

## **New Starters Information Pack Cohort 2023-2025**



### **Welcome to Parkside Sixth**

At Parkside Sixth, we aim to provide the ideal balance to help you achieve success: a challenging academic curriculum led by subject-specialist experts, space for independence and personal development, and dedicated support and guidance every step of the way. We get to know you as an individual and create an environment in which you can both excel in and enjoy your studies.

In this document you will find some helpful information which will guide you through the start of your time at Parkside Sixth.

- The first day of term is **5<sup>th</sup> September 2022**
- Please arrive at the Eden Centre at **8:40am**



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## **Expectations and Procedures**

### **Safety/Safeguarding**

- **You MUST wear your lanyard and student ID Card at all times** - this is used to identify that you are a student. If you are not wearing your lanyard, you may not be allowed into your lessons, and you may be queried if you are at any of the sites. Your lanyard will give you access to the magnetic locks for Melbourne Place and Mud Lane.
  - If you have forgotten your lanyard, you must go to the Eden Centre office or the front desk in Parkside and ask for a temporary lanyard which should be handed back at the end of the day.
  - **If you have lost your lanyard**, you must let Jo Cesaro know as soon as possible so that the access can be revoked.
- **Do not** let anyone into any of the Parkside buildings who is not wearing a lanyard / not immediately recognised as your classmates - **In particular, do not open the door to anyone who rings the Eden Centre doorbell; please make the office staff aware that there is someone at the door.**
- **DO NOT SHARE DOOR CODES WITH ANYONE YOU DO NOT RECOGNISE AS YOUR CLASSMATES.**
- **When you do not have timetabled lessons, you are welcome to stay on site to complete work.** The Eden Centre and the Library are always available to you during your non-contact time.
- Students are not permitted to park bikes at Mud Lane - There are ample bike racks outside the Eden Centre and the front and back of Parkside main school building.
- Students are not permitted to park cars/motorbikes/mopeds anywhere on Parkside sites.

### **The safeguarding team are:**

- Rachel Biltcliffe, Assistant Principal (Head of Sixth Form) – [rachel.biltcliffe@parksidecc.org.uk](mailto:rachel.biltcliffe@parksidecc.org.uk)
- Silvana Brownstone, Student Services – [silvana.brownstone@parksidecc.org.uk](mailto:silvana.brownstone@parksidecc.org.uk)
- Michael Holloway, Head of Year 12 – [michael.holloway@parksidecc.org.uk](mailto:michael.holloway@parksidecc.org.uk)
- Natalie Evans, Head of Year 8 – [natalie.evans@parksidecc.org.uk](mailto:natalie.evans@parksidecc.org.uk)
- Katie Page, Head of Year 9 – [katie.page@parksidecc.org.uk](mailto:katie.page@parksidecc.org.uk)
- Mark Turner, Assistant Principal (Personal Development) – [mark.turner@parksidecc.org.uk](mailto:mark.turner@parksidecc.org.uk)
- Zeenat Mujawar, SENDCo Assistant – [zeenat.mujawar@parksidecc.org.uk](mailto:zeenat.mujawar@parksidecc.org.uk)

### **Behaviour Expectations**

- **Engage fully with subject teachers and work to the best of your ability** to achieve the highest academic standards of which you are capable. Complete all home learning tasks and hand them in on time, meeting all deadlines set.
- **Recognise that your studies are a full-time occupation**, and ensure that your social life, paid work and other engagements do not interfere with your education.
- **Be punctual at all times, maintain excellent attendance and follow the [Absence Procedures](#)** for any cases of absence. Please also read the Attendance Procedures and understand that there are sanctions for poor attendance including, in extreme cases, having your curriculum altered or being withdrawn from Parkside Sixth.



- **Wear clothing that is appropriate for the world of work** including your identification lanyard at all times.
- **Be an ambassador for Parkside**, obeying rules and expectations at all times and being a role model for the younger students.
- **Let your tutor or subject teachers know if you have any worries** (personal or academic), or do not understand subject content.
- **Take all letters and reports home to your parent/carer.** Obey any sanctions which become necessary.
- You must **take every action to maintain academic honesty** and ensure that you understand all rules on academic honesty and plagiarism.
- **Read the bulletin and other communications on a regular basis.** You will be given a school email account ([18p-initialsurname@parksidecc.org.uk](mailto:18p-initialsurname@parksidecc.org.uk)). Notices are also put on Teams regularly.
- **Respect and take care of the school environment**, including not smoking within half a mile of the school. DO NOT engage in any illegal activities, including bringing any illicit substances, weapons or material which promotes extremism into school.
- **You must adhere to the BYO Devices and Wi-Fi appropriate use policies.**
- **You must attend all lessons**, tutorial periods, student conferences and any other meetings with staff that are arranged for you. Attendance is directly related to success.

