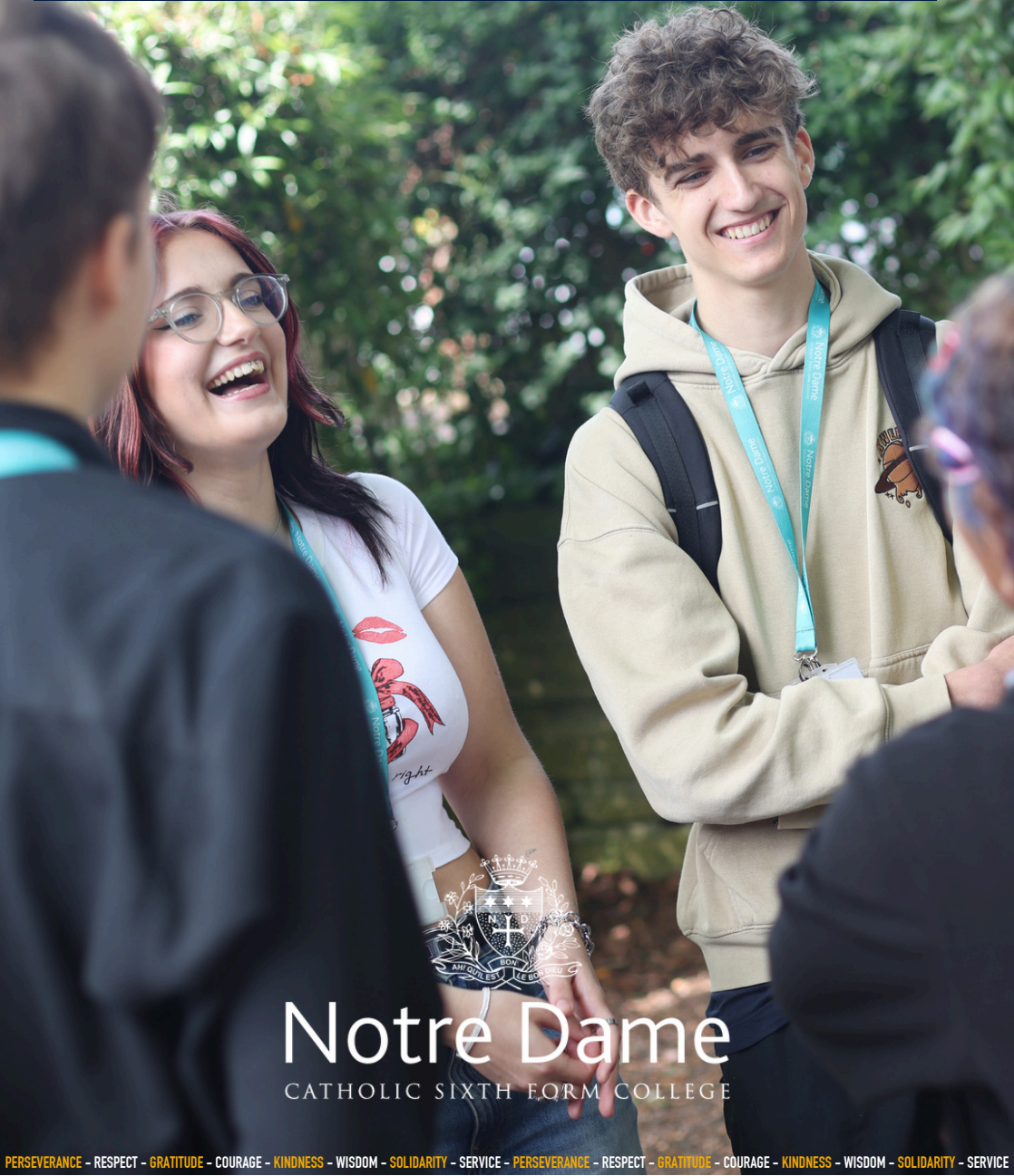


PARENT HANDBOOK



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

Introduction

At Notre Dame Catholic Sixth Form College, we create a supportive environment for students to grow academically whilst building character and independence, supporting them along this journey. Part of this support is through collaboration with the parents and carers of our students. This A-Z parent handbook has been created to provide you with key information you may need about College life at Notre Dame, including our facilities, procedures and support.

