



Loreto
sixth form college

HANDBOOK FOR PARENTS AND CARERS



2022-2023

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Loreto
sixth form college

WELCOME TO LORETO COLLEGE



**WE LOOK FORWARD TO WORKING IN PARTNERSHIP
WITH YOU TO SUPPORT YOUR CHILD'S JOURNEY AT
LORETO COLLEGE.**

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.

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

An RE lesson which all students attend each week.

Regular Hall Group assemblies.

Weekly lunch-time Mass to which all are welcome.

Our annual Mary Ward Day.

Chaplaincy work, including the Fair Trade and Justice and Peace Groups.

The opportunity of residential trips.

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 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](#).

MARY WARD VALUES

All of Loreto's work is underpinned by the values of our foundress, Mary Ward and her companions. Our values are **Freedom, Internationality, Joy, Justice, Excellence, Truth and Sincerity**. Students will learn more about our values and how they can support their personal development throughout their time at Loreto.



ENTITLEMENTS *AND* EXPECTATIONS

ATTENDANCE, PUNCTUALITY AND ABSENCE NOTIFICATIONS

Research shows a considerable link between 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 'notified' as this is an 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.

Attendance and punctuality are monitored regularly. Where concerning patterns emerge, parents/carers will receive contact from the College. Where such concerns are not addressed, students may be subject to the College's Disciplinary Procedures which may ultimately lead to the student losing their place at the College.

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 essential to students' learning and examination preparation that the College terms are as distraction free as possible. Family holidays should be booked within the holiday periods. Holidays taken in term time will not be authorised. If families choose to take holidays during term time, they must complete a holiday form and submit this to their Head of Hall to ensure College is aware of any absence and that the student completes and submits any work that will be missed. Prolonged holidays that significantly impact on a student's attendance may result in the student losing their place at the College.



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

INDEPENDENT STUDY

College 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. One-to-one study support appointments are available with the Student Services team who can help students to manage their time and workload by making study timetables and catch up plans where needed. These study timetables can be shared with parents/carers to help in their support of students at home.

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 and enjoy a calm and purposeful atmosphere at the College.

Serious breaches of discipline are dealt with by the Head of Halls and the relevant Head of Student Services through the Disciplinary Procedures and College's [Student Behaviour Policy](#).

IDENTIFICATION CARDS



All students are issued with ID cards early in the first term and these are part of our safeguarding procedures. 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.

Misuse of ID cards, including the sharing of cards, is not permitted and will result in disciplinary action.

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 Upper Sixth) or Mrs Scholes (Head of Student Services for Lower Sixth) who will investigate and let you know what action may be taken.
- The Principal may subsequently be approached 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.

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](#).

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](#).

IT 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. Students can find a wide range of personalised information on myLoreto, including:

- Daily timetable
- Notices and announcements
- Access to the network home drive and departmental SharePoints including access to resources
- Exam timetables and the results of exams taken
- Student reviews, individual learning plan and details of target grades
- Attendance and punctuality records
- 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; this is particularly important for safeguarding reasons. 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 upon 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 child agrees to the College using their photographs, they can confirm this on their 'Agreement Form', which they can access via the pre-enrolment system.



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.

COVID-related face masks are permitted as part of the College's approach to health and safety. Other items which cover the face, such as niqabs or balaclavas are not permitted.

Students are expected to remove caps, hats and coats inside classrooms.

Loreto College is a professional 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, they receive guidance and advice from staff who have a wealth of experience in directing students onto an appropriate programme of study. Most students will enrol onto a three-subject programme consisting of Advanced Level or other vocational option; a BTEC Level 3 Extended Diploma or a BTEC Level 2 Diploma course alongside one or more GCSE resit.

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.

A small number of students may opt to take a fourth A Level on agreement with the Course Advisor at enrolment. Studying four courses is extremely challenging; any student opting for this will be enrolled provisionally in the first instance, after October half term students opting to continue on four subjects are expected to complete all four courses.

During the induction period in the early weeks of the autumn term, students may change course after discussion with and agreement from their head of Hall. Students are expected to catch up on any work in their new subject. From 19th October 2022, students are not permitted to change course as the work needed to catch up is too significant.

