

PERSONAL DETAILS

NAME

TUTOR GROUP
AND BASE

DIVISIONAL LEADER

ASSISTANT DIVISIONAL
LEADER

STUDENT ID NO.

EXAMINATION
CENTRE NUMBER

37649

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

St Marks Avenue

Leeds

LS2 9BL

Tel: 0113 2946644

www.notredamecoll.ac.uk

ABSENCE REPORTING LINE: 0113 2946644



Contents

Welcome from the Principal	2	Attendance at College	15
Story of Notre Dame	3	Careers Guidance / Connexions	16
Student Senate	4	Chaplaincy – Faith Matters	16
Student Entitlement and Expectations	5	Chapel	16
Our Mission Statement	5	Child protection – Safeguarding Connexions	16 17
Learning Agreement		Personal Problems	17
Safeguarding and Child Protection	6	Disability Statement	17
Bulling	6	- How do I make my needs known?	18
<u>Rights and Responsibilities</u>	7	- Support	18
Behaviour – Code of Conduct	7	- Access Arrangements for Exams	18
Complaints	7	- Complaints	19
Data Protection	8		
Dress Code	9	EMA	19
Equal Opportunities	9	Sporting Opportunities - FESCO	20
Holidays	10	Library	20
Homework	10	Lost Property	21
Litter	10	OCRE Programme	21
Text books and Stationery	10	Refreshments	21
		Travel Claims and Bus Passes	21
<u>Health and Safety</u>	11	Work Experience	21
Drinking Water	11		
Evacuation Procedures in Case of Fire	11	<u>Curriculum Support</u>	22
First Aid	11	Assessment	22
		Computer Use	22
Health and Safety	11	Coursework Deadline Dates	22
Hazards to Safety in College	11	Enhancement	22
Health Concerns	12	Examination Information	23
ID cards	12	Examination Information cont.	23
Mobile phones	12	International Students	24
Parking	12	Moodle	25
Pedestrian entry to College	12	Part Time Employment	25
Personal Property	13	Private Study	25
Smoking	13	Progress Reviews	25
		Reports Following Assessments	25
<u>Personal Support</u>	13	Timetables	26
Absence Reporting	13		
Aim Higher	13		

WELCOME TO NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Dear Student

The governors and staff of Notre Dame Catholic Sixth Form College welcome you to this new academic year, 2010 - 2011.

We hope you settle down quickly to life at Notre Dame. If you are new to the college, we hope that you soon will begin to think of Notre Dame as *your* college – which it is. The whole of the college community is committed to supporting you to success. Together we will aim for you to achieve the best academic results of which you are capable, and we will also work together to help you develop other talents and interests so that you feel fulfilled and are prepared to meet the challenges of life after college.

You will study in an adult and friendly environment. We know from experience that Notre Dame students do not take this for granted, but that they bring high levels of self-discipline, maturity, and attendance to their studies – all essential if you are to achieve your goals. We will help you develop and maintain these, and you need to know that help is always available. If you need advice about your studies or about personal difficulties, just ask.

Your study day will look very different from the one you experienced at school. This Student Planner is designed to help you organise your personal timetable and to become familiar with the college. It includes information on your rights and responsibilities, together with details about the staff, college facilities, activities, and procedures.

We hope the planner will help, especially at the beginning of the year. It will also act as a point of reference throughout your time at Notre Dame. No planner can contain everything, though, and so you must feel free to ask for advice and information at any time.

Good luck this year. I am confident that you will find your time at Notre Dame enjoyable, friendly, stimulating, and successful.

With very best wishes,



DR A ADLARD
PRINCIPAL



STORY OF NOTRE DAME

Notre Dame Catholic Sixth Form College is founded on a fine tradition which is echoed in its excellent academic standards. Everyone is welcome at Notre Dame - a caring, Christian community.

Notre Dame Catholic Sixth Form College was formed in September 1989 to serve as the sixth form centre for Catholic education in Leeds. For nearly ninety years prior to its opening, a girls' school flourished on the same site. This was one of a network of girls' secondary schools in England and Scotland which belonged to the Sisters of Notre Dame de Namur.

In 1898, the Sisters came to Leeds, to the house in St Mark's Avenue, and to the two-class roomed parish school of St Anne's situated behind it. In 1904 the main part of what is now the Sixth Form College was built and opened as Notre Dame Collegiate School for Girls from the age of eleven to fourteen. The school was handed over to the diocese in the 1970s when the Sisters changed their focus to education in developing countries.

Prayer to Our Lady

Hail Mary, full of grace
The Lord is with thee.
Blessed art thou amongst women
And blessed is the fruit of thy womb, Jesus.
Holy Mary, mother of God,
Pray for us sinners now
and at the hour of our death.
AMEN





WELCOME FROM THE STUDENT SENATE

As the voice of the students, the Senate welcomes all students, both new and those returning, to Notre Dame and we hope you enjoy and benefit from your time here. As the Senate, our aim is to be the voice of the students and to help make the changes you want. As you already know, the college gets excellent exam results but it also provides many other activities and opportunities for you and it is our job to help you to get the most from every aspect of college life. Throughout the coming year, our team of 12 senators will liaise with you, the students and the staff of the college to make improvements and run charity events. Your thoughts and suggestions are always welcome and you can find us at the 'Access Point' in the Upper Common Room on one lunchtime a week where there will be members of the Senate available to answer questions and deal with any issues, personal or educational, that you might have. You can find us in blue hoodies or on our Moodle page. So on behalf of the Student Senate – welcome

STUDENT ENTITLEMENT AND EXPECTATIONS

At Enrolment you signed a **Learning Agreement** which outlined the College's commitment to you and the commitment we expect of you in return.

Notre Dame Catholic Sixth Form College, inspired by the Christian tradition, values and welcomes those of other beliefs.