If you would like further details on anything you have read in this guide or require it in an alternative format, please get in touch with us via our fantastic reception team, on **0113 2946644** or enquiries@notredamecoll.ac.uk.

Mission and Ethos

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. As a Catholic Sixth Form College, our intent is to be a centre of educational excellence for the community built on faith, love and hope. We celebrate diversity amongst all our students and staff, and we work to nurture the gifts of each individual through high quality teaching, learning and provision of extensive individual support to enable each student to achieve their full potential. We are committed to developing the 'whole person' and 'good character' of each student through access to experiences that enable them to progress and succeed and to be the 'best they can be'. We want to challenge and motivate our students to build their skills and level of commitment so that they feel confident and are able to compete with the very best in any sector. By providing students with opportunities to develop their skills, increase their confidence and resilience, raise their aspirations and broaden their awareness of careers and employability skills, we are able to motivate and inspire our students to be ambitious and to have an ethos of high aspiration to help each of them reach their potential.

Contents

Absence	4	Part-Time Work	7
Achievement Tutors	4	Printing	7
Careers and Work Experience	4	PTE	7
Cedar	4	Public Transport	7
Counselling	4	Safeguarding	7
Dress Code	5	SharePoint	8
Emails	5	Smoking and Vaping	8
Emergency Contact	5	Stella Maris Leadership Award	8
Entrances to College	5	Student Code of Contact	8
Equipment / Reading Lists	5	Student Executive	8
Financial Support	5	Student Intervention Process	8
Food and Drink	5	Study Periods and ND240	9
Free College Meals	6	Team ND Sport	9
Induction Days	6	Timetable	9
Lanyards	6	Tutorial	9
Learner Agreement	6		
Learning Support	6		
Medical Support	7		
Parent Consultation Days	7		
Parent Induction Webinar	7		
Parking	7		

Absence

All students are expected to attend all lessons, including PTE and Tutorial sessions, and arrive on time. Attendance has a big impact on the results that a student can achieve, with programmes of study designed to maximise every hour of learning.

If an absence is unavoidable, a parent / carer must contact the student's Achievement Tutor before the student's first timetabled lesson of the day by emailing them in the first instance, or phoning using their extension number if necessary.

We will inform you if your child has any absences on a daily basis that the College is not already aware of via a text message before 4:30pm.

Students should avoid making non-emergency appointments during their lesson time.

Achievement Tutors

Achievement Tutors are similar to a form tutor, mentor or Head of Year at school. They provide bespoke support and will motivate, guide and challenge students by setting and reviewing clear and attainable targets, ensuring students work towards becoming a well-rounded individual in every aspect of life.

The contact information you need for the student's Achievement Tutor is sent directly to the email address provided for the parent / carer within the first week of the academic year.

Achievement Tutors are the first port of call for support for students and parents.

Careers and Work Experience

The Careers Department will provide

students with impartial advice and guidance at every stage of their academic journey. The team supports with career planning, higher education applications, interview skills, job searches, finding apprenticeships, volunteering opportunities, gap year planning, and CV writing, through one to one guidance, group workshops, and online resources.

You can explore more from the Careers Department, including contact details and their Careers Programme via the website at www.notredamecoll.ac.uk/students/careers-support

Cedar

Cedar is an online parent portal intranet system that allows parents to access their child's class and exam timetables, student attendance data, study programme details, assessment data and careers aspirations.

To log on to the system, you will need to use the email address that has been provided to the college and logged against your child's record as well as their student reference number, which can be found on their College ID card.

Counselling

At Notre Dame, we have a College Counsellor who can provide talking therapy to those who need it. Students can be referred by a member of staff or refer themselves via the website.

