



Loreto
sixth form college

HANDBOOK FOR PARENTS AND CARERS

2021-2022



CONTENTS

Click on the chapter title to be taken to that page.

ACADEMIC AMBASSADORS	21	HEALTH AND SAFETY	8
ATTENDANCE, PUNCTUALITY AND ABSENCE NOTIFICATION	6	HIGH ACHIEVERS AND OXBRIDGE	21
BURSARY AND FREE MEALS	18	IDENTIFICATION CARD	7
CAREERS	18	INDEPENDENT STUDY	6
CHAPLAINCY	4	INTERNAL EXAMINATIONS	13
COMPLAINTS PROCEDURE	8	JOBS	7
COMPUTING FACILITIES AT LORETO	8	KEEPING DATA UP TO DATE	9
CONTENTS	2	LIAISON WITH PARENTS	16
COUNSELLING AT LORETO	18	LIBRARY AND STUDY SERVICES	17
COURSEWORK	13	LIVING GOSPEL VALUES	4
DISCIPLINE	7	MYLORETO	9
EDUCATIONAL VISITS	22	PERSONAL DATA AND GDPR	9
ENRICHMENT	22	PHOTOGRAPHS	10
ESTABLISHING A STUDY ROUTINE AT COLLEGE	12	PROGRAMME OF STUDY	12
EXAMINATIONS: SUMMER	12	REVIEWS	17
FAMILY HOLIDAYS	6	SPECIAL EDUCATIONAL NEEDS AND DISABILITIES	19
GENERAL INFORMATION	23	STATEMENT ON DRESS	10
HEADS OF HALL	16	STUDENT COMPLAINTS PROCEDURE	10
		STUDENT VOICE REPRESENTATIVES	21
		TEXT BOOKS	14
		TOTUM CARDS	22
		TRANSPORT TO AND FROM COLLEGE	22



Loreto
sixth form college

WELCOME TO LORETO COLLEGE

**WE LOOK FORWARD TO MEETING YOU AND FOR YOU TO GET
A SENSE OF THE VALUES WHICH UNDERPIN THE LORETO
ETHOS: EXCELLENCE, FREEDOM, JOY, SINCERITY, TRUTH,
JUSTICE AND INTERNATIONALITY.**

LIVING GOSPEL VALUES

Loreto College is a Christian community in the Roman Catholic tradition where Gospel values permeate all our work.

Loreto aims to develop the whole person; in line with Ignatian pedagogy and the Chaplaincy team, led by our Chaplains Ciaran, helps to do this.

The spiritual and moral development of our students in all their rich diversity is given the opportunity to develop through:

The RE lesson which students attend each week.

The fortnightly Tutor Group assemblies.

The weekly lunch-time Mass to which all are welcome.

The annual Mary Ward Day.

The general chaplaincy work.

The opportunity of residential trips.

Enrichment activities, such as voluntary works or the Justice and Peace group.

Visits to Lourdes and Rome



CHAPLAINCY

The Chaplaincy is a space for Loreto students of all faiths or no faith; whether you are striving for a better world; need a break from the hustle and bustle of life; want to make time for God and the spirituality in your life; need someone to chat to if times are hard or need a quiet space to go where you don't have to worry about exams and other stresses.



Read more about Spiritual Life and Chaplaincy at Loreto [here](#).





ENTITLEMENTS *AND* EXPECTATIONS

ATTENDANCE, PUNCTUALITY AND ABSENCE NOTIFICATION

Research shows a considerable link between examination success and high attendance levels. Attendance is carefully monitored. All students should aim for 100% attendance to all timetabled lessons.

There may be exceptional circumstances that result in a student's absence from College at a particular time. Parents/carers must notify the College of any student absence for safeguarding purposes and so that the College has accurate records. Notification can be given by telephoning College or via the Parent Portal. Absences for hospital or orthodontic appointments or for particular family circumstances will be recorded as 'authorised absence' upon evidence being given to the College office. No absences will be authorised retrospectively beyond two weeks of the absence. General student illness will be recorded as 'unauthorised absence'. It is a student's responsibility to ensure they contact subject teachers to collect and complete any missed work.

