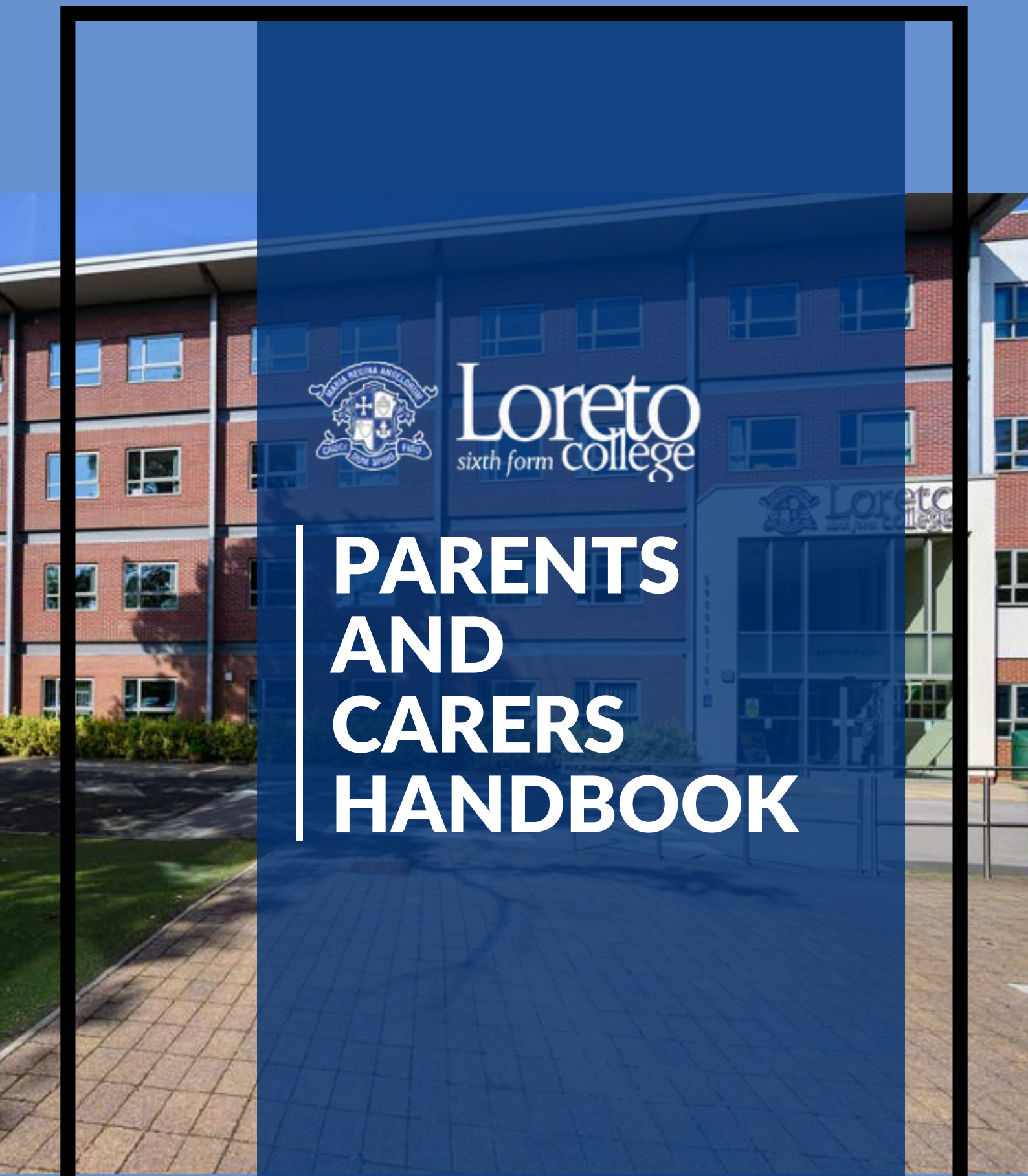

Loreto sixth form college

# PARENTS AND CARERS HANDBOOK

Ofsted Outstanding Provider

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# Welcome to Loreto College

We look forward to working in partnership with you to support your child's journey with us.

Loreto sixth form college

# Loreto College's Mission and Ethos

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward (pictured right), the founder of the Institute of the Blessed Virgin Mary (IBVM). Our vision is that we will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be people of courage who are alive to the needs of humanity and committed to making a better world.