We also have a Mental Health Support Officer who provides a lower level of support, and MindMate NHS Practitioners.

The ND Wellbeing Hub is a collection of online resources that can help you to support your physical and mental wellbeing. This is available to everyone and includes resources for families.

Dress Code

We do not have a uniform at Notre Dame and encourage students to express their individuality. However, we ask students to not wear anything revealing, offensive, or impractical.

Emails

Students are encouraged to check their College emails every day and respond to specific emails from staff as soon as possible. In the interests of student and staff wellbeing, it is College policy to only send emails between 7am and 7pm.

All email use will be logged to display date, time, username; and the address to which the message is being sent to. This activity could be audited for the purpose of compliance with the ICT Acceptable Use Policy. College emails should be used for all College communication, and College communication only.

Emergency Contact

If your email address or phone number changes please let me us know via enquiries@notredamecoll.ac.uk so we can update the relevant students' emergency contacts.

We initially take these details from the student's enrolment form.

Entrances to College

Notre Dame is a very safe site and we keep it that way by working together. There are three main entry points to College - the main student entrance at St Elizabeth, the lower entrance by the Visitor Reception, and the JPII entrance. For all three, students will require their lanyard and College ID card. Other external doors around the site will require a College ID card.

Equipment / Reading Lists

Certain courses require specialist equipment, such as A-level Photography and A-level Maths. Students will be made aware of this throughout their application process but also in the first few lessons of the relevant course.

Reading lists are included for every subject in Summer Learning which is launched in July.

Financial Support

At Notre Dame, we believe that there should be no barriers to learning, particularly financial barriers, and we intend to eliminate these as far as possible within our Sixth Form College. Funds can be provided to help you with the cost of travel, meals, books, equipment, and essential materials needed for your child's courses. We use PayMyStudent for bursary applications and bus passes. Please find more information about financial support and how to apply, please click here <https://www.notredamecoll.ac.uk/students/financial-support>

The Finance Office is now cashless. Instead, we use an online shop system where you, or students, can pay for equipment, trips, and other miscellaneous items. You can access this via this link <https://notredame.collegestore.uk/>

Food and Drink

Notre Dame offers a wide range of food and drink everyday. The Refectory is open everyday and serves different cuisines each day, taking cash and card. Allergen information and click and collect ordering is available on the Time2Eat app. We also have a Starbucks on College site that offers a range of hot and cold food, such as baked goods and paninis, as well as hot and cold drinks. College also has a selection of

vending machines, where students can buy drinks, snacks and sandwiches using card payments. There are multiple water fountains around the entire College site, in every building.

Free College Meals

Free College meals come under student bursaries which can be applied to once your child has enrolled at Notre Dame, and the system has gone live. This will be in the period up to and including induction days. We recommend getting your information ready in advance so that you can apply as soon as the system is live. If your household circumstances change during the year, you can still apply for free college meals at any time.

Induction Days

Induction days are designed to get students completely ready and prepared ahead of their official first day of term. There are usually two induction days with students split across each. Induction days will include an orientation session with an Achievement Tutor, a learner screening test, as well as multiple admin jobs such as lanyard and ID card collection, IT logins and passwords, and logging into Cedar to view timetables. Students will also receive a campus tour on their allocated day, to get them comfortable with the site and ready for starting their lessons.

Lanyards

Lanyards and ID cards will be given to all students at their induction day. ID cards are used to access all buildings via the card readers. Students must wear their lanyard at all times whilst on the college site, this is to keep every safe and quickly identify anyone who is not a Notre Dame student. If a student forgets their lanyard they must go to the Student Reception in St Elizabeth to be issued a temporary one. If students are

not wearing their lanyard, it will be logged as a 'failure to wear' concern on Cedar, three of these concerns in a half term will result in a 1-day fixed term exclusion and a parent / carer meeting.

Learning Agreement

Students will sign a Learning Agreement at their enrolment appointment. The Learning Agreement covers the student's programme (implications of choice, entry requirements, suitability, the need for financial support), the Equality Act 2010, GDPR, and the Student Code of Conduct.