Any Policies or Procedures mentioned in these notes are available to view at <https://www.parksidecc.org.uk/sixth/>

### **Absence Procedures**

- Students are expected to attend all lessons unless an acceptable reason is given, for example, traffic accident resulting in travel delays, illness, external exams
- If a student is unable to attend a lesson, they must email [Parkside-6th@parksidecc.org.uk](mailto:Parkside-6th@parksidecc.org.uk) and their teacher(s). Parents/guardians will be contacted if they were not the ones to contact us.
- Students should make every effort to arrive at lessons promptly.
- Multiple incidents of late lessons will result in a conversation with the students' tutor. If this does not resolve the issue, then parents/guardians will be contacted.
- Medical appointments should be made for outside of lesson times unless this is impossible. Students may be asked to show evidence (e.g. appointment text) that this appointment has been made.
- If there is a cover lesson, students are expected to register with Jo Cesaro in the Eden Centre, and to be dismissed by her at the end of the lesson. They will then complete the work in EC-G or the study room in the Eden Centre.
- For students who would be travelling in for a cover lesson, and no taught lessons, working from home may be authorised on a case-by-case basis in discussion with the Assistant Principal.
- For planned absences, students need to complete an Absence Request Form and get it authorised by Dee Wallace. This would include single day activities such as university visits.
- If a student is feeling unwell during the day, and needs to go home, they must sign out with Jo Cesaro. In the rare occurrence that a student might need to attend A&E,



parents/guardians will be informed immediately and a first aider may accompany them to the hospital.

- Parkside Sixth will normally continue to liaise with parents up until the end of the student's study programmes, which may include any period after the student has reached the age of 18.
- Students who are 18 or over have the right to ask Parkside Sixth not to release information to parents.

### **16-19 Fitness to Study Procedures**

Should your attendance and effort in your course deteriorate to the extent that your teachers believe that you will fail to pass your course successfully, then Parkside Sixth reserves the right to alter your Programme of Study to a curriculum in which you are more likely to be successful. If you are an IBDP student, this may mean changing you into IB Course Certificates.

### **Emergency Procedures**

#### **Fire /Evacuation procedure**

- When the fire alarm sounds, all students must exit the building in an orderly fashion, following instructions given by staff, and assemble at the following points in an orderly line.  
Fire Assembly points are:
  - **The Eden Centre** - Courtyard/Pavement outside the Eden Centre gates.
  - **Parkside Main Site** – Parkers Piece
  - **Mud Lane** - Parkers Piece

#### **Invacuation procedure**

- Should it be necessary for students to be kept inside the school site, staff will follow the Critical Incident Procedures, and students should follow instructions given by staff.



## **Communications**

You will be issued with a Parkside Community College computer log in, which you will be able to use on the computers throughout the school sites. You will also be issued with a Parkside email address, which you can use to contact any members of staff. This will always follow the same format: [18p-initialsurname@parksidecc.org.uk](mailto:18p-initialsurname@parksidecc.org.uk)

Much of our contact with you as a year group and as class groups will be carried out via Teams. You will automatically be added to the Year 12 Team group upon registration. You should check Teams and your email **every morning**, as this is where staff will inform you of any lesson changes, their absence, and of any events occurring that day.

You will also be automatically added to your subject Team pages. Homework tasks and classwork resources will also be uploaded here for most of your classes.

The staff members email addresses follow this pattern: [firstname.surname@parksidecc.org.uk](mailto:firstname.surname@parksidecc.org.uk)

Some key contacts include:

Principal	Dee Wallace	<a href="mailto:dee.wallace@parksidecc.org.uk">dee.wallace@parksidecc.org.uk</a>
Head of Sixth Form	Rachel Biltcliffe	<a href="mailto:rachel.biltcliffe@parksidecc.org.uk">rachel.biltcliffe@parksidecc.org.uk</a>
Deputy Head of Sixth Form – Y12	Michael Holloway	<a href="mailto:michael.holloway@parksidecc.org.uk">michael.holloway@parksidecc.org.uk</a>
Deputy Head of Sixth Form – Y13	Hannah Reed	<a href="mailto:hannah.reed@parksidecc.org.uk">hannah.reed@parksidecc.org.uk</a>
CAS Coordinator	Norma Neeson	<a href="mailto:norma.neeson@parksidecc.org.uk">norma.neeson@parksidecc.org.uk</a>
Sixth Form Administrator	Jo Cesaro	<a href="mailto:jo.cesaro@parksidecc.org.uk">jo.cesaro@parksidecc.org.uk</a>
Sixth Form Teaching Assistant	Amanda Betson	<a href="mailto:amanda.betson@parksidecc.org.uk">amanda.betson@parksidecc.org.uk</a>
Absence		<a href="mailto:Parkside-6&lt;sup&gt;th&lt;/sup&gt;@parksidecc.org.uk">Parkside-6<sup>th</sup>@parksidecc.org.uk</a>



### **Lesson Times**

08:40 – 09:30	Period One
09:30 – 10:20	Period Two
10:20 – 10:40	Break
10:40 – 11:30	Period Three
11:30 – 12:20	Period Four
12:20 – 12:55	Lunch A
12:55 – 13:30	Lunch B
13:30 – 14:20	Period Five
14:20 – 15:10	Period Six
15:10 – 16:00	Period Seven
16:00 – 16:50	Period Eight

You will also be scheduled for 3 tutor periods during the week; these will be during lunch A or B.