Loreto College has been based in Manchester since 1851. It is part of an international network of Catholic schools and colleges run by the IBVM, and a national network, Loreto English Education Network (LEEN), and are overseen by the Loreto Education Trust (LET).

Loreto's **Mission Statement** and **Prayer and Liturgy Policy** can be viewed online.

Loreto is a Christian community in the Roman Catholic tradition and Gospel values permeate all our work. We are a Catholic College for the community. Loreto aims to develop the whole person; in line with Ignatian pedagogy. The spiritual and moral development of our students in all their rich diversity is given the opportunity to develop through:

- A Core RE lesson which all students attend each week.
- Chaplaincy work, including the Fair Trade and Justice and Peace Groups.
- Regular Hall Group assemblies.
- Weekly lunch-time Mass, to which all are welcome.
- Our annual Mary Ward Day.
- The opportunity of residential trips.
- Visits to Lourdes and Rome

# Mary Ward

Loreto College was established in 1851 under the inspiration of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Mary Ward was a remarkable woman. She lived in 17th century England and devoted her life to campaigning for the education of girls, at a time when this was considered completely unnecessary. This vision of excellent education for all and an education that develops the whole person, is central to Loreto College's mission and ethos. The 120 Loreto schools and colleges that now exist across the world are a testament to Mary Ward's vision and determination.

During induction we introduce students to Mary Ward, our Foundress, and shared the seven Mary Ward values that underpin all that we do at Loreto: Joy, Sincerity, Justice, Truth, Freedom, Internationality and Excellence, and our commitment to these values as

a College community. We expect all students and staff to support these values and to use them to guide their choices and how they treat others.

Our annual tradition is to celebrate a special Mary Ward Day, which will take place in June or July. Normal timetabled lessons do not take place and instead students opt for an onsite or offsite activity that links with one of the seven values that underpinned Mary Ward's life. This day provides the opportunity to experience these values in a practical and joyful way. It also provides a fantastic chance to meet new friends away from the normal classroom environment. We will be exploring Mary Ward and her values in Core RE lessons and continue be inspired by these values in all that we do at Loreto.

# Chaplaincy

**Chaplaincy is part of Loreto's spiritual and pastoral provision**. Our Chaplaincy team helps to organise of key liturgical events throughout the year as well as daily prayer, weekly mass and a variety of community and charity initiatives for students and staff to participate in. The Chaplaincy area is based in Ball building and provides a space for Loreto students of all faiths or no faith to visit. Whether they are striving for a better world; need a break from the hustle and bustle of life; want to make time for God and spirituality; need someone to chat to if times are hard or need a quiet space to go where they don't have to worry about exams and other stresses, all are welcome.

# Core RE

All students have one period of Core RE timetabled each week, attendance to which is compulsory. As students grow intellectually, it is important that they have a chance to grow spiritually. Whilst Core RE is not an examined subject, it equips students with opportunities to learn about all major world religions and to reflect on current social issues and ethical considerations. Core RE is about respecting, accepting and understanding religious similarities and differences. It provides a weekly opportunity to think, listen and have preconceptions challenged.

# Tutorial

All students also have one period of Tutorial per week; this takes place on a Monday. A Tutor's role is to support students on their academic and personal journey at the college, giving advice and guidance about students' studies, support available and how students can make the best of the opportunities available at Loreto. Tutors also delivers the comprehensive tutorial programme which consists of three main themes; Careers and Employability, Student Life, and Safeguarding and Wellbeing. Students will attend a fortnightly assembly with their Head of Hall.  Attendance to tutorial and assemblies is compulsory. Tutor groups are made up of students studying courses from across the college and so are a good opportunity to make friends.

# Entitlements and Expectations

Loreto sixth form college

# Attendance, Punctuality and Reporting Absence

At Loreto, we encourage all students to aim for the very highest attendance in all subjects. We understand that some students will inevitably miss lessons due to illness or personal circumstances; in these instances, parents/carers must contact the college office to notify us of any absences so that we can maintain accurate records and offer support to students who may need it. Students are not able to report their own absences. If a student does miss a lesson, it is their responsibility to contact the teacher and collect and complete any missed work.