Arriving to all lessons on time is important for a student's progress, achievement and employability habits. Students should strive to be on time for all lessons including returning after break. If they know they are going to be late, they should email their subject teacher to explain. Upon arrival, students should apologise without interrupting, sit and begin work and explain why they were late to the teacher at an opportune time – break time or at the end of lesson.


If students are persistently late, a range of measures, ultimately leading to the student being asked to withdraw from college, may be invoked.

Students can monitor their own attendance and punctuality record on their myLoreto page. Parents/carers can also monitor this information via the parent portal.

FAMILY HOLIDAYS



It is helpful to students' learning and examination preparation if the College terms are as distraction free as possible. It is essential that family holidays are booked within the holiday periods. Holidays taken in term time will not be authorised.

The College calendar and term dates can be viewed [here](#). 

INDEPENDENT STUDY

Level 3 study demands that students develop effective independent study habits. Students will be set regular homework, revision and consolidation activities to be completed during their study periods, in evenings and/or at weekends. As a general

guideline, we would expect a minimum of four and a half hours per subject to be spent on college work each week outside of timetabled lesson time. BTEC Extended Diploma students should complete approximately fifteen hours of independent study per week. This will, of course, increase as external examinations near. Students are provided with help and guidance to help them develop their independent study skills through subject and tutorial sessions. Students can use the college study centres and the library and can also apply for a pass for John Ryland Library in central Manchester.

JOBS

Many students take part time jobs to develop their independence and earn some income, but all students are full time students and they must strictly limit these commitments in order to prioritise their college work. Research shows that too many hours of employment can negatively impact a student's grades and that 7 hours per week is the maximum number of hours students should work if they do not want their grades to be affected. A sensible balance of hours between a job and college work is vital.

DISCIPLINE

We treat our students as young adults. We expect them to behave in a respectful and friendly manner towards each other and towards staff. The vast majority of our students live up to these expectations.

The occasional lapse is usually dealt with by a quiet word from the Personal Tutor or Head of Hall. Serious breaches of discipline are dealt with by the Head of Halls through the Disciplinary Procedures and College's Behaviour Policy.

IDENTIFICATION CARD

All students are issued with ID cards early in the first term. These help college staff to recognise our own students and help to increase the security of people and property on our campus. We insist that all students have their ID card with them and show it to security personnel at the gates and to any other staff member when asked. Students who do not have their ID card may be sent home. If a student loses their ID card, there is a charge of £5 for a replacement. Students also need to have their ID card with them when sitting exams.



COMPLAINTS PROCEDURE

If you have a complaint about any aspect of the College's provision:

You are asked in the first instance to contact the student's Head of Hall.

- If the issue is not resolved to your satisfaction and you wish to have it followed up formally, you are asked to contact Mr Leach (Head of Student Services for Lower Sixth) or Mrs Carr (Head of Student Services for Upper Sixth) who will investigate and let you know what action is to be taken.
- The Principal may be approached at this stage if you are still not satisfied.
- A final appeal may be made to the Governors who can be contacted by writing to the Clerk to the Governors at the College address; the Clerk's email address can also be found on the College website.

HEALTH AND SAFETY

Health and safety is very important and all students will receive a copy of the Student Handbook which includes a guide to Health and Safety at Loreto. This will help students to be safe while at Loreto and when they are involved in college activities.

A copy of the **Health and Safety Guidance** can be accessed [here](#).



COMPUTING FACILITIES AT LORETO



Students are given a user account at the start of their studies and are given instructions on how to use it. It is very important that students utilise the online facilities available via myLoreto. Students should:

- Check their college emails every day. Work, opportunities and important messages are shared with students via their emails.
- Access subject and tutorial resources via myLoreto <https://my.loreto.ac.uk/>. This can also be accessed off site.
- Utilise the computers available at college both in lessons and in the College Study Centres to complete work.
- Save work on the College network, where it is backed up and held securely, rather than relying on data pens which are easy to lose.
- Ensure they have sufficient printer credits to print work. Students are allocated printer credits per term and additional printer credits can be purchased if necessary.
- Report any computer-related difficulties by emailing helpdesk@loreto.ac.uk or by visiting the technical support team who can be found on in rooms B219 and E420.