Our MISSION STATEMENT for Notre Dame is –‘*Building a community on faith and trust*’. We aim to:

- treat each other with respect
- create an atmosphere of mutual trust in which we develop the confidence to be ourselves
- provide a high quality, meaningful education which encourages the development of the whole person
- provide equality of opportunity
- celebrate the joy and energy of our community
- support everyone, of all abilities, to make positive steps towards achieving their full potential
- promote a caring environment, working together for the benefit of the individual and the wider community
- develop an environment based on equality, trust, respect for each individual in our community, and full development of each person's potential, as found in the teaching and example of Our Lord

The College will provide you with:

- A personal tutor who will support and guide you
- A negotiated programme of study
- Quality teaching by suitably qualified staff to encourage you to take greater responsibility for your studies
- Regular setting and marking of assessments
- Facilities for independent study during non-contact time
- Regular assessment procedures to monitor your progress
- A formative profiling system of review including target setting and action planning
- Opportunities to participate in a wide range of Enhancement activities
- Advice and guidance on higher education opportunities/ applications and employment
- Advice and guidance on personal issues

We will expect the following commitment from you:

- Behave in a mature, calm, safe and responsible manner
- Punctual, regular attendance at all lessons, tutorials, assemblies, and Enhancement activities
- Sensible, mature behaviour in line with the College Code of Conduct
- Full commitment to your studies to enable you to achieve your targets and realise your academic potential
- Satisfactory performance in assessments and college-based assignments
- Attendance at all public examinations for which you have been entered
- Responsibility for the safe-keeping and return of books and any other college property loaned to you
- Adherence to all College guidelines as stated in the Student Planner

The College is a large and busy community and to ensure a calm and safe environment for everyone in line with our ethos, it is very important that you:

- Treat everyone with respect and courtesy
- Behave in a mature, quiet, calm and responsible manner at all times both in the College buildings and the immediate vicinity
- Carry your ID card at all times and identify yourself immediately to staff when asked to do so
- Inform Reception if you see intruders on the premises
- Take good care of your belongings
- Follow College guidelines on Health and Safety

If you do not abide by the above and to the College Code of Conduct, you will be subject to College disciplinary procedures.

SAFEGUARDING AND CHILD PROTECTION

Our college recognises our moral and statutory responsibility to safeguard and promote the welfare of all students. We will endeavour to provide a safe and welcoming environment where all students are respected and valued. We will be alert to the signs of abuse and neglect and will follow our procedures to ensure that all students receive effective support, protection and justice.

Our senior designated person for Child Protection is Mrs A Rothbury (Vice Principal). Other designated staff are: Miss S Reilly (Assistant Principal); Mrs L Johnson (Divisional Leader) and Mrs D O'Connor (Student Services and Admissions Co-ordinator). Please refer to the college website for full details of the college's Safeguarding Policy.

If you are concerned about the safety or welfare of yourself, or any student you know, you should act without delay by contacting any of the above named staff.

BULLYING

Notre Dame has a zero tolerance of bullying in any shape or form – physical, verbal or online. If someone is bullying you, TELL us at once.

RIGHTS AND RESPONSIBILITIES

BEHAVIOUR – CODE OF CONDUCT

To be a student at Notre Dame Catholic Sixth Form College means commitment to all aspects of College life and respect for the ethos and culture which we aim to promote. The overriding principle of our college is:

'You are responsible for respecting the needs of others and the college environment.' In the light of this, please abide by the following:

A student may be **suspended or excluded** if he/she fails to comply with a final formal warning or commits a further offence of indiscipline or his/her academic

performance continues to be unsatisfactory. Some offences may lead to immediate exclusion.

Unreasonable behaviour includes but is not limited to:

- violent, dangerous or intimidatory conduct
- violation of the college's rules and procedures concerning health and safety, including failure to show identity card **immediately** when requested by a member of staff.
- bringing unauthorized individuals or groups on site without permission
- sexual, racial or other harassment of another student or member of staff
- abusive behaviour towards another student or member of staff
- theft or unauthorised possession of any property or facilities belonging to the student, the College, or any employee of the College
- damage deliberately carried out on College property
- abuse of I.T. or internet facilities
- refusal to carry out reasonable instructions of a member of staff or comply with College rules
- bringing alcohol or illegal substances on the College site; dealing in illegal drugs
- incapability as a result of being intoxicated by reason of alcohol or illegal drugs
- a criminal offence, which may adversely affect the College's reputation
- refusal to comply with the code of conduct laid down for a field trip, visit, residential or work placement
- wearing clothing which is inappropriate or offensive to others in terms of immodesty, language or slogans
- gambling on college premises.

COMPLAINTS PROCEDURE

The aim of the **Complaints Procedure** is to ensure that all students and staff feel that they are treated in accordance with the values made explicit in the College's Mission Statement

1. Remove number 1 from this sentence Any student who feels unhappy with the way they have been treated by any member of staff (teaching or support), student or other member if the college, may make a complaint.

Students are encouraged to approach any member of staff about any matter with which they are not happy.

All staff are committed to the individual care and support of students.

1. Complaints can be made formally or informally, verbally or in writing.

2. It is preferable, both for the person making the complaint and the one against whom the complaint is made, that the complaint is taken up at the time of the problem and resolved informally by the parties concerned.

3. Any member of the college community wishing to make a formal complaint should obtain the appropriate Complaint Form from the College Office in Reception.

4. Having completed the form and sealed the envelope, it should then be returned to Mrs O'Connor in Reception.

5. All complaints will be treated in the strictest confidence.

6 Any complaint will be taken seriously and the complainant will be informed of the outcome, giving reasons for the decision, within 10 college days from the complaint being received. If you are not satisfied with the outcome, you should apply to the Clerk to Governors to lodge an appeal.

7. This procedure attempts to provide a level of treatment over and above the minimum required by law.

8. For all students with learning difficulties and/or disabilities, the college is happy for someone else to make a complaint on their behalf if they have asked them to do so. Please consult the Learning Support department for further advice.

DATA PROTECTION

The Data Protection Act 1998 is a law which is intended to protect the privacy of individual people by laying down strict rules as to what information can be collected about people and what use may be made of the information once it has been collected.

The College's data protection policy describes your rights under the Act and provides guidelines for data processing at the college. You have the right to access personal data that is being kept about you either on computer or in manual files. This will normally be provided in the form of copies of the personal data or a report of the data held, depending on the type and format of the original data. Where required to do so under the Act, we will aim to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days from the date of the request. There will be a charge of £10, though we may waive this fee under certain circumstances.

DISCIPLINARY PROCEDURES – SEE BEHAVIOUR / CODE OF CONDUCT

DRESS CODE

It is expected that all students will dress in a manner appropriate to a working environment. To this end, clothing should be such that it does not offend others on grounds of its immodesty (e.g. if it too 'revealing'), and that it should not cause offence through language or slogans. If it is felt that a student is dressed in such a way, he or she will be asked to adjust their attire.

EQUAL OPPORTUNITIES

Notre Dame Catholic Sixth Form College, inspired by the Christian tradition, holds at the centre of our ethos the dignity and uniqueness of each person. Our work promotes the celebration of each individual, and we aim to cater for individual needs in all aspects of our work, and this is our guiding principle for all areas of Equality and Diversity. Such aims are fully in accordance with the College's Mission Statement.