We recently shared the information below with students which highlights how important attendance was to the students who have recently left us:

- •Students whose attendance was between 98%-100% were 35% more likely to achieve or surpass their target grades than those with attendance of 90% or lower.
- •Students with the highest attendance were three times more likely to achieve an A* than those students whose attendance fell below 90%.
- •Students who had between 98%- 100% attendance were 29% more likely to achieve A*-B grades than those who fell below 95%.

Students receive prizes and certificates for high attendance; this is reset every term so that even after a period of illness or absence students can still feel motivated and have their efforts acknowledged.

Attendance to all lessons forms part of a student's Learner Agreement. Where concerns about attendance are not addressed, students may be subject to the College's Disciplinary Procedures and a student's place at college could ultimately be at risk for persistent poor attendance.

We also ask you to support our position on punctuality. Your child is with us for a relatively short time in their educational journey. Every minute in every lesson counts. It is important that every lesson starts on time. We do not want late comers disturbing your child's entitlement to a fully focused lesson. We also want to students to form positive employability habits. Staff will therefore start all lessons promptly and late comers may be asked to remain behind in their break time to make up for lost time. If they know they are going to be late, students 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 a student has been late 5 times or more in the past 5 weeks, parents/carers will receive a text. More serious cases of poor punctuality will be referred to tutors or Heads of Halls. Staff will remind students regularly throughout the year, to be 'on time, every time'.

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.

# College Timetable

The College Day is from 9am until 4pm. Your child's timetable will consist of:

- The teaching periods for their course - whether A Level, Vocational or GCSE re-sits
- One period of Core RE
- One tutorial lesson on Mondays with their personal tutor.
- At least one Loreto Extra session (an additional subject-related class or enrichment activity – please see below)

All students need to participate in at least one optional 'Loreto Extra' to fulfil their Guided Learning Hours. Students can opt for Enrichment activities to broaden their interests and strengthen their post-college opportunities. Some students may have SSP (Subject Support Programme) lessons to provide additional help in preparing for external exams. Students may also have a Directed Study Period (DSP) on their timetable, this is an allocated period when they must attend a College study centre to complete independent work or homework.

You will notice study periods on your child's timetable. We encourage students to use these periods effectively. Students can use the Library, the Learning Resource Centre, Ward, Ball or St Vincent's Study Centres or they can work at home. If students feel they need support with how to organise their time/workload, they can arrange a one-to-one study support appointment by speaking to their Tutor or Head of Hall.

### BENEFITS

- The solid blocks of time are an extremely effective way to allow students to focus on each of their subjects.
- There is no loss of time in frequent change-over slots, travelling to the next lesson, or moving about our campus.
- It gives longer blocks for teaching and setting timed tests in class to help us prepare students for exams.
- Students like the blocked teaching time and the time they can devote to private study.
- It facilitates a common lunch time: to allow students to have lunch with friends and enjoy the many extracurricular lunchtime activities.

**DRAWBACKS**

- It does mean that if a student misses a lesson, they miss 50% of the teaching of that subject for that week. Research has emphasised the strong link between attendance and students' results. It is vital that students attend lessons and are on time every time. If a student has to be absent for any reason, they must follow College procedures and ensure they contact their teachers to collect and complete any missed work.

# 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 thirteen hours of independent study per week. This will, of course, increase as external examinations near.

Students are provided with support 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.

We expect all students to attend all subject, Tutorial and Core RE lessons. Students may leave College when they do not have timetabled lessons: they can also relax in the student cafeterias, use the open access library or one of the study centres. 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.

# 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**.

# Respecting the Local Community

When students join Loreto, they do not only join the college community but also the local community of Hulme. We work hard to establish and maintain good relationships with our local community and ask all Loreto students to remember they are representing the college when they are around local houses and businesses.

Please can we ask for your support in reminding your child to be considerate of our neighbours, to dispose of litter in bins (local council litter wardens regularly patrol and will fine students found littering), and to be careful and polite when waiting for buses or crossing the road outside college.

If parents/carers are picking students up from College, we ask that you do not park directly outside of college; even parking a few minutes' walk away can help to reduce traffic congestion and helps us to maintain a safe environment for all. We also ask that the driver parks legally and turns off their engine out of respect for local residents and the environment.

# 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. Students are not permitted to invite non-Loreto students onto the College campus; students who do so may be suspended in line with the Student Behaviour Policy.**

# 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 for students. 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. 'Hoods' are not to be worn inside the college buildings and clothing with slogans or symbols that could cause offense should not be worn as students should be mindful that they are working within a professional environment.

