

If you have any queries, please contact studentfinance@longleypark.ac.uk

Enrichment

At Longley Park, we do more than simply get your child through exams - we help them define Their unique goals. Whether They are aiming for university or are ready to train for a career, it's time to help them start working on themselves.

We offer a wide range of opportunities to support every student develop skills to stand out from the crowd. These include:

Trips and visits – all our students will have opportunities to take part in different visits from different workplaces, universities across the country and even a international visit.

Guest speakers and visitors – we offer a wide range of guest speakers as part of curriculum, specialist plaza workshops. These are designed to deepen subject knowledge and provide opportunities to hear from experts in their fields

Encounters with employers and universities – through visits and sixth form events students all have the ability to speak to a wide range of people about different next step opportunities.

Project Blue is about more than just academic success. It's about exploring new opportunities and developing key skills.

Each half term sees a new range of clubs, societies and events taking place from chest club, visiting the gym to Bollywood dancing and debating we have something for everyone, and are always asking for student ideas!

We ask that all students complete a **minimum of 6 hours** of these activities as part of their studies here at Longley Park. **Information on this year's enrichment program is published each half term in sixth form and on social media**

Parental engagement and contact are key to aiding the success of young people and we value your support in this.



Engagement and Conduct

All parents/carers should familiarise themselves with the Sixth Form's Policies and Student Learning Agreement. Parents can also track and monitor their child's progress, engagement and conduct via the MIS System (you are able to contact the Sixth Form for support around this if required).

Parents/carers should always be kept informed of their child's behaviour. The Sixth Form believes that in working together it can achieve the best for its students, this includes behaviour.

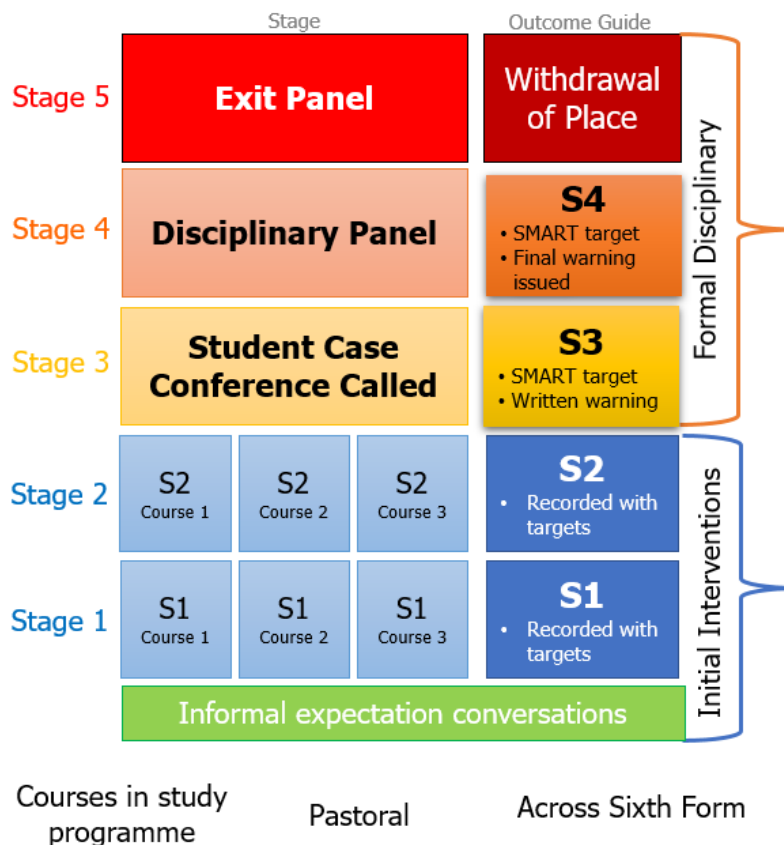


The Sixth Form will aim to contact via text, email or phone regarding Student's behaviour and engagement, or when recognition or praise is being given. It is vital that parents and carers keep the Sixth Form updated when changes to contact details occur.

A telephone conversation or meeting with parents/carers can be very positive and constructive and can promote a change in the student's attitude and engagement

Parents/carers are expected to

- Support their child in adhering to the student code of conduct
- Respond to telephone calls, emails, or meetings to discuss their child's behaviour and engagement. To mitigate against language barriers, attempts will be made to secure a translator to support where necessary
- Inform the Sixth Form of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the course tutor, academic tutor, or senior leaders promptly
- To ensure no members of staff, parents or young people are victims of abusive behaviour or open to threats from other adults on the Sixth Form premises.
- To inform us of any changes to contact details immediately so that we can maintain contact home.



Student Identification cards

It is important for safety reasons that **all staff and students are always wearing their identification lanyard**. This helps us ensure that we can identify all staff, students and visitors who are on our site, to keep our community safe.

We hope that you will ensure your son or daughter always has their ID Card with them and that you will support our response to students forgetting their ID card detailed here.

Our Response:

- **Stage 1** Student will be provided with a daily sticker which must be always worn and visible during the day. A notification letter will be given to the student reminding them of the importance of remembering their ID Card and a text message will be sent to parent/carer.
- **Stage 2** Duty Manager will be contacted to process. Stage 1 will be followed alongside a verbal warning given that Student will not be allowed entry to the Sixth Form if ID Card is forgotten a third time. The Duty Manager will also contact parent/carer by telephone to inform them of this also.
- **Stage 3** A member of the Senior Leadership Team will be contacted where arrangements will be made for the student to return home and collect their ID Card (Unless there are mitigating circumstances).

- **Stage DP** Students who persistently forget their ID Card on more than 3 occasions will move into disciplinary processes and may risk their place at the Sixth Form

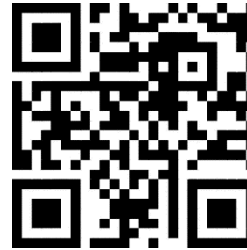
Students can purchase a new ID Card at the cost of £5.00 at any point throughout this process

Staying informed – EduLink One

Sharing information with people at home is important to us. For this reason we are asking all students and parents to download the Edulink app which will allow parents and students alike to keep updated with key information such as student timetables, attendance, progress and behaviour. It provides all the information you as a parent or your child will need to keep UpToDate with everything to do with Sixth form.

The Edulink One app is available for iOS and Android devices.

You can download from these links or search in the App or Play stores, just search for Edulink One.



[edulink one app - Android Apps on Google Play](#)

[EduLink One on the App Store \(apple.com\)](#)

Once you have downloaded the app, open the app and you will be presented with the following screen.

You will need to enter the Sixth forms postcode (S5 6GS) after which you will be prompted to enter a username and password – this is your child’s username and password for sixth form.