Notre Dame Catholic Sixth Form College is committed to equality of opportunity. We recognize the value of diversity within the student body, and that people with different

backgrounds, attitudes and experiences bring fresh ideas and perceptions to the College and enrich all our lives.

The College will treat all individuals with respect and dignity and seek to provide a positive environment free from discrimination, harassment or victimisation. We are completely committed to the aims and objectives of the race, gender, disability and age equality legislation and we expect the same from you – full commitment to equality and ensuring the dignity of everyone here at Notre Dame.

Unacceptable behaviour such as physical attacks, name calling, bullying or harassment has no place in this College. If you hear of, or experience such behaviour, tell someone you trust.

If you experience any discrimination, please tell someone as soon as possible.

Details of our Equality and Diversity policies can be found on our website.

HOLIDAYS

It is our experience that students who take holidays in term time are seriously disadvantaged in their studies. Consequently we expect you to take holidays **outside** term time. EMA payments will not be made for holidays taken during term time.

HOMEWORK

Private Study Recommendations

Advanced Level course students ought to take as a guide a minimum of fifteen hours per week of private study outside class time.

Intermediate Level course students should spend a minimum of ten hours per week of private study outside class time.

There is never a time when you can say 'I have no work to do' or 'I've completed all my work'. There is always research, reading and review to do and background study to the work you are doing in class. Students must pay for any text books which are not returned at the end of a course.

LITTER

We are committed to keeping Notre Dame a clean and pleasant environment for everyone. Students are expected to play their part in this by disposing of waste carefully after meals in the bins which are provided. Litter and waste food left around the College is a potential health hazard and may attract vermin.

TEXT BOOKS AND STATIONERY

During the course of your studies you will be provided with the necessary textbooks for your course. All textbooks remain the property of the College; they should be used and looked after with care and returned to your teacher at the end of your course.

Students should ensure they equip themselves with files and paper and mathematical instruments (where appropriate) for all lessons as these will not be provided by the college.

HEALTH AND SAFETY

DRINKING WATER

Do not drink water from any tap which is not labelled with a clear 'Drinking Water' safety sign. There are clearly labelled drinking water fountains in some areas of the College but please be careful not to spill any on to the floors as they may become very slippery and cause accidents.

EVACUATION PROCEDURES IN CASE OF FIRE

If you hear a **continuous siren** then this is the warning to **evacuate the building immediately**.

If you discover a fire:

- sound the alarm at the nearest call point
- inform the nearest member of staff or Reception
- evacuate the building immediately.

There are notices in each room and along the corridors giving information on evacuation routes and assembly points. Read these notices or ask the teacher whenever you have your first lesson in a new room, and familiarise yourself with the recommended route. There are fire practices each term. Never interfere with fire equipment which is there to ensure your safety.

FIRST AID IN CASE OF AN ACCIDENT OR INJURY

For minor injuries you should go to reception. Mrs. O'Connor, Mrs. Walton or Miss Page will look after you and make any necessary arrangements to help you. If you or someone near you has a serious accident, you should inform the nearest member of staff, who will arrange help.

There are 22 members of staff trained in First Aid and there are notices around the College informing you of their names and departments where they are based.

After any kind of accident, an **accident report** form will be filled in by the First Aider. Please keep the College informed of your progress following any injury.

HEALTH AND SAFETY

Health and Safety in the College is the joint responsibility of staff and students. We ask you to observe College regulations and safety procedures at all times and to notify a member of staff if you notice anything that you think is potentially dangerous.

To safeguard all students, it is important to ensure that only members of the College or authorised visitors are in the building. To facilitate this, members of staff may sometimes ask for your name and form/tutor group. **Please give them this information immediately and show your ID card. Failure to do so could result in disciplinary action.**

Hazards to safety in College

- If you notice anything in College which you think is a hazard or could be dangerous please either report this to the reception staff or your tutor or speak to the Health & Safety Adviser.
- All chemicals and solvents in use in the College have been COSHH tested and risk assessed. You should make sure that you are aware of any measures in place to control risks and follow any directions given by your teachers for their use. If you are supplied with personal protective equipment (e.g., goggles, lab coats etc) in any lesson, they **must** be worn.

Health Concerns

If you have any medical conditions (including pregnancy) which may affect your studies you should let us know when you enrol, or as soon as it arises.

If a medical condition (including pregnancy) develops during your time at College, you should inform your Form Tutor, Divisional Leader, Assistant Divisional Leader, or Mrs Rothbury, Vice Principal, so that we may give any necessary support.

If you develop any kind of infectious disease that may affect others in College, you are obliged to inform us immediately.

I.D CARDS

To protect the College, its occupants and your property, we would like to ensure that only genuine students or unauthorised visitors come into the building. Therefore, at the start of the College year you will be provided with a personal **Identity Card**.

It is important to keep this card with you at all times as you may not be allowed into College without it. **You must show your ID card to staff upon request immediately. Failure to identify yourself may result in disciplinary action.**

Please ensure that you bring your ID card with you to all examinations.

Replacement ID cards are available from MIS officer for a small fee (£2.50).

MOBILE PHONES

Phones must be switched off **before** entering all teaching and learning areas of the college i.e. all classrooms, offices, I. T. suite, library, lecture theatre and halls. They should not be switched on until you are **outside the classroom** at the end of a lesson.

Mobile phones are not allowed in examination rooms and should be left at home or deposited at reception before an examination begins.

PARKING

There is no student parking on the college premises.

Parking in St. Mark's Avenue is discouraged. The College is easily accessible by bus and help with travelling expenses is available - ask at the Student Helpdesk to see if you are eligible.

PEDESTRIAN ENTRY TO COLLEGE VIA ST MARKS' AVENUE

St Mark's Avenue becomes very congested at the start and end of the College Day so please abide by the following:

- Use the footpath, not the middle of the road!
- Do not arrange to meet friends at the top of the Avenue or congregate in groups along it as this causes problems for both vehicles and pedestrians.

If parents, friends or taxis give you a lift to College, they should not enter the College site; please arrange for them to drop you off away from the College gates to avoid congestion.

PERSONAL PROPERTY

The College cannot accept responsibility for lost property, so please do not leave your possessions unattended. You are advised to leave valuables at home.

SMOKING

Smoking is not permitted in College buildings. **It is prohibited within the College boundaries except in specified areas of the grounds** which are sited away from building entrances, exits, windows, or air-intake units. The specified areas may vary from time to time. Any changes to such areas will be publicised widely within the College.

