

2019-
2020

THE CLARENDON ACADEMY SIXTH FORM: STUDENT GUIDE





Message from the Head of Sixth Form

Dear Student,

You have made an excellent decision in choosing to study at The Clarendon Academy Sixth Form. I promise you that the teachers and support staff of our school are committed to supporting you as you refine the range of academic and social skills you need to be a success in your future. In my role as Head of Sixth Form, I can also promise that your progress and your welfare will be my priorities for the two years that you study with us.

The next two years will be some of the most memorable and most important years in your life: You will face new and tough challenges in your studies, but you will also become more knowledgeable, more efficient, and more insightful in how you address them. You will encounter new responsibilities and new expectations from the people who surround you, but you will also make new friends and be given every opportunity to prove your potential. You will make pivotal decisions that may affect the rest of your life, but you will also receive support and guidance of the very highest quality. If you value the importance of diligence, independence and resilience, your family, your friends, your teachers and – most importantly – *you* will be incredibly proud of what you achieve.

Our Sixth Form is shaped by four important principles that I expect every member of staff and every student to adhere to:

Inclusion: Everyone who conducts themselves with a positive attitude towards their work and towards others is welcome in our Sixth Form. We treat everyone with equal levels of respect and kindness, regardless of their ability or background.

Aspiration: We celebrate the values of diligence, independence and resilience. We support each other in becoming the best that we can be.

Opportunity: Our staff ensure that all students can make informed choices about their futures through providing them with frequent and meaningful opportunities to engage with career specialists, employers and higher education providers. Our students reflect carefully on their options and value the opportunities that they are given.

Wellbeing: We recognise the importance of maintaining good mental and physical health. We support those who are experiencing difficulties in their personal lives and direct them to those who are most qualified to help.

The Sixth Form tutors, teachers, support staff and I are here to listen to you, guide you, and support you. Your voice is valuable: Whether it be a problem, an idea, a solution, a worry, a question or even a compliment, please don't hesitate to share it with us.

I look forward to seeing you succeed in your studies and thrive in our community.

Warm regards,

Mr Mike Griffiths

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Section A: Meet the Sixth Form Leadership Team

Head of Sixth Form: Mr Mike Griffiths

Email: mlg@clarendonacademy.com

I grew up in Maesteg, a small town in South Wales, and attended Maesteg Comprehensive School. I studied English Literature, Geography, Biology and French at A-Level before leaving home to study Geography at Oxford University.

At the end of my degree, I spent a year travelling and working in New Zealand and Australia. I have also travelled to China, Tibet, Nepal, Iceland, Norway, Italy, Germany, France – and a whole host of other places.

I began my teaching career at Clarendon as a Newly Qualified Teacher in 2010. Although I originally taught Geography and Sociology, I transferred to English in 2014 and took up the role of Head of English in 2016. I am fiercely proud of the students at Clarendon and I am committed to making the Sixth Form an outstanding place to learn for all students.

Outside of school, my interests are focused around literature and photography. However, as a married man with two young children, my favourite way to spend my time is with my family.



Raising Standards Leader: Mr Danny O'Callaghan

Email: doc@clarendonacademy.com



I grew up in Swindon and went to St Joseph's Catholic Comprehensive School. I studied Geography, Geology and History at A-Level. I went on to do a BSc in Geography at Coventry University and then my PGCE at Bath University.

I began teaching in 1984 at Kingdown School and retired there in August 2019. I was Head of Geography for 27 years. In that time, I have also been Sixth Form Deputy, School Educational Visits Co-Ordinator and an Advanced Skilled Teacher specialising in "E-Learning". More recently, I have been Data Manager for the Sixth Form and then Head of Year 12 and Head of Year 13. In addition to Geography, I have taught Geology, Humanities, ICT and study skills. I am also qualified as a BCU Level 2 Kayak coach and have worked with Duke of Edinburgh groups walking and canoeing for many years. With my wealth of experience, I am looking forward to helping make Clarendon Sixth Form the best place to study in the area.