At all times while on campus, staff, students and visitors must be able to present their ID card for inspection. In most circumstances it is recommended that the card is visibly on display, for example worn on a lanyard. Visitors must similarly carry their visitors' cards where issued with one.

Clothing obscuring an individual's face is not allowed on the college campus, except when required for health and safety or work-related reasons. To help ensure identification, employees, students and visitors must not wear clothing in such a way that it obscures the face, this includes items such as, but not limited to, face snoods, niqabs, balaclavas, face masks* etc.

The College's full **Statement on Dress** can be viewed online.

# Textbooks

Students should take great care of the textbooks 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.

# 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**. 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 _ 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 via the College website, just follow the links to the intranet.

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

- Daily timetable
- Attendance and punctuality records
- 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
- 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 and in any cases of emergency. If there are any changes to contact details, such as a change of phone numbers, 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. Where, after several attempts to gain missing contact details have been made, these remaining outstanding, students may be sent home from college until these details are provided for safeguarding purposes.

# Personal Data and UK 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.

The College's Data Protection Policy including GDPR, can be viewed online.

# 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.

# 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 Scholes (Head of Student Services for Upper Sixth) who will investigate and inform you 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.

Loreto's Complaints Procedure is available to view online.

# Curriculum

Loreto sixth form college

# 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 options; a BTEC Level 3 Extended Diploma or a BTEC Level 2 Diploma course alongside one or more GCSE resits. The government requires that students who do not have a grade 4 or above in GCSE English or Maths 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.

Subject teachers will deliver introduction activities to ensure Lower Sixth and Level 2 students understand the nature and requirements of their subjects from the start. Some students may begin a subject and find that it is not quite what they were expecting or that they do not enjoy it as much as they'd hoped. For the first few weeks of Lower Sixth, students can speak to their Head of Hall about the possibility of changing a subject; their Head of Hall will advise them about whether this is possible and discuss the need to catch up on work. Course changes are not possible after early October 2025 as students will have missed too much work after this point and students will remain on their enrolled courses until the end of Upper Sixth. Therefore, please do encourage your child to speak to their Head of Hall in the first few weeks if they want to discuss their options.

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. We encourage all parents/carers to monitor their child's progress by accessing the regular Progress Reviews available on the Parent Portal and to discuss their child's progress and attainment with them. Parents/carers are able to contact the student's Head of Hall if they have concerns or wish to discuss their child's progress.

# Progression from L6 to U6

Whilst Lower Sixth students are still adjusting to the demands of sixth form study after their GCSE courses, it may seem very early to be thinking about progression into Upper Sixth. However, we have found it useful to provide information about the transition into the second year of study at Loreto. In general, students will naturally progress from Lower Sixth to Upper Sixth to complete their courses. However, progression is not automatic and decisions regarding progression into Upper Sixth will be based upon performance, conduct, attendance, punctuality and achievement in their subjects. Where students have persistently failed assessments in one or more subjects, this may mean they cannot continue into Upper Sixth. Therefore, it is very important that students work hard from the start of their course. The College reserves the right to

make changes to a student's programme of study or exam entries where there are persistent concerns about a student's progress. We strongly encourage you to keep informed of your child's academic progress throughout the year, via the Reviews, assessment results, by attending parents' evening and by making contact with your child's Head of Hall if you have any concerns.

# Level 2

Students that have enrolled onto a Level 2 BTEC courses, have been enrolled into the college for one year. This year can be a very valuable opportunity for students to build on their skills, ability, and confidence, whist resitting GCSE English and/or Maths. Level 2 students participate in bespoke Tutorial and Core RE programmes and will all be offered a one-to-one careers appointment to discuss their options upon completing Level 2. Level 2 students and their parents/carers will be advised about when applications to apply for a place on a BTEC Level 3 Extended Diploma open; decisions are made based on a student's progress, attendance punctuality, conduct, engagement in their whole college timetable and on their ability to work independently and so cope with the increased demands of Level 3 study.

# Student Progress Reviews

The College provides two types of reports on students' work and progress: these are Progress Reviews and Lower Sixth End of Year Review. All students receive three Progress Reviews per year, with Lower Sixth receiving an additional End of Year Review.  Reviews are designed to give a snapshot of classwork, homework and effort as well as providing data on attendance and punctuality. Reviews also show a selection of assessment results, indicate a student's Target Grade, which is calculated from their average GCSE score, and include the most recent Working Toward Grade (the grade the teacher currently thinks the student is most likely to achieve at the end of their course) provided by the subject teacher. Reviews are made available for parents/carers to access via the Parent Portal.