The College will endeavour to provide reasonable assistance and support to students and staff who wish to stop smoking, for example by publishing or making available self-help guides and other health education guidance or promotional material, and incorporating such within the tutorial programme.

PERSONAL SUPPORT

ABSENCE REPORTING

☎ If you cannot attend college, your parent/carer should contact College before 10.00 a.m. to explain the reason for absence and the expected return date. The dedicated Absence line is **0113 2946644**.

AIM HIGHER

Aimhigher at Notre Dame has a vision to ensure Higher Education is available to ALL students. The Aim Higher co-ordinator works to encourage participation in Higher Education by offering a range of activities that aim to raise student awareness, aspiration and attainment. Eligible students will be emailed regularly with information about forthcoming events and opportunities.

ATTENDANCE AT COLLEGE

We want all our students to have the best possible chance of success and this requires a commitment from you and the College to work together, recognising each others' rights and responsibilities.

It is essential that absences be kept to a minimum since your progress and achievement will be affected by poor attendance. The following is expected:

- You should attend all of your lessons (you have signed a contract to say that you will) or give an adequate and acceptable reason for having missed a lesson.
- You should also be on time for every lesson on your timetable.
- Attendance is checked everyday and letters regarding unauthorised absence and lateness are sent to parents/carers on a regular basis.

Illness at College

If you are ill during the day you should report to the Attendance Officer, whose office is based in the corridor off the dining hall. PERMISSION TO GO HOME IS NOT AUTOMATIC and you **must sign out at Reception**.

Essential Absence from college

If you need to take time off College, you should consult your Tutor beforehand and complete a planned absence form in writing in advance of your time off. This form can be obtained from the Student Help Desk in Reception and should be handed in there or given personally to the attendance officer.

Your Divisional Leader is authorised to give leave of absence for the following reasons: hospital appointments; weddings; funerals; interviews for Higher Education or Employment (not part-time work); driving test, including a lesson immediately before it (but not other driving lessons); examinations. REMOVE THIS SECTION

If the teacher is absent

You should report to the classroom where you will either be taught by another member of the department or the work set will be given to you.

Holidays

Holidays should normally be taken outside term time, but if you have planned to go on holiday during term time your parent(s) or carer should write to the College in advance requesting permission. This is usually only given for an annual holiday with parents of up to two weeks. It is important to realise this permission will only be given on the understanding that you will be expected to keep up with your work. If you cannot do this, you may be asked to restart the year. EMA payments are not made for holidays.

Authorised Absence

Certain absences are considered **acceptable to be 'authorised'** on the register.

These are:

- An illness
- A hospital or orthodontist appointment that cannot be arranged outside college hours
Appointment cards must be presented as evidence BEFORE the visit
- Religious holiday / festival - up to a maximum of 3 days per year
- A particular need to look after a family member or another person for whom the student has caring responsibilities (this should not be a regular event)
- Attending the funeral of a close family relative or friend (authorisation should be sought before the funeral)
- A driving test and the lesson directly prior to the test (not a normal driving lesson, these should be made out of college hours). Authorisation should be sought BEFORE the day of the test.
- Severe problems with transport (such as rail strike, or problem with long distance bus services).
- A careers related interview or a visit to university to attend an open day or interview - paper work must be provided BEFORE the day of the visit
- Moving house - 1 day will be authorised. Authorisation should be sought BEFORE the day of the move.
- Significant extra-curricular activity, where the activity reflects a high level of personal achievement, for example taking part in regional or national sporting event.
Authorisation should be sought BEFORE the event.

Acceptable documentation for authorised absence would be:

- A medical certificate or letter from a doctor
- A hospital/orthodontist appointment card
- An appointment letter for driving/theory test
- An appointment card from a careers/connexions advisor
- A letter of invitation for a university interview/open day - up to a maximum of five days in a year

The following absences cannot be authorised

- Family holidays in term time
- Absence because of fatigue due to holidays or travel
- Driving lessons
- Absence as a result of food/alcohol over-indulgence
- Hair and beauty appointments or anything similar
- Looking after the house or taking charge of a delivery
- Dental / doctor/ optician appointments should not be made during lesson time

CAREERS GUIDANCE / CONNEXIONS

The college will ensure that you have access to up-to-date information on all aspects of careers and progression. College Careers Staff, Connexions and your tutor will help you to approach this information in a planned way and will be available to assist you when you have important decisions to make. There will be talks by visiting speakers, visits to employers and universities, opportunities for work experience, and work placements with local employers via some College courses.

You can see staff by making an appointment in the diary in Reception or by dropping in between 9.30 and 3.30 each day at Student Advice Services (lower floor – Cuvilly Block).

Careers staff can also be contacted by email: careers@notredamecoll.ac.uk.

Careers Staff: Julia Ashton, Jean Harris, Andrew Bass and Liz Crick.

CHAPLAINCY - FAITH MATTERS

The Chaplaincy exists to help students and staff spiritually and emotionally. The Lay Chaplain – Andrew Sullivan is based in the Emmaus room, located between the canteen and the main reception, and he operates an open door policy, so please drop in and have a chat.

Sometimes it can be easier to ask questions by e-mail. If you want to contact Andrew confidentially, you may do so at the following e-mail address: **andrews@ndonline.ac.uk**

Chapel

The Chapel is located two floors up from the canteen in Hume House. It is a beautiful chapel and all are most welcome to use it for quiet prayer and reflection. Please remember to show respect when you are in the vicinity of the Chapel and keep noise down to a minimum.

Weekly services

Mass is celebrated daily in the Chapel and you are most welcome to attend – see weekly Tutorial Briefing notes for times. One lunchtime each week is dedicated to the college prayer group which takes place in the Emmaus Room.

If you would like to read, sing or take part in assemblies, please do contact Andrew.

Prayer sheets are provided for tutor groups to use during tutorials. Major liturgies and celebrations are held at the end of each term for the whole college.

Other faiths

If you require a separate room to pray in, please do not hesitate to come to Emmaus and specify your needs.

CHILD PROTECTION - delete all this section

CONNEXIONS – new section

Connexions:

You can get support from Laura Conner, Notre Dame's Connexions Personal Adviser if you need help with a number of issues including:

- help with managing your money
- entitlement to benefits

- finding part time work
- drugs or alcohol worries
- health issues
- housing, homelessness and support if you live independently.

Laura works on Mondays and Thursdays in Student Advice Services and you can book a confidential appointment at reception. Alternatively drop into the Student Advice Centre on a Thursday or email: l.conner@notredamecoll.ac.uk or call/ text Laura on 07584 213 443."