My hobbies are all outdoor related: I love cycling, walking and travelling with my wife. I am looking forward to going to as many new places as possible when I fully retire and I cannot wait to become a dog owner again.

Sixth Form Administrator: Mrs Fiona Jesson
Email: fjj@clarendonacademy.com

I was born in Bathgate, just outside Edinburgh in Scotland. I spent my childhood growing up in Cornwall where I went to school and college. I studied A-levels in Law and an OND in Business Studies. I also lived for a time in the USA and France where I went to school.

My career before I had children was in banking, working in Lloyds Bank PLC for many years and then transferring to Barclays Global Securities and working in their Client Relationship department. I really enjoyed this role as I was dealing with clients all over the world. I have worked for Clarendon for 14 years, mainly in the Resources department, but for the past 6 years I have been the Sixth Form Administrator.

I am married and have two daughters aged 24 and 19, both of which have recently left home. I am still adapting to this huge change at the moment! I spend my spare time visiting Cornwall, which is a place that I really love. I enjoy cooking and I am also a member of the Rock Choir.

Section B: Academic Life in the Sixth Form

Your Lessons:

You will have between nine and ten hours of timetabled lessons in each of your subjects per fortnight. It is essential that you attend all of these lessons so that you make progress in your subjects and achieve your potential.

In each subject, you will be given a **learning plan**. These documents outline the content and skills that you will cover in the subjects you have chosen. You should use this learning plan to catch up on any work that you miss and to inform any independent work you complete outside of lessons.

Personal Learning Checklists (PLCs):

You will receive a **personal learning checklist (PLC)** for each topic or module that you study in each of your subjects. These are a place for you to record your **minimum expected grades (MEGs)** and the progress that you are making.

These documents are very important: they will provide you with a clear reflection of which topics or skills you excel in, and the areas you need to improve in order to succeed in your exams.

It is your responsibility to ensure that they are kept up to date. Your tutor will check your PLCs as part of their academic mentoring sessions in tutor time, and teachers will check them in lessons.

Study Sessions:

Alongside your lessons, you will be allocated a number of study sessions across your timetable. These sessions are intended to support you with independent learning outside of lessons and with the completion of homework. Attendance at these sessions is compulsory. They will take place in AG3.

Alongside your homework, the **learning plans** provided by each of your teachers will guide your independent work in these sessions. A wide range of resources for research are available via the Sixth Form shared area, but AG3 is also stocked with a wide range of textbooks and magazines to support you.

Homework:

You will be set homework on a regular basis by each of your teachers. Homework is even more important at this stage of your education than at GCSE: It will consolidate your learning from class, and help you deepen your knowledge and understanding of the most important topics or issues in your chosen subjects.

You must complete homework to the deadlines set by your teachers and to the highest possible standards. Homework will be closely monitored by tutors and the Sixth Form leadership team.

Rewards:

At Clarendon, we believe in rewarding our students for demonstrating hard-work and commitment to their studies.

You teachers can reward you with achievement points based on the work you produce in lessons or for homework. You can also be rewarded by the members of staff who supervise study sessions for your independent work.

The points you earn will be counted towards the end of each term. These points make you eligible for a series of rewards:

100 points: Shakeaway Voucher

200 points: Starbucks Voucher

300 points: Domino's Lunch

400 points: Afternoon Tea

500 points: Amazon Voucher

600 points: Nando's Lunch

Home Study:

You may apply for home study in term 3 of Year 13. Home study is not an option before this time for Year 12 or Year 13 students.

Application forms will be available from Mrs Jesson in the final weeks of term 2 in Year 13. Your application will only be approved if you are predicted to achieve at / above your minimum expected grades in all subjects and if you have 95% attendance or higher.