MYLORETO

myLoreto is a personalised, purpose built system for students and staff to monitor and record progress and access information. Students can use myLoreto from within college and at home - visit <https://my.loreto.ac.uk/> or the college website on www.loreto.ac.uk and follow the links to the intranet. You can find a wide range of personalised information on myLoreto, including:

- Daily timetable
- Notices and announcements
- Access to the network home drive and shared areas
- Exam timetables and the results of exams taken
- Student reviews, individual learning plan and details of target grades
- Attendance and punctuality records
- Access to subject resources, such as handouts, and other areas of college life such as clubs and societies
- Sign up links for special events such as revision classes and Mary Ward Day.

KEEPING DATA UP TO DATE

It is very important that all contact details for students and parents/carers is up to date and accurate. If there are any changes to contact details, such as a change of home address or email address, parents/carers should contact the college office to have their records updated. If a student's mobile phone number changes then the student should update this by clicking on the 'Update Mobile Number' button on myLoreto. It is the responsibility of the student/parent/carer to ensure their contact information is accurate.

PERSONAL DATA AND GDPR



Your personal information is used by us to exercise our official authority to provide further and higher education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education Colleges) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).

Helen Green is the College Data Protection Officer. Her role is to oversee and monitor the College's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 0161 226 5156 or

dpo@loreto.ac.uk.

Our full Data Protection Policy (including GDPR) can be viewed [here](#).



PHOTOGRAPHS



A number of photographs are taken of students during the course of the year. This may be in class, on campus or off site during a College related trip, activity or visit. It is useful to use some of these pictures in our publicity material. If your son/daughter agrees to the College using their photographs, they can confirm this on their 'Agreement Form', which they can access via the pre-enrolment system.

STUDENT COMPLAINTS PROCEDURE

The staff of Loreto wish to ensure that the Student Charter is fully implemented. If students have a complaint or matter of concern, they would normally go through the stages of the queries and concerns procedure as published in the Student Handbook. Complaint forms are available in Reception.

The College's **Complaints Policy and Procedure** can be viewed [here](#).



STATEMENT ON DRESS

The College welcomes the variety of appearance brought by individual student styles and choices.

The wearing of items arising from particular cultural/religious norms (including, for example, saris, turbans, skullcaps, hijabs and kippahs) is seen as part of this welcome diversity.

Loreto College is a place of work. We do not insist on any particular dress for its employees or students, except where there are health and safety or security concerns, or where a job or placement requires a uniform or protective clothing to be worn.

We do expect students to wear appropriate clothing in line with helping them to develop key employability skills. 'Hoods' are not to be worn inside the college buildings and clothing with slogans or symbols that could cause offense should not be worn. Students should be mindful that they are working within a professional environment.

The College's full **Statement on Dress**, can be viewed [here](#).





CURRICULUM

PROGRAMME OF STUDY

When students enrol in September, they receive guidance and advice from staff who have a wealth of experience in directing students onto an appropriate programme of study. Normally students will be signing up for a three subject (or four in some cases) Advanced level course, a BTEC Level 3 Extended Diploma or a BTEC Level 2 Diploma course.

The government requires that students who do not have a grade 4 or above in English GCSE or Maths GCSE must follow a suitable course leading to that qualification.

During the induction period in the early weeks of the autumn term, students may change course. From 1st October, we would not expect a student to change any subjects as they begin to have significant work to catch up on in any new subject. It is only in exceptional circumstances that we would allow a student to change a subject later in the year. No student is able to their course after October half term.

ESTABLISHING A STUDY ROUTINE AT COLLEGE

We expect all students to attend all lessons, tutorials and RE lessons. Students, however, may leave College when they are free: they can also relax in the student cafeterias, use the open access library or one of the Study Centres that are located in Ball, Ward and E&K buildings.