The Government recently informed colleges that, as part of the efforts to support students in light of the pandemic, students must complete an additional 40 Guided Learning Hours over the academic year. Where a student's programme of study does not meet the required Guided Learning Hours, they will be allocated an additional period from a range of 'Loreto Extra' provision, this might include: Advanced Literacy or Numeracy, Subject Support Programme, Remote Study Programme, Directed Study Period or an enrichment activity. These options will be discussed with Lower Sixth students at enrolment.

The College takes great care to enrol students on to correct programmes of study and will provide much support to enable students to make excellent progress. Students' progress on their programmes of study is regularly monitored and reviewed. Where students persistently fail assessments, the College may make changes to a student's programme of study and/or examination entries in the best interest of a student.

Transition from Lower to Upper Sixth is not automatic; all students' progress in the Lower Sixth year is reviewed before decisions are made regarding whether they are able to continue into Upper Sixth. Where students are unable to continue into Upper Sixth parents/carers will be informed and careers support offered to students to help them plan their next steps.

ESTABLISHING A STUDY ROUTINE AT COLLEGE

We expect all students to attend all subject 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. Parents/carers should be mindful that students are given more independent time at sixth form college; students arrive to and leave College at different times depending on their timetables, students are able to leave site unchallenged and are not supervised at all times.

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 2024

When students start College in September 2022, summer 2024 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 help make the transition from GCSE as smoothly 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 any reviews 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 February - March 2023 in the Lower Sixth and November 2023 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/NON-EXAMINED ASSESSMENTS (NEA)

- Some students will undertake coursework/non-examined assessments as part of their courses. BTEC and other vocational courses include many coursework and internal units.
- Students are expected to keep up to date with all interim and final deadlines and should seek support from their teachers where they are finding managing their coursework/assignment challenging. Where students do not complete coursework to the required standard or deadline, after extensive support, they may be withdrawn from the qualification.

TEXT BOOKS

- Students are asked to take great care of the text books loaned to them.
- 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 REPORT



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 child'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 Upper Sixth) or Mrs Scholes (Head of Student Services for Lower Sixth) or to Mrs Pritchard (Deputy Principal)



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

LIAISON WITH PARENTS/CARERS

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 and these reviews are available for parents/carers via the Parent Portal. Parents/carers will be sent a text when the latest reviews are available.
- There is a Parents' Evening for Lower Sixth Students scheduled for the 18th and 24th May 2023 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 child, we will arrange a convenient appointment to discuss our concerns. We encourage parents/carers to contact their child'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 Towards' grade. This is the grade the teacher believes, based on current performance and expected trajectory, the student is most likely to achieve at the end of the course. This grade may change depending on a student's progress and attainment throughout their course.
- A brief extract of the most recent marks from the Electronic Markbook.
- Attendance data for that subject for the period reviewed.
- 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 CENTRES

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 and 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 COLLEGE MEALS

Students at Loreto may be eligible for the 16 – 19 Bursary and/or Free College Meals. 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 may also face challenges and difficulties whilst they are 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 several 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 a student's 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 students with SEND achieve the best outcomes and to meeting the needs of all students through individualised support, in discussion with students and parents/carers. Our Additional Learning 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 Additional Learning Support team 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, student, parents/carers and other agencies.
- To support students 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 Additional Learning 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

Student Academic Ambassadors 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. They also support the College during important events such as Open Days, New Students' Days, events and visits.

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 students 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 Tutorial and RE programmes 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. Students should arrange for any bus/travel passes applied for to be posted to their home address.

EDUCATIONAL VISITS

The College is hoping to reintroduce a range of educational visits and trips following a pause on these during the COVID pandemic. The College plans for all students to enjoy our annual Mary Ward Day where they can sign up for an activity from a range of options free of charge.

Other subject-specific or College wide trips will be advertised as appropriate to students and details of itineraries, costs, health and safety and expected behaviour clearly outlined.

All trips and visits will be kept under review in the context of the COVID pandemic.



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 made available to each student at the start of the College year. A copy is available to view on our website [here](#).





RECEPTION



LORETO SIXTH FORM COLLEGE
CHICHESTER ROAD SOUTH, MANCHESTER, M15 5PB
TEL: 0161 226 5156 | OFFICE@LORETO.AC.UK | WWW.LORETO.AC.UK