Section C: Tutoring in the Sixth Form

Year 12 Tutor Team:

Mr Kurt Williams
Mr Nick Palmer
Mrs Alison Warren

kxw@clarendonacademy.com
npp@clarendonacademy.com
amw@clarendonacademy.com

Year 13 Tutor Team:

Mrs Jane Thrower
Mrs Ciara Hadley
Mrs Claire Hidalgo-Curtis

jdt@clarendonacademy.com
cph@clarendonacademy.com
ceh@clarendonacademy.com

Sixth Form tutors have **three** main areas of responsibility:

1. Overseeing the academic progress of their tutees, including the completion of homework and independent work in study sessions.
2. Monitoring the attendance and behaviour of their tutees.
3. Supporting their tutees in maintaining good mental and physical health.

These responsibilities are reflected in the weekly programme of activities you can expect to undertake in tutor time. Some of these activities are delivered by tutors, whereas others are completed independently by students:

Year 12 Tutor Time Activities:

	Activities delivered by tutors	Independent student work
Monday	<i>Assembly in AG2 with Mr Griffiths</i>	
Tuesday	Attendance and Behaviour Review	PLC Review
Wednesday	Student Mentoring	Wellbeing Wednesday / The World Today
Thursday	Student Mentoring	PPP
Friday	<i>Fun Friday</i>	

Year 13 Tutor Time Activities:

	Activities delivered by tutors	Independent student work
Monday	Student Mentoring	PPP
Tuesday	Attendance and Behaviour Review	PLC Review
Wednesday	Student Mentoring	Wellbeing Wednesday / The World Today
Thursday	<i>Fun Thursday</i>	
Friday	<i>Assembly in AG2 with Mr Griffiths</i>	

Your tutor should be the first person you speak to if you are experiencing any problems or challenges, whether these be in or outside of school.

Section D: Attendance and Punctuality

Attendance email address:

6fattendance@clarendonacademy.com

The following rules apply to attendance and punctuality in the Sixth Form:

- All students are expected to achieve an attendance rate of 95% or above. This is to ensure that you receive the high standard of teaching and support required to be a success in your subject choices.
- You must ensure that you arrive in school at 08:45am for tutor period.
- You must register for each period:
 - If you have a lesson, you will be registered by your teacher.
 - If you have a study session or a free period, you must register with the member of staff supervising in AG3.
 - If you have a lesson at John of Gaunt, you must follow the procedure outlined below.
 - If you have arranged to work or contribute in another area of the school, such as Performing Arts or PE, the teacher supervising you will need to register you or email the member of staff supervising in AG3.
- You are not permitted to leave the school site during the school day, unless this is to attend a lesson at John of Gaunt or in other exceptional circumstances (e.g. a dental appointment).
- If you are unable to attend school for any reason, you must send a message to the email address above with the details of your absence. If you are unable to send an email, please telephone the school on 01225 762686 instead.
- Your tutor will review your attendance and punctuality on a weekly basis.
- Truancy and poor punctuality is treated as a tier 1 offence. Please see the section on 'Attitude to Learning and Behaviour in the Sixth Form' for details on how this will be addressed.
- If your attendance falls below 95%, you will be required to attend a meeting with Mr Griffiths in which the reasons for your poor attendance will be explored. If you require any additional support in order to improve your attendance, this will be arranged in this meeting.

Holidays:

You **must not** arrange holidays during term time. Such absences will be treated as **unauthorised** and, depending on the degree of subject content missed, may call into question your entry for examinations and jeopardise your place in the Sixth Form.

It is important to note that most references for employers/Higher Education require data about attendance and punctuality. It is therefore essential to maintain an excellent attendance record that we may refer to upon any requests for a reference on your behalf.

Movement between Clarendon and John of Gaunt:

In order to guarantee your safety and wellbeing, we need to carefully monitor the movement of students between Clarendon and John of Gaunt.

If you have lessons at John of Gaunt, you will need to follow the following procedure:

1. Sign out at reception.
2. Walk quickly and directly to John of Gaunt and enter via the back gate. You will need to do this via the fingerprint identity system that operates here.
3. At the end of your lesson, return quickly and directly to Clarendon.
4. Sign back in at reception.
5. If you want to remain at John of Gaunt to study, you must email 6fattendance@clarendonacademy.com to inform the Sixth Form team of this. This must be done before 9:05 on the day you wish this to take place.