Students' Target Grades are not the same as Predicted Grades sent to universities or prospective employers in students' Upper Sixth year. Predicted Grades are determined by the progress made throughout the year, including students' performance in Lower Sixth examinations. Predicted grades are aspirational but have to be ethical and have an evidence base. It is not possible to increase a predicted grade on the wish of a student or parent/carer without firm evidence of an ability to achieve this grade.

Students' reviews, alongside their assessment results, help to inform decisions about students' progression into Upper Sixth and their programme of study/exam entries.

# Summer Examinations

When students start College in September, summer the following year 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 should be aware that there will not be a resit opportunity and should therefore work hard to achieve their very best. Students are not able to restart their Lower Sixth year nor take an additional third year at the College, except in very exceptional circumstances and upon agreement of the relevant Head of Student Services.

The College is unable to rearrange external examinations for students (apart from where clashes are identified in advance and planned accordingly by our Exams team). Students who miss external examinations will be awarded zero marks, unless they are eligible for an application for special consideration. The Exams Office or Heads of Halls can provide further information regarding eligibility for applications for special consideration. Students who are absent from an external examination without providing an acceptable reason may be withdrawn from any remaining exams and from the qualification.

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.

Students are entered free of charge for a first attempt at the public examinations of each of their courses. Students whose record of attendance, work and coursework completion falls below course requirements will be asked to pay for their own exam entry: parents/ carers will be notified 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.

Examination boards require that parents/carers who request any reviews of examination papers pay a fee. Information on fees and other general information on examinations is available from our Examinations Manager.

# Internal Examinations

At Loreto, we want to encourage students to fully understand the work needed as they move from GCSE to A Level or Vocational Level 3 qualifications; or from Lower Sixth to Upper Sixth, and to develop the skills required to enjoy success in their exams.

Therefore, in addition to regular in- class assessments, we hold internal examinations to help develop a 'two- year mindset'. In February in the Lower Sixth and January in the Upper Sixth, students will sit internal examinations to provide a rigorous assessment of their progress to date. Vocational subjects also hold assessments and internal exams at set points in the year according to their course requirements. These help to provide students with areas to improve and also help the College to continue to ensure

students' programmes of study are appropriate and supportive. Students should work hard to prepare for these examinations and approach them as if they were real external exams. Students are expected to sit their internal exams as per their exam timetable. Where students miss internal examinations due to unavoidable absence, they must inform the College office as soon as possible; they are then expected to sit the exam at the earliest possible opportunity as provided by the Exams team or the relevant subject department.

Internal Examination results, alongside other assessment results over the course, help to monitor students' performance and enable teachers to provide feedback on how to improve, they also help to inform predicted grades sent to universities, apprenticeship providers or employers. It is essential that students work hard for all assessments, act with integrity in their preparations and sit the assessment on the scheduled date along with the rest of the cohort. Where students sit three or more assessments, including any internal exams, after the scheduled date they may be asked to take additional assessments to ensure staff are provided with as accurate as possible information about their progress.

Any Lower Sixth students who score a grade 'U' in their internal exam/s are required to take a re-sit exam in April of their Lower Sixth. Lower Sixth students' progress and exam results will be reviewed by the College and decisions made regarding students' places and programmes of study in the Upper Sixth year in the best interests of those students who have persistently failed exams and/or assessments. Please note that progression into Upper Sixth is not automatic and students' progress needs to demonstrate they are capable of coping with the increased demands of Upper Sixth study.

We do look to parents/carers to support us in helping students achieve the best results they can. We are convinced that the internal examinations and ongoing in-class assessments are an integral part of this strategy.

# Coursework/Non-Examined Assessments

Some students will undertake coursework/non-examined assessments as part of their courses. BTEC and other vocational courses include many coursework and internally assessed units. Students will be provided with much support, guidance and time in lessons to work on their coursework. They are expected to utilise study periods, evenings and weekends to complete relevant research and assignments. Students must keep up to date with all interim and final deadlines and should seek support from their teachers if they are finding their coursework challenging. Where students do not complete coursework to the required standard or deadline, after extensive support, they may be withdrawn from the qualification.