PERSONAL PROBLEMS

If you have a personal problem that's affecting you while you are at College, you can get advice and support. Catholic Care offers a completely confidential service to any student in College no matter what your faith. You might want to see someone as a one-off, or come every week for as long as you need. Students come and talk about family problems, stress, depression, anxiety, relationship problems, pregnancy, health worries, and a whole range of other things that could be getting them down.

You will be listened to and treated with respect, and either work out together a way forward, or find out about other places you can go for help.

You can book yourself an appointment through the Student Services diary in Reception, or contact by e-mail . The room is on the first floor of Cuvilly.

DISABILITY STATEMENT – SEE COLLEGE INTRANET FOR DISABILITY EQUALITY SCHEME AND ACTION PLAN

(A taped version of this statement is available on request. It can also be found on the Moodle under Student Support, Learning Resources and Guidance).

This college is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

How do I make my needs known?

You can tell us at enrolment if you have a specific need.

During the first tutorial, all students will be asked to complete an Educational/Medical Needs form and this is another opportunity to identify any support needs you may have.

All students are in a tutor group for which a Divisional Leader has responsibility. Your tutor or DL will be your first contact for educational and personal support. Also, at any stage of the year, you can arrange a confidential interview with a member of the Learning Support Department to discuss your individual learning needs.

During the first tutorial, all students will be asked to complete an Educational/Medical Needs form and this is another opportunity to identify any support needs.

SUPPORT

Teaching and support from experienced staff is available if you have a learning difficulty, disability or a long term medical need that affects you studies.

Experienced teachers offer learning support to you if you have:

- a specific learning difficulty or disability
- a previous Statement from high school
- a temporary difficulty with studying

The college also has links with a number of external agencies in order to meet specific student needs.

Access Arrangements for examinations

Access Arrangements (pre-examination adjustments primarily based on history of need and provision) can be made if you have an identified need, in line with the regulations from the Joint Council for Qualifications (JCQ).

As your first series of external examinations may be in January, it is important that you let us know when you enrol if you have had Access Arrangements before and what they were. You will also be asked to provide copies of any existing reports so we are able to meet the JCQ deadlines. These should be given to Mrs Winterbottom Coordinator of Learning Support via Reception.

What happens if you need urgent care as a student?

Urgent care is provided by qualified first-aiders. Serious emergencies are directed to Leeds General Infirmary. Contact: Mrs. O'Connor (Reception)

What other facilities are available at Notre Dame for you at Notre Dame?

For mobility and access:-

- Designated car parking spaces
- Toilet facilities for people with disabilities
- Ramped access to some areas of the College
- Access to all ground floor classrooms
- A lift to the I.T. suite, library and staffroom in the main building
- Lift access to all classrooms in the John Paul II building and Cuvilly.
- Stair lifts between levels of the student common room and to the lecture theatre

For sensory difficulties:

- A portable hearing loop
- Hearing loop in the main hall and lecture theatre

For specific learning difficulties:

- 10 laptops allocated on a priority need basis
- Several Dictaphones
- A range of specialist learning programs

- All students with an identified need have priority access for use of PCs in the college Study Link (a learning resource area) – this is open to all students.

Complaints

The college works closely with students and parents using its facilities but if things do go wrong, the College has a complaints procedure which is open to all students, available in the College Charter and handbook for students and parents. If you require assistance with written or verbal communication of a complaint linked to your identified need, please contact Mrs Winterbottom.

EDUCATIONAL MAINTENANCE ALLOWANCE (EMA)

EMA is a weekly payment of £10, £20 or £30 a week depending on your household income. The money is intended to help with the day-to-day costs when you come to Notre Dame such as travel, books and equipment for your course. It is paid directly into your bank account, and is available during term time for any academic course which involves at least 12 hours of guided learning per week.

In order to receive your payment every week you **MUST** attend ALL of your classes **and show commitment to your course**. Attendance is monitored very closely and payments will be stopped if absences are not authorised as instructed in the EMA Learning Agreement. If you are ill and cannot attend College, your parent/ carer must telephone College **ON THE DAY OF ABSENCE** (0113 2946644). Absences cannot be authorised from previous weeks. In general, isolated periods of genuine sickness need not preclude payment of EMA. However, **EMA is intended to cover the costs incurred through attendance in education, and payments are not made if you are away for a full week**. Schools and colleges are entitled to turn down applications for authorised sickness absence if they have reason to doubt their validity. A high level of absence due to sickness without medical evidence would be unacceptable.

FESCO - Further Education Sports Coordinator (FESCO)

Think exciting, think fun, think different sports and activities.

Notre Dame offers a wide range of exciting sport and physical activities through its FESCO programme. If you are interested in participating, competing, leading or volunteering in sport and physical activities why not get involved in the wide range of exciting sports and activities available at Notre Dame this year? You don't need to be sporty and active already, or have any previous experience to take part in the activities on offer.

For information on how to get involved check out the FESCO pages on Moodle and the FESCO notice board or contact Claire O'Hara FESCO at Notre Dame at c.ohara@notredamecoll.ac.uk

LEARNING SUPPORT

This college is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustment to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

All students are in a tutor group and your tutor will be your first contact for educational and personal support. At any stage of the year, you can arrange a confidential interview with a member of the Learning Support Department to discuss your individual needs. The Co-ordinator of Learning Support is Mrs Winterbottom.

LEARNING RESOURCES CENTRE – ‘STUDY LINK’

Study Link is available to all students on all courses. It provides support in English, Maths and Study Skills to enable students to achieve. It also offers support to students with:

- special arrangements in examinations
- a specific learning difficulty or disability
- a temporary difficulty with studying
- a Previous Statement In High School

LIBRARY

Opening Times: Monday – Thursday - 09.00 – 17.00, Friday - 09.00 – 16.00

Library Guide

The library offers services and facilities to support the study needs of all students. You will find a variety of resources available to help with courses in all subjects. If you have any questions or queries please ask the librarian, Mrs Dunkerley, or the library assistant, who will be happy to help.

Accommodation

There are 100 study spaces in the library which are available to all users who wish to study individually in silence. There are several computers that can be used to research or produce coursework and there is a newspaper and journal reading area.

Using the Library

Everyone is welcome to use the library to study, to research or to read quietly.