If you do not sign out or sign in, we will contact you via your mobile phone to confirm your whereabouts. If you do not answer your mobile phone, then we will contact your parents.

Failure to adhere to this policy will be treated as a tier 1 offence.

Section E: Sixth Form Uniform

We have chosen to adopt uniform in the Sixth Form because it supports our students in maintaining a professional appearance. It also helps to create a more inclusive environment in which individuals are not judged according to the clothes they wear.

The details of the Sixth Form uniform are provided below. Please note that blazers are available to purchase from 'Scholars' in Trowbridge town centre.

Male Sixth Formers:

- Grey Sixth Form Blazer
- White shirt
- Tie of own choice
- Black trousers (no jeans)
- Suitable smart footwear (no trainers)

Female Sixth Formers:

- Grey Sixth Form Blazer
- White blouse or top
- Black trousers or black skirt (no jeans and skirt must be of appropriate length)
- Suitable smart footwear (no trainers)

Section F: Student Life and Extra-Curricular Opportunities

Senior Student Leaders:

The students of the Sixth Form are represented by six Senior Student Leaders. The role lasts between term 6 in Year 12 to term 4 in Year 13.

In term 5 of Year 12, you will be invited to apply for a position as a Senior Student Leader. Six positions will be made available: Head Girl, Head Boy, and four deputies.

The role of a Senior Student Leader is focused in three areas:

- Representing the school and the students
- Engaging with the local community and charities
- Improving the quality of student experience in our Sixth Form.

This includes the following duties:

- Meeting weekly with Mr Griffiths to discuss projects and events linked to the Sixth Form.
- Leading and representing the Sixth Form on the Clarendon Student Council.
- Organising at least one charity or community event per term.
- Attending important school events, such as the Christmas Concert and Achievement Evening, and helping to host guests to the Academy.
- Working with other Sixth Form students to improve the quality of their environment and extra-curricular provision.

There are a number of benefits to being a Senior Student Leader:

- It will allow you to make a genuine difference to your school and the Sixth Form
- It will improve your skills, especially organisation, teamwork and leadership
- It looks great on a CV or a university application
- It will provide you with experience to discuss in university and/or job interviews

Please speak with Mr Griffiths if you would like to know more about the role of Senior Student Leaders or the application process.

Student Internships:

A number of opportunities are available for students to work alongside teaching or business staff in the school. This can help you acquire useful work experience and develop important skills such as communication and organisation. As well as working alongside younger students in the classroom, positions are available in administrative, ICT and sport-related roles.

Mr Griffiths will provide further details on what opportunities are available at the start of Year 12. If you commit to one of these roles, you will be expected to fulfil it for the rest of the year, or until the member of staff responsible for overseeing your work releases you from your commitment.

Sixth Form Escapes:

Sixth Form Escapes are a chance for you to have fun and to forget about the stresses of Sixth Form.

The options available for 2019-20 are illustrated in the table below. Students in Year 12 and 13 will be invited to vote on which options they would like to be organised. These events will only run if sufficient numbers of students are able to take part.

If you have an alternative suggestion, please email Mr Griffiths with the details.

	Option A	Option B
Christmas	Christmas shopping in Cabot Circus, Bristol	Christmas shopping in Westfields, London
Easter	Visit to Bristol Zoo	Day out in Cardiff Bay
Summer	Go Ape experience in the Forest of Dean	Paintballing experience in Chippenham

Section G: Personal, Social, Health and Careers Education

Weekly Lessons:

Every student in the Sixth Form is provided with a weekly lesson on personal, social, health and careers education. These lessons are designed to help you develop fully as an individual and as a member of society. They will also help to support and guide you on your chosen future pathway, whether this be an apprenticeship, a career, or further education at university.