If students need to leave College at lesson times they must sign out at Reception or via the First Aid Room so that College can pass on a notification to parents/carers.

Early in the autumn term, all students are issued with Target Grades (TGs) for all of their subjects. These Target Grades, calculated from their GCSE scores, set appropriate goals over their two years of study.

For example, a student may have a Target Grades of B in English Literature, Media Studies and Spanish A levels whereas another student studying BTEC Sport may have a Target Grade of a Distinction. Students are not expected to achieve this grade until towards the end of their second year of study.

Many students exceed their Target Grades because they enjoy the subjects they have taken, they work hard and they are very well supported.

EXAMINATIONS: SUMMER 2023

When students start college in September 2021, summer 2023 sounds like a very long way away. However, students have to attend regularly and work hard throughout the two years of study to prepare to take all their examinations in what will be a very intense

and concentrated examination schedule.

- The nature of Advanced level courses means that students will need to settle into regular work patterns very quickly; teachers and tutors are trained and prepared to make the transition from GCSE as smooth as possible.
- Students are entered free of charge for a first attempt at the public examinations of each of their courses.
- Students should be aware that there will not be a resit opportunity and should therefore work hard to achieve their very best.
- Students whose record of attendance, work and coursework completion falls below course requirements will be asked to pay for their own entry: parents will be notified well in advance if this seems likely.
- Students failing to sit examinations for which they have been entered may be required to refund the entry fee.
- The College reserves the right to review and change students' programmes of study and examination entries and may do so where there are serious concerns about a student's attendance, punctuality, progress and work completion.
- Examination boards require that parents who request a re-scrutiny of examination papers pay a fee.
- GCSE November re-sits are arranged in collaboration with the Examinations Manager: details of centre number, candidate number, exam board and specification are essential.
- Information on fees and other general information on examinations is available from our Examinations Manager.

INTERNAL EXAMINATIONS

To help prepare for exams at the end of two years of study, in March 2022 in the Lower Sixth and January 2022 in the Upper Sixth, all students will sit an internal examination to provide a rigorous assessment of students' progress to date. This helps to provide students with areas to improve on and also helps the College to continue to ensure students' programme of study is appropriate and supportive.

COURSEWORK

- Some students will undertake Coursework where it is available as an option in Advanced courses. BTEC and other vocational courses offer many coursework and internal assignment options.
- Experience shows that these are the module where students can gain a great number of marks and contribute to their final grade.
- A minority of students find this mode of examination challenging to organise. Others have coursework to do in all their courses and do not plan their time well. Others expect a GCSE level approach will work for Advanced level study. All these students fall behind.

Much support will be offered to students who find this challenging; by subject and department staff, through tutorial sessions, by a student's Head of Hall and through one-to-one appointments that are available with the Study Support Team. We encourage all students to access this support and work in partnership with parents/carers where concerns are raised. The college may, in certain cases insist that students who are falling behind attend support sessions during their study periods/free periods. These take place in the Library or Study Centre and where necessary they will be made compulsory in order to fully support students.

TEXT BOOKS



- Please take great care of the text books loaned to you.
- Students are asked to pay a £20 book deposit during enrolment.
- Deposits are recorded electronically and held by Finance.
- At the end of the course the deposit will be refunded if books are returned in good condition.



SUPPORT



HEADS OF HALL


- We have twelve Heads of Hall in College: each student is assigned to one of them.
- Heads of Halls are responsible for the pastoral care of students; they oversee a student's progress and offer support and guidance to students.
- Heads of Halls are the first point of contact for parents/carers and will be happy to discuss any student issues with parents/carers.
- Worries or problems about your son's/daughter's welfare or progress should be directed to the Head of Hall.
- If any matter needs to go further, please direct any concerns to Mr Leach (Head of Student Services for Lower Sixth) or Mrs Carr (Head of Student Services for Upper Sixth) or to Mrs Pritchard (Deputy Principal)



You can find out more about the inspiring people behind the hall names [here](#).