Conduct in the Library

- The library is for SILENT working, absolute quiet is requested at all times.
- Mobile phones must be switched off
- No food or drink except bottled water is allowed in the library
- Personal music players with headphones may be played but very quietly

LOST PROPERTY

if you lose or find any items please go to Reception. Items will be kept there for a maximum of six weeks.

OCRE PROGRAMME

Any student who is thinking of applying to either Oxford or Cambridge or the Russell Group Universities should contact the OCRE Co-ordinators as soon as possible via Reception. Look out for notices in tutorials and on the Plasma screen in the foyer.

REFRESHMENTS

Food is available from the following areas:

Upper Refectory - 8.15 a.m. – 2.00 p.m.

Breakfast and Morning Break Service - We offer a wide choice breakfast menus, including healthy choice options, snacks and drinks.

Lunch-time Service - We offer a balanced choice menu providing healthier lifestyle choices, including vegetarian options, freshly prepared sandwiches, salads and refreshments.

Lower Refectory – 10.00 a.m. – 2.00 p.m.

Morning Break Service - We offer croissants, hot snacks and 'Fair Trade' beverages.

Lunch-time Service - Freshly made baguettes, salads, panini's, jacket-potatoes, pasta dishes, and cold beverages.

Drinking Water – free water is available from a dispenser in the Lower Refectory.

BUS PASSES AND TRAVEL CLAIMS

Every student (aged 16-18 years) is eligible for a half-fare bus pass regardless of the distance travelled. Students may collect a half-fare application form from the College Office and this must be authorised with the College stamp. Take this form to a main Post Office with payment and a passport photograph to collect the pass.

Students who live more than 3 miles away (but in the Leeds Authority) are eligible to apply for a zero fare bus pass. (Application forms available from the College Office).

Students aged 19 yrs may get some financial assistance for travel from Access funds.

WORK EXPERIENCE

Work experience is not only a very valuable experience – it is essential for applying to certain university courses.

If you wish to obtain a work experience placement, please either see our work Experience Co-ordinator) who will help you to arrange this. Ask at Reception for details.

Please note that no students should embark upon a work experience placement in term time unless it has been checked and approved by college.

CURRICULUM SUPPORT

ASSESSMENT

In addition to the public examinations which you sit, you will also have formal assessments in each subject, twice per year.

These take place in October and February. On each occasion you will discuss the results of the assessments with your subject teacher and tutor, and then a formal report will be sent to your parents/careers. There will then be a parents' information evening at which you and your parents can discuss your progress with your teachers.

COMPUTER USE (PLEASE SEE ALSO SECTION ON CONDUCT IN THE IT SUITE)

OPENING TIMES for the I. T. Suite are:

Monday – Thursday 08.30 - 16.15

Friday 08.30 - 16.00

The I.T. Suite offers services and facilities to support the study needs of all students. Please bear the following in mind:

- Do not take food, drink, nor chewing gum into the IT suite or near any College computers.
- Do not strain your eyes by using a computer for a long period of time without a break.
- Follow all guidelines given to you by the IT staff.

See **Moodle** regarding the facilities available and rules to ensure a quiet, clean and studious environment for students to work in.

COURSE CHANGES

If you feel unhappy with the courses you have chosen to study at the college you can discuss your concerns with your Divisional Leader or Assistant Divisional Leader, who will issue you with a course change request form and refer you to staff who can help you.

However, you **MUST** attend all the classes on your timetable until your request for a timetable change has been authorised and your new timetable has been sent to you, otherwise you will be marked as absent on your registers.

COURSEWORK DEADLINE DATES

Course work deadlines will be indicated to you by subject teachers and are published in Moodle. Please check regularly.

EMAIL

Email is regularly used as a quick and convenient way of communicating with students. Students are advised to check their emails (on Moodle) on a daily basis to ensure that they do not miss out on any important messages.

GENERAL INFORMATION

Information is constantly updated in college. Please keep up with things by checking the following on a daily basis

- Email (on Moodle)
- Tutorial notes briefing
- Plasma screen in foyer

ENHANCEMENT

The Enhancement Programme offers a wide range of activities which you can take part in to enhance your learning, learn a new skill or have some fun. You will be able to find out more about the enhancements we have on offer during enrolment and induction. Get involved and make the most of all the opportunities open to you.

EXAMINATION INFORMATION

THE COLLEGE EXAMINATION CENTRE NUMBER IS 37649

Examinations form a very important part of your time studying at Notre Dame. It is your responsibility to follow the College procedures and keep to deadlines to avoid problems at a later date.

Examination Entries

Entry to examinations requires excellent attendance throughout the course. The College will pay examination entry fees for **one entry in each subject** in which you have satisfactorily completed all your work including coursework.

Retaking Modules

If you wish to retake a module, you should first consult your subject teacher to discuss your proposal. If he/she agrees, you should collect the appropriate form from the Examinations Office, complete it carefully with all the relevant details and return it to the Examinations Office together with payment. **You must pay for any retakes yourself.**

Statements of Entry

Your subject teacher will make normal examination entries on your behalf and your tutor will issue you with a Statement of Entry which you will be required to sign for to indicate that you have received and checked for accuracy. This statement will list all your module entries AND the aggregation code for each – the aggregation code is vital for you to receive a certificate, this is shown in a box below your listed exams.

It is your responsibility to check the statement carefully and put the details in your planner. Get someone to check that you have the right dates and times. If any subject is not on your statement or if there is a mistake, you must go immediately to the Examinations Office to report this and get it rectified. Leaving it until the day of the examination is too late and you may not be able to take your examination.

Warnings and Notices to Candidates are emailed to all students and you should read and note these carefully.

Examination Clashes

An exam clash is more than 3 hours exam time in a morning or afternoon session.

Check your statement of examination entries as soon as you receive it. If you have a clash, complete a YELLOW CLASH ALERT FORM available from the Examinations Office and Reception and return to the Examinations Office.

What happens next?

A letter will be sent to your home giving you details of the arrangements which have been made for you. You should ensure that you follow these instructions carefully.

IT IS REALLY IMPORTANT THAT YOU LET US KNOW ABOUT CLASHES AS EARLY AS POSSIBLE – IF YOU COME TO TELL US ON THE DAY, IT MAY NOT BE POSSIBLE TO SIT ALL OF YOUR EXAMINATIONS.

Examination Times

Morning examinations begin at 8.45 a.m. Afternoon examinations begin at 1.45 p.m.