As part of these lessons, you will work on a document entitled 'My Choices and Future': This document is a place where you can record the following information:

- Reflections on what you would like to do when you leave Sixth Form
- Ideas from careers- and university-based talks and workshops
- Course details and entry requirements for any higher or further education courses that you would like to pursue
- Reflections on Year 12 work experience
- Names and contact details of potential future employers

Careers and Higher Education Advice:

You will be provided with comprehensive and unbiased information on a range of potential destinations after the Sixth Form. This will be delivered not only through the lessons outlined above, but also through guest speakers, workshops and visits to places of employment.

Our Careers Advisor, Mrs Polly Wiggins, works at The Clarendon Academy on a part-time basis. All students will receive at least one appointment with her during their time in Sixth Form. However, if you wish to make an additional appointment, please email her on polly.wiggins@gmail.com.

Work Experience:

An important part of your personal development and career preparation is work experience. This is a **compulsory** part of your Sixth Form education.

Work experience will take place between **Monday 6th July – Friday 10th July 2020**. You are expected to find and arrange work experience independently, although the Sixth Form leadership team will support you with this. More information will be provided on this important requirement by Mr Griffiths through an early assembly in Year 12.

Section H: Attitude to Learning and Behaviour in the Sixth Form

Sixth Form students are role models to younger students in The Clarendon Academy. You are expected to conduct yourself with kindness, courtesy and integrity at all times.

Our expectations of behaviour in the Sixth Form are based on the same core principles as in Years 7-11, which are outlined in the table below:

Tier 1	Tier 2	Tier 3	Tier 4
<p>We eat in the correct places and put our rubbish in the bins provided</p> <p>We follow the school rules on chewing gum, mobile phones and headphones</p> <p>We wear our uniform correctly and with pride, to show that we are part of the Clarendon community</p> <p>We stay on task in class and try our best in everything we do, including homework</p> <p>We know where we should be and get there on time, especially when travelling to and from John of Gaunt.</p> <p>We bring the equipment we need to school, including books and homework</p>	<p>We accept the decisions of our teachers and other staff and are polite to everyone in the school community, including visitors</p> <p>We try to resolve issues with our peers without fuss, and we do not make situations worse by poor choices</p> <p>We are responsible citizens online and do nothing to cause distress to others or damage the school's reputation</p>	<p>We recognise that everyone in our school community should feel safe and free from threat, and should be able to come to Clarendon without being subjected to offensive behaviour or language</p> <p>We respect that tobacco, alcohol, dangerous items and drugs have no place in the Clarendon community and are not permitted on or near the school site</p> <p>We respect that the school day should run smoothly without interruption, so that everyone can learn and work in a calm environment</p>	<p>We recognise that following Tiers 1, 2 and 3 is a commitment made by all members of Clarendon, and that everyone's place at the school is based upon agreeing to this.</p>

Isolated incidents that represent a failure to follow any of the positive behaviours outlined in tier 1 will be addressed by your subject teachers or your tutor. This is likely to involve a conversation and an agreement about how you will make positive changes to your behaviour.

Repeated failure to adhere to the positive behaviours outlined in tier 1 will be addressed by your tutor. This process will involve the creation of a **conduct agreement**, which will outline the following:

- The changes you should make to your behaviour in order to (a) support your progress, or (b) help you meet the high standards required of all Sixth Form students.
- The evidence required to demonstrate that these changes have been made.
- A timeframe in which these changes are to be achieved.
- Details of a **restorative justice** conversation that you will be expected to have with the member(s) of staff who raised concerns about your behaviour.
- Any additional support that your tutor believes you need.

It is important to realise that this process is intended to support you: The standards of behaviour expected in the Sixth Form are high because we want you to succeed.

If you continue to fail to make improvements to your behaviour, or if the changes to your behaviour prove to be only temporary, then a new conduct agreement will be initiated by Mr Griffiths. Your parents or guardians will be asked to attend the meeting in which this agreement is made. This process will also begin immediately following any failure to adhere to the standards outlined in tiers 2 or 3.