LIAISON WITH PARENTS

Before prospective students accept their offer of a place to study at Loreto by enrolling with us, they should be assured that we consider that our partnership with them extends to parents and carers as well. We therefore maintain contact with parents and carers in a variety of ways:

- Parents and carers can access a student's progress information, timetable, attendance data and other useful information via the Parent Portal. To sign up visit  <https://pp.loreto.ac.uk> or visit the college web site at www.loreto.ac.uk and follow the Parent Portal link. (To register parents or carers will need: parent/carer mobile number, parent/carer email address, some of the student's basic personal details and the student's Loreto reference ID (the reference starting with S202*****) which is printed on their college ID card.)
- All parents/carers are invited to our Welcome Conference in September.
- All students will have regular reviews of their progress at key points throughout the year: November, February and May.
- There is a Parents' Evening for Lower Sixth Students scheduled for the 9th and 15th June, 2022 depending on the student's surname.
- Parents and carers are invited to our Next Steps conference in the summer term

where they can receive advice and support about options for higher education, apprenticeships and employment.

- If we feel concerned about your son or daughter, we will arrange a convenient appointment to discuss our concerns. We encourage parents/carers to contact their son/daughter's Head of Hall if they have any concerns they wish to discuss.
- Parents/carers will also be updated via the College's newsletter, which will be shared via email throughout the academic year.

REVIEWS

The Review System is the college's way of giving students and parents a brief 'snapshot' of work and progress at key points in the year.

As part of the review parents can expect:

- A comment on a student's Classwork Effort, Homework Effort and Progress.
- An indication of a student's 'Working At' grade. This is a reflection of their progress in the subject to date.
- A brief extract of the most recent marks from the Electronic Markbook.
- Attendance data for that subject for the period reviewed.
- The Reviews will be shared in college with students via teacher/tutor and an action plan will be created from this.
- Reviews are visible to parents/carers on the Parent Portal.

LIBRARY AND STUDY SERVICES


The College has a very well-resourced library and three additional Study Centres, with PCs, Macs and desks available for students to use.

The College also subscribes to various online platforms to help students with research, coursework or reading for leisure. These four study areas are staffed and the Study Centre Supervisors are happy to help students. We expect students to behave appropriately and adhere to the Study Centre rules to help ensure these areas are productive and focused environments.


You can find out more on our [College website](#).



CAREERS

Students are given lots of support and guidance to help them research and prepare for their post-college options, including one-to-one appointments easily booked through myLoreto. Students also receive a comprehensive series of tutorial lessons on Careers and post-college options, as well as regular opportunities to attend and participate in careers events; these are advertised via email and through the regular careers bulletins for students. You can find more information on the [College website](#). 

BURSARY AND FREE MEALS

Students at Loreto may be eligible for the 16 – 19 Bursary and/or Free Meals. You can find further information on eligibility and an application form [here](#). 
Should a family's circumstances change, students can apply for the bursary or free college meals at any point throughout the academic year.

COUNSELLING AT LORETO

We recognise that students will join us with different life experiences and will also face challenges and difficulties whilst they at Loreto. Alongside our focus on mental health support in tutorial sessions, assemblies and college events, we also provide a college counselling service. We have five qualified and experienced counsellors at college that provide support for students who feel they need it. This can take the form of a one-to-one appointment, attendance at a drop in-sessions or attendance at any of the group activities that are held throughout the year. Students can ask a member of staff to refer them to the counsellors or can refer themselves via the link on MyLoreto. Drop-in sessions take place:


- Mondays 12pm - 1pm
- Thursdays 1pm - 1.50pm
- Fridays 1.15pm - 1.45pm

Heads of Halls also make referrals to external agencies for students and will contact students' GP where appropriate.

It is important to note that the College Counsellors are not an emergency service and students and parents/carers are advised to seek medical support through A&E in case of an emergency,

Students can also access support from other agencies and organisations as listed on myLoreto.

SEND (SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

Loreto is committed to supporting all SEND learners achieve the best outcomes and to meeting the needs of all students through individualised support, in discussion with students and parents/carers. Our Academic Support staff are happy to discuss any individual student's need and work in conjunction with the students, parents/carers, Head of Halls and other staff at the College to ensure the College puts all reasonable support in place to help a young person succeed. You will find more information on SEND [here](#). 