Examination Timetables

These are to be found on:

- Notice boards outside the examinations Office
- Lower Common Room
- Moodle

Seating plans

These are displayed before the Examinations in the following places:

- Lower Common Room
- Outside the Hall changing rooms
- Outside the Sports Hall [when appropriate]

Check carefully which venue you are in and which seat you have been allocated – **look for your candidate number not your name.** If you are in doubt about an examination time, come in for the morning session. **I.D. cards must be displayed on your desk during examinations.** If you lose your ID card, you must obtain one from MIS for a small fee.

Important Reminders for Examinations

In all examinations students should:

- use black ink only – coloured pens or highlighters may only be used in allocated examinations.
- Bring all necessary equipment for each exam (e.g. calculators, rulers etc.)
- Tippex is not allowed – cross out any mistakes with a line
- **NO MOBILE PHONES ARE TO BE BROUGHT INTO THE EXAM HALL – IF YOU DO, YOUR PAPER MAY BE CANCELLED**

Problems

If you experience an unexpected event such as illness, bereavement, injury etc. when you are taking examinations, please contact the Examinations Office as soon as possible for advice.

Plagiarism

It is your responsibility to ensure that any work you submit as coursework is all your own work.

You must acknowledge references to original sources [internet, web pages, images etc.]. For further guidance on this, students should refer to JCQ guidelines on referencing and what constitutes 'plagiarism' see www.jcq.org.uk. Failure to keep to this may result in withdrawal from one or all of your examination entries.

FURTHER DETAILS REGARDING NOTRE DAME EXAMINATIONS ARE IN THE EXAMINATIONS HANDBOOK, AVAILABLE IN PRINT OR VIA MOODLE.

DEPARTMENT FOR INTERNATIONAL STUDENTS

Staff are available: Monday to Friday and Out of College hours for emergency cover.

We Offer help and advice on:

- Accommodation
- Cultural and Academic Issues
- Immigration and Visas
- Personal Statements.
- Police Registration
- Social Activities
- Welfare
- Working in the UK

Please drop in to the Office on first floor of Cuvilly Building during the college day.

MOODLE – the college VIRTUAL LEARNING ENVIRONMENT

Moodle is the college's Virtual Learning Environment (VLE). It enables you to log onto it from home via the internet or from any computer in college. It contains lots of learning resources and interactive activities for each of the subjects that you study as well as being a source of generally useful information. A Moodle account is created for you at the beginning of the year along with a network account and an email account. (Note: your Moodle password is synchronised to your network password so that they are always the same.) If you're not sure of something then Moodle it!

PART TIME EMPLOYMENT

The college recognises that part time work provides you with valuable experience and a welcome income, but take care not to do too much. Research shows that students who have more than 6 hours employment each week obtain worse examination results than students who do 6 hours or less.

If you are looking for a part-time job, our Connexions adviser may be able to help you.

PRIVATE STUDY - See section on Homework

PROGRESS REVIEWS (SEE ALSO A STUDENT GUIDE TO PROGRESS REVIEWS NEAR THE BACK OF THIS HANDBOOK)

Progress reviews with personal tutors and subject teachers take place three times a year: at the beginning of the academic year in September; in November (after assessment tests); in the spring.

This process is to help you evaluate your progress and develop action plans for future success. The section at the back of this handbook is for you to record your achievements, progress, targets and action plans, and it also gives more information about how to get the most out of your progress reviews.

REPORTS FOLLOWING ASSESSMENTS

Reports on your progress are written by your form tutor after each Progress Reviews in October and March in time for the Parents' Consultation Evening. These are given or sent to parents/carers.

TIMETABLES

There are two blank copies of the college timetable at the back of this handbook. Please ensure that you fill in your lessons so that you can refer to it as necessary.

You can access your personal timetable on Moodle.

NOTRE DAME SIXTH FORM COLLEGE
TERM DATES 2010 - 2011

AUTUMN TERM

Monday 6 September 2010 to Friday 17 December 2010

(Half Term – Monday 25 October – Friday 29 October)

SPRING TERM

Tuesday 4 January 2011 to Thursday 1 April 2011

(Half Term – Monday 21 February - Friday 25 February)

SUMMER TERM

Monday 18 April 2011 to Friday 8 July 2011

(Easter Weekend college closed Friday 22 April 2011 to Monday 25 April 2011)

(May Day holiday college closed Monday 2 May)

(Half term – Monday 30 May – Friday 3 June 2011)

(Monday 6 June to Friday 10 June - INSET WEEK – Students required to attend college for examinations only during this staff inset week)

NOTRE DAME SIXTH FORM COLLEGE
EXAMINATION DATES 2010-2011

JANUARY SESSION

Monday 10 January 2011 – Tuesday 3 February 2011

MAY SESSION

Monday 16 May 2011 – Thursday 30 June 2011

OTHER QUALIFICATIONS AND EXPERIENCE – Pre College	
--	--

Date	Part time employment
------	----------------------

Date	Work Experience
------	-----------------

Date	Hobbies / Interests
------	---------------------

Date	Awards / Achievements
------	-----------------------

A STUDENT GUIDE TO PROGRESS REVIEWS

What are they ?

These are 1 to 1 interviews with your tutor and in each year you have three Progress Reviews.

When will they take place?

These Reviews will take place in September (during Induction), October/ November and March, following Assessment Tests. Your Tutor will arrange a 15 minute appointment with you. It is very important that you keep these appointments and bring with you any material the tutor requests.

What do I need to bring?

Prior to each Progress Review you will be given a worksheet that you need to fill in as fully as possible. Remember to bring this along as it will be used as a basis for discussion. You will also need your Student planner/Planner to record targets set and record action plans.

What will happen at these interviews?

You will discuss how well you are getting on in each of your subjects, your progress overall, your goals, and how to achieve them. Your Form Tutor will have a report about your attendance, punctuality, effort, progress and the standard of work you are achieving in all your subjects. This student planner/planner will be used by you the week before (during Subject Review week) to record any actions you agree with your subject teachers. The interview with your Tutor is part of a process which helps you to build an Individual Learning Plan which records how you can make improvements through target setting and action planning.

How do I set targets?

Your GCSE results are used to produce an average score called a G-Score. This score can be used to make a number of predictions about your A-level results. We use this initially to provide you with a realistic minimum grade, which you should aim to exceed. Once you have settled into College and are producing work which can be assessed at AS standard, each of your tutors will indicate what level you are working to by awarding the actual grade being achieved. During the Autumn Subject Reviews you will agree target grades (sometimes called 'aspirational grades') with your teachers for all your subjects. These should provide challenging, but realistic, indications of what you can achieve.

What are action plans?