If you fail the behaviour agreement made with Mr Griffiths, or if you behave in a manner that reflects a failure to meet the standards outlined in tier 4, then a final attempt to support you will be made via a panel of Senior Leaders. Your parents or guardians will have to be present at this meeting. Failure to make changes at this stage will likely result in your being asked to leave the Sixth Form.

Section I: Wellbeing and Finance

Mental Health:

According to recent NHS statistics, one in eight young people aged between 5-19 are experiencing problems with their mental health. At Clarendon Academy Sixth Form, we recognise the importance of maintaining good mental health and endeavour to provide all of our students with appropriate support when they experience mental health difficulties.

All Sixth Form tutors are scheduled to receive training on providing appropriate mental health guidance to their tutees during the 2019-20 academic year. If you request support from a tutor with a mental health issue, then they will be able to assist in two important areas:

- Provide reliable information on how to access mental health services.
- Empowering you to take the first important steps in finding the support that is most appropriate for your needs.

Alternatively, you can contact our school mental health nurse, Stacey Faulkner, and request an appointment. Her email is saf@clarendonacademy.com.

If you would rather seek guidance and support outside of school, then please contact your doctor and make an appointment. A range of charities also provide mental health support to young people. A selection of these charities and their websites are provided below:

Name: Kooth

Website: kooth.com

Name: Get Self-Help

Website: getselfhelp.co.uk

Name: Mind

Website: mind.org.uk

Name: Young Minds

Website: youngminds.org.uk

Physical Health:

Sixth Form students are able to access a number of sport and fitness-related facilities for free. The facilities you are able to access are listed below:

- The school gym (which includes cardio-vascular and strength training equipment)
- The swimming pool at Trowbridge Sports Centre
- Sports hall (which includes squash, badmington and basketball courts)

A booking system is in place for all of these facilities and is available via the PE Office. Please speak to a member of PE staff if you require further information, or email Miss Clune, the Head of PE: lzc@clarendonacademy.com.

Managing Part-Time Work and Study:

If you have a part-time job, you are strongly advised to limit your working hours to 8 hours per week. Working for more than this is likely to have a negative impact on your progress in the Sixth Form. **All employers have a duty of care to their young employees to ensure that the time they spend in work does not impact negatively on their studies.**

If you feel that your employer is pressurising you to work too many hours, or if you are unhappy about the way you are being treated, please discuss this with your tutor or Mr Griffiths. We are happy to speak with your employers on your behalf. Please be reassured that this will be done in a professional manner: We will not seek to compromise your relationship with your employer, although we may make them aware of how you are finding it difficult to manage your work and study commitments.

16 - 19 Bursary Fund Scheme:

The 16-19 Bursary Fund provides financial support to students in Sixth Form who experience financial barriers to their continuing involvement in education.

You may be eligible for financial support if you meet any of the following criteria:

- You are in receipt of Free School Meals
- You are Looked After by the Local Authority (In Care)
- You were Looked After by the Local Authority in Year 10 or 11 (Care Leaver)
- You are personally in receipt of Income Support or Universal Credit
- You are personally in receipt of Disability Living Allowance or Personal Independence Payments, as well as Employment and Support Allowance or Universal Credit.
- You are in receipt work/child tax credits

Further information on how to apply for the 16-19 Bursary Fund will be provided at the start of Year 12. If you have any questions or wish to apply, please speak with Mrs Jesson or Mr Griffiths. A copy of the application form is included in Appendix 2 of this Handbook.