The Faculty of Academic Support enables the College to respond to individual learning needs. Its aims are:

- To provide transitional support, information, advice and guidance to ensure that students with additional needs are enrolled onto appropriate courses.
- To ensure that learning is accessible for all students.
- To provide support within an environment of self-advocacy and collaboration.
- To secure effective support networks.
- To promote effective liaison between the College, learner, parents/carers and other agencies.
- To support learners with additional needs so that their progression opportunities are maximised.
- To work within the preparation for adulthood framework to promote successful progression including employment, independent living or higher-level courses.

You will find further information on the Faculty of Academic Support [here](#). 



OPPORTUNITIES AT LORETO



STUDENT VOICE REPRESENTATIVES



Student Voice Representatives represent their Hall at a college wide level and are able to influence the running of college-wide student activities. Student Voice Reps work alongside the Student Council and participate in regular Student Voice initiatives. Student Councillors work alongside staff managers at the College and provide suggestions and improvements and discuss any concerns that they would like to be addressed. We also have two Student Governors who attend Governor Meetings to help ensure students are represented at every level at the College.

ACADEMIC AMBASSADORS

The Loreto Student Academic Ambassador Team play an important role across Loreto College. Both Lower and Upper Sixth students can apply to be an Ambassador for a particular subject and, if successful, will go on to represent the views of their fellow students in regular meetings with subject staff.

Through this role, Loreto Student Academic Ambassadors have a fantastic opportunity to develop leadership responsibilities, organisation and communication skills, and to make a real contribution to college life - all skills that universities and employers look out for.

HIGH ACHIEVERS AND OXBRIDGE

The College recognises that some students have the potential to apply for the very best courses and universities. The 'Russell Group' are a group of the highest achieving universities, often called 'research intensive' and renowned world-wide for their academic reputation and rigour. The High Achievers' groups help with preparation for applications to competitive courses and universities.

The two highest achieving Russell Group universities are Oxford and Cambridge, jointly referred to as 'Oxbridge'. Loreto recognises that Oxbridge applicants need specific preparation for applications and potential transition to these universities and has designed a specialised Upper Sixth programme for them.

Our aim is to match students with a course and a university that will enable them to flourish and to reach their full potential, which is why we take care in delivering tailored advice.

TOTUM CARDS

The TOTUM card - formerly the National Union of Students (NUS) card - is a student discount card and app which gives students access to offers on food, fashion, beauty, tech, streaming and home delivery. A one year TOTUM membership costs £14.99.

To join visit www.totum.com - students will need to register using their Loreto College email address and connect their account to the College in order to be eligible. Students should arrange for their TOTUM card to be posted to their home address.



TRANSPORT TO AND FROM COLLEGE



There are various fares, passes and college buses available if students plan to use public transport as a means to travel to and from Loreto College.

- **Our Pass** - the free local bus travel for 16-18 year olds who live in Greater Manchester
- **Scholar's Permit** - child fares for 16-19 year olds travelling to college
- **742, 743, 744 and 745** - the college buses run by TfGM.

To find out more about any of the above, please visit [Transport for Greater Manchester](https://www.tfgm.co.uk). Students should arrange for any bus/travel passes applied for to be posted to their home address.



EDUCATIONAL VISITS

Due to Coronavirus pandemic and in the interests of public safety, we have taken the decision not to run any trips, visits or residentials at present. This decision will be kept under review.

Where possible, the College will provide safe and alternative opportunities and experiences for students.

ENRICHMENT

All students at Loreto College are encouraged to take part in enrichment activities. Enrichment choices can complement a student's studies, provide exercise or an opportunity to try something different, develop new skills and get to make more friends.

You can find out what more about the enrichment opportunities available at Loreto [here](#).



GENERAL INFORMATION

CHARTER FOR PARENTS

The Charter is available to view on our website [here](#).



STUDENT CHARTER

The Student Charter is included in the Student Handbook which is given to each student at the start of the College year. A copy is available to view on our website [here](#).





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