Both your subject teachers and Form Tutor will encourage you to think of ways you can improve. They will help you to identify what you do well and what you do less well in order to explore ways in which you can progress. Actions that you set should be SMART - Specific, Measurable, Achievable, Realistic and Time-related. You should also record where you might find sources of help and how you will know if you have met your targets and when you have achieved them.

What happens next?

Your tutor will discuss some basic actions with you to set you on the right course and will periodically check how you are progressing.

What are SMART targets?

SMART targets are the key to successful action plans; they make it easier to identify action points.

SMART targets are:

SPECIFIC	Specific: they say exactly you mean
MEASURABLE	Measurable: you can prove that you've reached them
ACHIEVABLE	Achievable: you can reach them in the next few weeks.
REALISTIC	Realistic: they are about action you can take.
TIME-RELATED	Time-related: they have deadlines.



FOCUS: PERSONAL ORGANISATION:

These targets have been written for you to help you get used to SMART target setting. They will be reviewed in your next Progress Review

TARGET 1: MAINTAIN FULL ATTENDANCE**ACTION:**

I will attend all lessons. If absence is unavoidable my parent/ carer will phone College to explain. If this is the case I will catch up with any missed work.

MEASURE OF SUCCESS :

No absences. Complete notes for all subjects.

BY (date)**SOURCES OF HELP:**

College telephone number is _____

TARGET 2: BE WELL ORGANISED**ACTION:**

1. Always have a copy of my timetable with me.
2. Have all the necessary equipment e.g. paper & pens.
3. Devise a way of organising my notes both at College and home - use files and dividers.

MEASURE OF SUCCESS:

No absences or lateness
Complete and well-organised notes for all subjects.

BY (date):**SOURCES OF HELP:**

Use student planner / planner. Buy stationery as necessary.

TARGET 3: STAY UP TO DATE AND IN CONTACT**ACTION:**

1. Log on to MOODLE every day and check for messages.
2. Check College emails every day.
3. Use my student planner to record work set and deadlines.
4. Do homework in good time ahead of deadlines and hand it in.

MEASURE OF SUCCESS:

Homework record
Handbook completed

BY (date):**SOURCES OF HELP:**

Remember: Your targets should be:

SPECIFIC MEASURABLE ACHIEVABLE REALISTIC TIME RELATED

FOCUS: PLANNING FOR THE FUTURE.

These targets have been written for you to help you get used to SMART target setting. They will be reviewed in your next Progress review.

TARGET 1: UCAS / EMPLOYMENT APPLICATIONS

ACTION:

1. UCAS apply started / Careers advice sought. Courses researched and chosen.
2. Write Personal Statement.

MEASURE OF SUCCESS:

Personal statement completed

BY (date):

SOURCES OF HELP:

Tutor, Careers library, Internet.

TARGET 2: RETAKING MODULES

ACTION:

1. Discuss advisability of retaking with subject staff.
2. Make a record of all module marks.
3. Contact Exams Office to apply for retakes

MEASURE OF SUCCESS:

Entries made where appropriate

BY (date):

SOURCES OF HELP:

Subject teacher, tutor

Remember: Your targets should be:

SPECIFIC MEASURABLE ACHIEVABLE REALISTIC TIME RELATED



**TARGET SETTING AND ACTION PLANNING PROGRESS REVIEW 2
OCTOBER / NOVEMBER 2010**

FOCUS:

TARGET 1:
ACTION:
MEASURES OF SUCCESS:
BY (date):
SOURCES OF HELP:

TARGET 2:
ACTION:
MEASURES OF SUCCESS:
BY (date):
SOURCES OF HELP:

TARGET 3:
ACTION:
MEASURES OF SUCCESS:
BY (date):
SOURCES OF HELP:

Remember: Your targets should be:

SPECIFIC MEASURABLE ACHIEVABLE REALISTIC TIME RELATE

Autumn Subject Review Targets

Subject	Target Set	By When?	Workshop times
1.			
2.			
3			
4.			
5.			

Spring Subject Review Targets

Subject	Target Set	By When?	Exam times
1.			
2.			
3			
4.			
5.			

ILP

**TARGET SETTING AND ACTION PLANNING PROGRESS REVIEW 3
MARCH 2011**

FOCUS:

TARGET 1:

ACTION:

MEASURES OF SUCCESS:

BY:

SOURCES OF HELP:

TARGET 2:

ACTION:

MEASURES OF SUCCESS:

BY:

SOURCES OF HELP:

TARGET 3:

ACTION:

MEASURES OF SUCCESS:

BY:

SOURCES OF HELP:

Remember: Your targets should be:

SPECIFIC MEASURABLE ACHIEVABLE REALISTIC TIME RELATED

WORK EXPERIENCE RECORD – at College

Use this page to record the details Work Experience placement planned through the College.

CHECKLIST

Date of Work Experience

From

To

Name of Placement

Address of Placement

Nature of Work Experience

Telephone Number

Your Contact at Placement

Job Title

Starting Time

Finishing Time

ENHANCEMENTS

Use this page to record the details of enhancement you have taken part in through the College.

Date

Date

Date

NOTES

NOTES

PERSONAL TIMETABLE 1

Lesson	1	2		3	4	Lunch	5	6	
	8.50-9.50	9.50-10.50	10.50-11.15	11.15-12.00	12.00-1.00	1.00-2.00	2.00-3.00	3.00-4.00	
Mon	B	E		C Assembly	F		A	A	
Tue	C	A		D Assembly	E		B	B	
Wed	E 8.50-9.50	E 9.50-10.35	<u>L6 Tut</u> 10.35-10.55	<u>U6 Tut</u> 10.55-11.15	D 11.15-12.15	A 12.15-1.15	1.15-2.15	F 2.15-3.15	F 3.15-4.00
Thu	D	F		A Assembly	B		C	C	
Fri	F	C		B Assembly	E		D	D	

PERSONAL TIMETABLE 2

Lesson	1	2		3	4	Lunch	5	6	
	8.50-9.50	9.50-10.50	10.50-11.15	11.15-12.00	12.00-1.00	1.00-2.00	2.00-3.00	3.00-4.00	
Mon	B	E		C Assembly	F		A	A	
Tue	C	A		D Assembly	E		B	B	
Wed	E 8.50-9.50	E 9.50-10.35	<u>L6 Tut</u> 10.35-10.55	<u>U6 Tut</u> 10.55-11.15	D 11.15-12.15	A 12.15-1.15	1.15-2.15	F 2.15-3.15	F 3.15-4.00
Thu	D	F		A Assembly	B		C	C	
Fri	F	C		B Assembly	E		D	D	