Appendix 1: Student Acceptable ICT Use Agreement

I understand that I must use the college ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the college will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password with care – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the college ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the college ICT systems for file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission from a teacher and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of college:

- I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they

involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Appendix 2: 16-19 Bursary Fund Application Form

APPLICATION FOR 16-19 BURSARY

Please return completed forms to Mrs Jesson or Mr Griffiths

Surname of Applicant: Date of Birth:

Forename:

Address:

Postcode:

Please tick which of the following applies and provide the appropriate evidence with this application. ***Please not that applications will not be considered without the appropriate supporting evidence.***

I am in receipt of Free School Meals	
I am Looked After by the Local Authority (In Care)	
I was Looked After by the Local Authority in Year 10 or 11 (Care Leaver)	
I am personally in receipt of Income Support or Universal Credit	
I am personally in receipt of Disability Living Allowance or Personal Independence Payments, as well as Employment and Support Allowance or Universal Credit.	
I am in receipt work/child tax credits	

Supporting Evidence:

- Confirmation from Local Authority of Entitlement to Free School Meals
- Confirmation from Local Authority of current or previous looked after status
- A copy of Income Support or Universal Credit award notice. This must clearly state your name and confirm you are entitled to benefits in your own right.
- If you are in receipt of Disability Living Allowance or Personal Independence Payments, as well as Employment and Support Allowance or Universal Credit, a copy of your Universal Credit claim from the Department of Work and Pensions. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.
- A letter confirming receipt of working/child tax credits
- Your most recent P60 or proof of annual household income

I certify that the information given is, to the best of my knowledge and belief, correct, and that I understand that the School may make enquiries as necessary to verify the information given. I confirm that I will notify the Local Authority of any change in my circumstances.

Signed: Date:.....

The 16-19 Bursary Fund: Key Points

Full details of the 16-19 Bursary are available via the following website:
<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>

Eligibility

To receive a bursary, the young person must be over 16 on 1st September and under 19 on 31st August in the academic year in which they start their programme of study.

There are two types of award from the Bursary Fund:

Guaranteed Bursary

This group covers young people who are looked after by the Local Authority (In Care), care leavers, and those in receipt of Income Support and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance. The award for this group of young people is up to £1,200 per academic year.

Discretionary Bursary

A Bursary of up to £800 per academic year will be awarded to young people in receipt of free school meals.

Additional Discretionary Bursaries

A Bursary of up to £300 per academic year will be awarded to young people whose parents are in receipt of working/child tax credits.

The 16 - 19 Bursary is designed to help support young people who face financial barriers to continuing in education and training after the age of 16. It is to be used to support the costs of transport, books and equipment.

The payment can be claimed by pupils identifying educational resources/support that they require and then completing a Clarendon Academy purchase order. This must be verified by Mrs Jesson and the school will then place the order.

Data Protection

Information collected and processed by Clarendon Academy complies with and is stored in accordance with the UK Data Protection Act. The information provided on this form will be used to process your application for an award from the 16 - 19 Bursary Fund and will not be shared with third parties other than Government Departments administering the fund centrally and to whom we have to report Management Information as requested.

Appendix 3: Useful Websites

Higher Education	
www.ucas.com	Official information on HE & how to apply
www.opendays.com	University & College Open days
www.thecompleteuniversityguide.com	Comprehensive HE Guide
www.universitycompare.com	Compares Universities
www.unistats.com	Includes National Student Survey results
www.qaa.ac.uk	Reports on quality of teaching and research in HE
www.studentfinance.direct.gov.uk	Student Finance
www.thestudentworld.com	Information on how to study abroad
Employment	
www.wiltshire.ac.uk/careers	My Career Online – useful careers advice
www.apprenticeships.org.uk	Guide to apprenticeships and vacancies
www.notgoingtouni.co.uk	Paid alternatives to University
www.careerpilot.org.uk	Plan your future work and study
www.careersbox.co.uk	Careers films on the web
www.gradsouthwest.com	Job service for South West students
www.jobseekers.direct.gov.uk	Official job centre site
www.nhscareers.nhs.uk	NHS Careers and Training
www.prospects.ac.uk	Guide to graduate careers and further study
Gap Years	
www.bunac.org.uk	Work, teach and volunteer abroad
www.csv.org.uk	Community Service Volunteers
www.gapyear.com	Gap Year ideas
www.statravel.co.uk	Student travel
www.yini.org.uk	Year in industry