Learning Support

The College has a specialist Learning Support department which is committed to ensuring that people with disabilities and/or learning difficulties are treated fairly, not disadvantaged, and that reasonable adjustments to provision are made.

As well as working with students with specific needs and liaising with their teachers, the department also offers a range of other support including:

- One-to-one / small group support with specialist teachers / study support mentors (literacy, numeracy, study skills)
- In-class study support assistants for students with specific needs
- Assessments for exam access arrangements, carried out by an in-house specialist assessor
- A well-rounded study support suite where students can work in a quiet area
- Liaison with external agencies i.e. local authority - hearing and visual impairment teams, STARS (autism)
- Use of assistive technology to enable independent learning

You can contact the team with any questions or queries on learningsupport@ndonline.ac.uk

Medical Support

Notre Dame has multiple First Aid qualified members of staff who can be identified with a green lanyard. Posters are shown in all buildings with First Aid qualified members of staff usually located in that building.

Parent Consultation Days

Parent Consultation Days are held on a system called SchoolCloud. The dates of parent consultation days are shown on the 'Term Dates' page on the website. When they happen, parents / carers will be sent texts / emails with details of how to book appointments and access links.

Parent Induction Webinar

The Parent Induction Webinar is an webinar for parents / carers of new Lower Sixth students and is hosted online in the first few weeks of the September term. The webinar aims to give parents an insight into Notre Dame, looking at topics such as the student support structure, academic support, careers, and expectations. At the end of the session, there is a live Q&A.

Parking

The parking onsite is for staff and visitors only. If students drive, they cannot park their car on College site. If for example, a parent / carer has a meeting with a member of staff, then they are welcome to use the visitor parking bays in front of the reception at the bottom of the Avenue. The nearest offsite parking is on St Marks Road (there is a set of stairs allowing you to access the College site) or Woodhouse Multistorey.

If a student is getting a taxi to or from College, we ask that the driver goes to St Marks Road.

We encourage the use of public transport by staff, students and visitors.

Part-Time Work

Part-time roles are encouraged to support students with work experience and independence. The Careers Team recommends that part-time work should be no more than 12 hours a week, to allow for sufficient time for College, study, and rest.

Printing

There are multiple printers around the College site, students can find information on how to use Printers on the Student Hub on SharePoint. Students are reminded to keep printing to a minimum for sustainability reasons.

PTE

Every student has one hour per week of PTE (Philosophy, Theology and Ethics) as per their learner agreement. It is a non-examined academic subject which allows students to explore their own world views, and engage with ideas they might disagree with. They develop critical thinking and oracy skills, have an opportunity to reflect, and work towards their Stella Maris Leadership Award. Attendance in PTE forms an important element of this award.

Public Transport

The use of public transport is recommended if students cannot walk to College. Multiple buses go past College on Woodhouse Lane and we are approximately a 15 minute bus or 30 minute walk from Leeds City Bus Station. If students are catching the train, we are 15 minutes by bus or a 25 minute walk away from Leeds Train Station.

Students are expected to be role models for Notre Dame inside and outside of College.

Safeguarding

Notre Dame is fully committed to

safeguarding and promoting the wellbeing of all students, staff and visitors. The safeguarding of young people involves protecting them from maltreatment, abuse and / or neglect; preventing impairment of mental or physical health; and taking action to enable all young people to have the best outcomes. You can find the College's full safeguarding policy, the team and their contact details on the website at www.notredamecoll.ac.uk/ndhub/safeguarding

SharePoint

SharePoint is used as the college intranet site. The Student Hub page on SharePoint is where students can keep up to date with all the information about day-to-day life at College. Subject departments and many support services have SharePoint sites so students knowing their way around the site is essential. Students can follow pages and will get email notifications when updates are shared.

Smoking and Vaping

Notre Dame Catholic Sixth Form College is proud to be a no smoking or vaping site. This includes all areas - outside or within buildings. There is no dedicated smoking / vaping areas on site, therefore students are expected to leave site. Anyone found vaping in the toilets will be excluded.