Students will be informed about plagiarism, including the use of Artificial Intelligence, and the potential serious consequences of such malpractice.

# Stretch and Challenge

Loreto College has a wide intake of students from across Greater Manchester and drawn from all levels and abilities. We strive to enable all students to achieve the best they can. What this means will differ from student to student. Central to them all, however, is the challenge to work as hard as they can, to be the best that they can.

For our Pathways to Independence students, it means enabling them to develop skills such as independent travel: that is, safely travelling on a bus. What is a daily experience for most of our students is an enormous liberation for Pathways students, once they have developed the confidence and skill to do it.

For the majority of our students, it means working as hard as they can to achieve the grades necessary to progress to university. Strong teaching, together with the well-developed University and Colleges Admission System (UCAS) programme, enables a majority of students to secure the course in the university they want.

For some students, progression to work or an apprenticeship is their goal. The College Careers Fair and the specially tailored programme throughout the year gives them the information and skills they need to follow their chosen route.

For a small group of students, entry to Oxford or Cambridge universities seems a distinct possibility, so a programme suited their distinct needs has been developed to optimise their chances.  A total of 31 students were accepted on to courses (8 for Oxford, 12 for Cambridge). The courses include Engineering, Geography, Medicine, Asian and Eastern Studies, Law (Jurisprudence), Modern Languages, Education, Music, PPE, Mathematics, English Literature & Language, Linguistics, Human Sciences, Chemical Engineering & Biotechnology, Theology, Religion and Philosophy, History and Physics.

Loreto College has high hopes and aspirations for all our students. Teachers at Loreto are extremely proud of their students' achievements. By different and diverse routes, the College serves all our students appropriately, stretching and challenging according to their needs.

# Support

Loreto sixth form college

We know it is a big transition when students move from secondary school to college. Please be reassured that we plan carefully to help students to settle in. Your child will have attended Induction, where they met their Tutor and Tutor group, and attended their first welcome assembly.

Your child will see their Tutor once per week and can approach their Head of Hall for advice and support with their studies or for any personal issues.

# Heads of Hall

Loreto has sixteen Heads of Hall and each student is assigned to one of them.

Heads of Hall are responsible for the pastoral care of students; they oversee a student's progress and offer support and guidance to students.

They are the first point of contact for parents/ carers and will be happy to discuss any student issues. Worries or problems about your child's welfare or progress should be directed to the Head of Hall; you can contact them via email or by calling the main office.

If any matter needs to go further, please direct any concerns to the Head of Student Services for Lower Sixth, the Head of Student Services for Upper Sixth or to the Deputy Principal.

Students have access to our Student Services Team which includes: Careers Advisors, Safeguarding Manager, Student Services Officers, Student Support and Wellbeing Officers and a team of qualified Counsellors. We pride ourselves on being a welcoming, caring and supportive community, please do contact us if you feel your child needs any support.

# LiaisonWithParents/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 by registering on to **Parent Portal**. You can also do this via the **College's website** 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.)

- Parents/carers will also be updated via the College's weekly newsletter, which will be emailed throughout the year to the registered parent/carer email.
- 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 progress reviews are available for parents/carers via the Parent Portal. Parents/carers will be sent a text when the latest reviews are available.
- There are Parents' Evenings for Lower Sixth students in April, and for Upper Sixth students in November. **Please check our website for dates.**
- 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.

# Safeguarding

At Loreto we are very keen to help students keep themselves safe and well, both in their time with us and as they move forward with their lives. To complement our existing provision of support from staff, a programme of awareness-raising Safeguarding Assemblies and Tutorials are provided for all students. Topics covered include Forced Marriage, Alcohol Abuse, Debt and Gambling, Online Safety, FGM, Neglect, Mental Health, County Lines, Youth Violence and Prevent. There is the opportunity for follow up discussions with appropriate staff such as Tutors, Heads of Halls, Student Wellbeing Officers, Chaplaincy Lead, Safeguarding Officer and Counsellors. Please do not hesitate to contact your child's Head of Hall if you have any safeguarding concerns or visit our website for further information.

# 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, our team of counsellors facilitate a Counselling Service, Monday to Friday in college. Students struggling with difficult or overwhelming feelings can refer themselves for one-to-one counselling by emailing **counsellor@loreto.ac.uk**. If preferred, students can ask their Head of Hall or a member of staff to refer them to the counsellors. Students can also call in to one of the counsellors' regular drop-in sessions which are advertised to students.

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.

Heads of Halls make referrals to external agencies for students and will contact a student's GP where appropriate. Students can also access support from other agencies and organisations as listed on myLoreto.

It is essential that parents/carers are transparent and open with the College and make us aware if their child is experiencing any mental or physical health challenges, or

significant personal difficulties, so that we can put any support mechanisms available in place.

# First Aid

If students have any health or medical needs and would like our support during the term, we encourage them to come and talk to the First Aiders based in room BG32 in Ball Building. If students experience any accidents or illness or need some healthcare advice, they can attend the First Aid room to access support.

If a student is managing a long-term medical condition, as mature learners we expect them to take control of their own medication e.g. bringing an inhaler to College each day if identified as having asthma. Spare inhalers are stored in the First Aid room and we will seek consent for use in an emergency.

We have storage facilities for other medication, such as insulin and epi-pens, and refrigerated storage for antibiotics. These can be stored in the medical room and collected each day or spare medication can be kept with us each term. Please be aware, if students wish to store medication with us it must:

- •be in its original container
- •have the student's name and DOB clearly attached
- •be clearly labelled with medication name, dose, and expiry date.

Any medication nearing expiry will be returned in time for the student to order more from their Healthcare Professional.

Please note that no medications can be given out to students by members of staff. This includes paracetamol, ibuprofen, and antihistamines. If students require this medication, they must provide this themselves and self- administer as and when needed, following the advice of their health care professionals on administration.

# SEND (Special Educational Needs and Disabilities)

Loreto is committed to supporting all students with SEND to 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.

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.

# 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 throughtout the academic year. More information can be provided at enrolment or by students visiting the Finance Office in Ball Building.

# Library and Study Centres

The College has a very well-resourced **library and four additional study centres**, with computers 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 five 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.

# Career Opportunities

The **careers provision** provided at Loreto has been recognised nationally with the Quality in Careers Standard Award, which celebrates the excellent careers education, information, advice and guidance the College provides to all its students. From the start of their time at Loreto, students are supported in developing their employability skills, are offered a vast range of events and opportunities, are supported in accessing a number of mentoring and work experience programmes, and are provided support by the departmental careers representative appointed in every subject department in the college.

All Loreto students are given many opportunities to find out about the careers available to them and to learn vital employability skills. All opportunities are communicated to students via the Careers Weekly newsletter, during tutorials, and through the curriculum. There are a range of events taking place throughout the year in collaboration with universities and employers from across the country, including in-person and virtual speakers and events. Robust careers support and information is delivered through tutorial sessions and one-to-one meetings with Heads of Halls and Careers Advisors.

Each month, there is a different careers theme and an associated employability skill which is promoted across the college. For example, the theme of the month for October is Personal Statements. Throughout October, Loreto welcomes admissions staff from universities to hold one-to-one appointments with Upper Sixth students to provide expert advice and support with personal statement writing.

Support for university applications will include advice on how to complete the online application, how to choose course and university options, how to draft a personal statement and how to prepare for interviews. Deadlines are shared well in advance with students, and we would ask for your support in ensuring your child meets these so that they can receive all relevant support.

Students are encouraged to utilise their Unifrog accounts, the details of which are issued to all students during their Lower Sixth Year. The College subscribes to this platform to allow students to explore a range of information including up to date university and apprenticeship opportunities.

Loreto's Apprenticeship Club, launched in the first half-term of the academic year, is for any students who may be considering an apprenticeship or degree apprenticeship after college. Interested students will be given guidance on apprenticeship applications and using Unifrog to search for apprenticeships. They will be encouraged to attend live apprenticeship events.

Careers and employability events will be a regular occurrence throughout the college year. Highlights will be the Careers Fair in June where over 100 universities and employers are represented, and Work Experience Day when every Lower Sixth student is given to opportunity to have a virtual encounter with an employer in an area of their choice. Students should look out for the Careers Weekly Newsletter in their college inbox each week, to make sure they don't miss any of the fantastic opportunities to help them to make informed and realistic choices about their future.

Loreto College challenges all of its students to secure at least one workplace experience, in addition to any part time jobs, and our work placement co-ordinators help to support this. Students are also encouraged to make a one-to-one personal guidance appointment with our qualified careers advisors. We also advertise Careers drop-in sessions for students to attend; no appointment is needed.