Stella Maris Leadership Award

The Stella Maris Leadership Award aims to help students shine and thrive to be a well-rounded individual and ready them for their next steps. Students can achieve a Bronze, Silver or Gold Award with all students being expected to earn their Bronze Award. It is a fantastic opportunity for students to develop their character, giving them something to

discuss at interviews or on personal statements.

Student Code of Conduct

The Student Code of Conduct ensures that we create a safe, positive and professional learning environment for all students. It makes it clear to staff, students and parents/carers have expectations of behaviour and standards. The Student Code of Conduct is deemed to have been accepted when the Learner Agreement is signed during enrolment.

The Student Code of Conduct covers sanctions, exclusions, and roles and responsibilities.

Student Executive

The Student Executive is a group of elected students who meet weekly to try and enhance College life for students and support our local community. Campaigns and voting takes place in the 2nd term of Lower Sixth, with the group representing the student body in Upper Sixth.

The Student Executive organise events throughout the year for students, including bake sales, Culture Week, and speed-friending.

Student Intervention Process

The Student Intervention Process (SIP) is the College's support system to get students back on track (if required) with achievement, progress, behaviour, attendance, and punctuality.

There are four stages of the SIP that students can move up if required. Targets, meetings, and communications are documented on Cedar.

Should a student reach a Stage 4

intervention and fail to meet expectations, they may be permanently excluded.

Study Periods and ND240

A student's timetable will include study periods / ND240 sessions. Alongside their lessons, students are expected to complete 4 hours (or 240 minutes) or independent study per subject, per week. Although students are free to decide when they complete their ND240 time, there are sufficient periods on a standard timetable (for a student doing the equivalent of 3 A-levels).

Team ND Sport

Team ND covers our impressive sports teams that compete in the Association of Colleges Yorkshire and Humber League, as well as regional and national championships. Fixtures are on Wednesday afternoons and are blocked out on the student's timetable to ensure they don't miss any lessons. For students who don't want to compete, but still want to stay active we also offer recreational sports. Team ND offers the three tiers of sport (performance, competitive and recreational) in Football (men's and women's), Basketball, Netball, Volleyball, Badminton, Rugby (men's and women's), and Table Tennis.

Timetable

Students will receive their timetables on their Induction day at the start of Lower Sixth. This can be viewed by parents on Cedar. Timetables include subjects, PTE sessions, Tutorial sessions, assemblies (when relevant), timings, locations and staff names.

Students have 5 hours of lessons per subject per week, and everyone has a break at 11-11:15am and lunch at 1:15-2pm.

When students do not have a lesson, they are encouraged to complete independent learning as part of their ND240 sessions. However, when a student does not have a lesson they are in charge of managing their time. This means they can leave the college site when they do not have a lesson, leave College if they finish at 1:15pm or arrive to College at 11:15am when their day may begin for example.

Tutorial

Tutorial is a dedicated weekly one-hour session, timetabled for all students. It is a bespoke programme delivered by our Achievement Tutors.

Topics include:

- Study Skills
 - Microsoft 365
 - Time Management & Prioritisation
 - Health Relationships with Study
- Life Skills
 - Driving Theory Tests
 - Valuing Diversity
 - Young Workers' Rights
 - Healthy Relationships
- Self-Care
 - Stress & resilience
 - Sleep Hygiene
 - Asking for Help
- Safeguarding
 - Sexual Harassment
 - Internet Safety & Scams
 - Prevent
- Choices after Notre Dame
- Access to Higher Education

Students have their Tutorials with the same class as their PTE sessions.



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

enquiries@notredamecoll.ac.uk

notredamecoll.ac.uk

0113 294 6644

St Mark's Avenue
Leeds, LS2 9BL



FRAMEWORK FOR
ETHICAL LEADERSHIP
IN EDUCATION
PATHFINDER



Sixth Form Colleges
Association



STANDARD OF
CHARACTER