The careers team is looking forward to supporting your child achieve their goals during their time at Loreto.

# Opportunities at Loreto

Loreto sixth form college

# Student Voice Representatives

Each Tutor group elects a Student Voice Representative to represent their Tutor group's views, concerns and suggestions. The Hall students also elect a Student Councillor for their Hall (one Lower Sixth and one Upper Sixth). The Student Council meet with members of the College Management Team to feedback students' views, discuss any concerns they would like to be addressed and to ensure students influence the running of college-wide activities. We also have two Student Governors who attend Governor Meetings to help ensure students are represented at every level at the College.

# Subject Academic Ambassadors

Subject Academic Ambassadors play an important role across Loreto College. Both Lower and Upper Sixth students can apply to be an Academic 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 Subject 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.

# Educational Trips and Visits

The College has a range of subject-specific trips and visits and College wide trips, which will be advertised to students, with details of itineraries, costs, health and safety, and expected behaviour outlined.

College will communicate with parent/carers where consent for trips is needed. Students can gain much from these opportunities; further support for subject studies, cultural enrichment and an opportunity to see different parts of the UK or the world. We expect all students to behave in accordance with the student behaviour policy on all trips and visits.

The College celebrates Mary Ward Day (as explained earlier in this handbook) each October. It's a day when all students sign up for an activity from a range of options and it is free of charge.

# Enrichment

We are pleased to offer a wide range of **Enrichment** activities spanning the various interests of our students. Some of these maybe career-related, such as the Medics, Dentists, Vets and Healthcare Society, the Media Production group, Coding Club, and the Law Society; others help to hone passions and broader skills such as our Debate Club, Model United Nations and Creative Writing; our sports enrichments, such as Yoga, Badminton, Five-a-Side and Table Tennis help students to keep fit and healthy. Fresher's Fair showcases even more activities for students to participate in.

Do encourage your child to sign up for something that interests them, it is a great way to explore new hobbies and to make friends from areas across the college. For any enquiries, students can email **enrichment@loreto.ac.uk** or visit one of the College study centres.

# Extended Project Qualification

Loreto offers the Extended Project Qualification (EPQ). The EPQ is a Level 3 qualification which gives students an opportunity to carry out extension work beyond the standard A-level syllabus.

Students work on a project of their own devising. They are required to choose an area of interest, draft a title and the aims of the project, plan, research and carry out the project, deliver a presentation of their project and provide evidence of all stages of the project development and production for assessment.

As well as the independent study aspect of the qualification, students also receive teaching and one-on-one support by specialist supervisors. This includes taught sessions on research, project management, referencing, presenting and producing academic reports.

In completing the project, students will:

- develop and improve critical, reflective and independent study
- develop decision-making and problem-solving skills
- extend planning, research, critical thinking, analysis, synthesis, evaluation and presentation skills.

Students are awarded a grade and UCAS points for completing the EPQ, which is worth half an A Level. The qualification sometimes form part of a university offer. Loreto students have performed extremely well in their EPQs, with the overwhelming majority of students receiving high grades.

The EPQ involves additional work and the college must be confident that students enrolled on this qualification are able to complete this work without it impacting on their achievement in the core studies. Therefore, applications are reviewed carefully and

the limited number of places are offered to students who have flourished across their courses in Lower Sixth.

# The Duke of Edinburgh's Award

We are eager to offer the Duke of Edinburgh's Award (DofE) to anyone who is interested, regardless of background. The majority of students that sign up have never been involved with DofE before coming to Loreto. Silver and Gold DofE Awards are offered, with larger numbers choosing to undertake the shorter Silver Award. DofE gives our students a chance to experience the countryside and gain outdoor skills. Students are expected to complete the practise expeditions ahead of the final assessed ones in the summer term. Students must also complete volunteering, physical exercise and new skills as part of the Award. The college subsidises the cost of the DofE Award; students are informed of the cost and deadlines for the remaining payments in advance and have to meet these to remain on the Award.

# TOTUM

TOTUM is a student discount card and app which gives students access to offers on food, fashion, beauty, tech, travel and home delivery A one-year digital membership is free. To join, students will need to register with **TOTUM** 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.

# General Information

## 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** are Loreto dedicated buses (not run by the College).

The **Bee Network** has detailed information about travelling to Loreto.

# Loreto College


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Loreto sixth form college