### **Calendar**

<b>Autumn Term</b>	Term Opens	Monday 5 September 2022
	Half Term	24 October -28 October 2022
	INSET Day (school closed)	Friday 25 November 2022
	Term Closes	Friday 16 December 2022
<b>Spring Term</b>	Term Opens	Wednesday 4 January 2023
	INSET Day (school closed)	Friday 3 February 2023
	Half Term	13 February -17 February 2023
	Term Closes	Friday 31 March 2023
<b>Summer Term</b>	Term Opens	Monday 17 April 2023
	Bank Holiday (school closed)	Monday 1 May 2023
	Half Term	29 May -2 June 2023
	INSET Days (school closed)	Thursday 6 & Friday 7 July 2023
	Term Closes	Thursday 20 July 2023

A more detailed calendar including deadlines and exams will be available shortly, and will be on Teams and in the bulletin.



## **Curriculum, Assessment and Reporting**

### **Timetable**

Lessons will start on **Monday 6<sup>th</sup> September**, in the afternoon. Your teachers will provide you with detailed information about your chosen subjects, and you can also look on our [website](#).

### **Creativity, Activity and Service (CAS)**

Your Creativity, Activity & Service core module will be introduced to you in tutor time. Our CAS Coordinator may get in contact with you before this to discuss interests and ideas. Opportunities and ideas are also included in the bulletin and on the Year 12 Teams page so make sure to look regularly.

### **Extended Essay (EE)**

Your EE core module will be introduced to you in tutor times, and you will then need to complete a form with your preferred subjects. You will be completing your EE during year 12, so start thinking now!

### **GCSE English/Maths Resits**

You may be entered to re-sit your GCSE English Language/Maths if you do not hold a grade 4 or above in GCSE English Language or Maths, or if you have not studied English before.

### **Changes to your Programme of Study**

The very nature of the IBDP means that we anticipate that some students will want to change the courses they have enrolled onto as part of their course.

If you wish to change subjects:

- 1) Speak with Michael Holloway (Head of Year 12) to check that you have the correct entry requirements, combination of subjects and that we can fit your request within the timetable.
- 2) Then need to speak to Jo Cesaro in the Eden Centre office, who will provide you with the relevant form.
- 3) Get this form signed by the teacher of the subject you wish to leave, and the teacher of the subject you wish to start.

If all is in order, the alteration will be made and you will be provided with a new timetable. It is your responsibility to liaise with your new teacher to catch up on any work in your new course, and return any resources from your old course.

The final deadline to request changing these courses is October Half Term in Year 12. The reason for this is that we believe you will have missed too much work if changes are made after this point.

After this time, no subject changes will be made unless there are extreme circumstances, and this will be at the discretion of the Head of Sixth Form.





### **Assessments and Reports**

Students taking IB subjects will have assessments throughout their course so that we can track your progress and ensure we know how to best support you in your classes.

Year 12	Autumn Term	Short report <ul style="list-style-type: none"><li>• Attitude to learning</li><li>• On track to pass</li><li>• Attendance</li></ul>
	Spring Term	Mid-year (February) assessments Short report <ul style="list-style-type: none"><li>• Current and predicted grades</li><li>• Attitude to learning</li><li>• Attendance</li></ul> Parents Evening
	Summer Term	End of year (May) assessments Short report <ul style="list-style-type: none"><li>• Current and predicted grades</li><li>• Attitude to learning</li><li>• Attendance</li></ul>
Year 13	Autumn Term	Autumn (September) assessments Short report <ul style="list-style-type: none"><li>• Current and predicted grades</li><li>• Attitude to learning</li><li>• Attendance</li></ul> Parents Evening
	Spring Term	Mocks (January) Short report <ul style="list-style-type: none"><li>• Current and predicted grades</li><li>• Attitude to learning</li><li>• Attendance</li></ul>
	Summer Term	IB Exams (May)

You will receive communications, including the bulletin and reports via Arbor. You are also able to look at your attendance.



## **Parkside Sixth Campus**

Parkside students will have lessons across three main sites; the walking time between each of them is only 4 or 5 minutes.

### **Eden Centre**

Within the EC there are a variety of areas for you to use. This will most likely be your main hub. There is the main work room on the ground floor which contains desktop computers for your use, this area is generally kept for quiet work. The basement common room and the ground floor common room can also be used by any students. The ground floor, first floor and second floor have classrooms (**ECG; EC1 and EC2**).

The Head of Sixth Form (Rachel Biltcliffe) and the Sixth Form Teaching Assistant (Amanda Betson) have offices on the first floor. The Heads of Year 12 and 13 (Michael Holloway and Hannah Reed) have an office on the second floor. Our Sixth Form Student Services Administrator (Jo Cesaro) has an office on the ground floor.

Each floor also has toilets and kitchen facilities. If you have any questions and you are at the Eden Centre, please go to the sixth form office on the ground floor.

Entry code –

### **Melbourne Place (Parkside Community College)**

**Rooms P1 - P20 are in the main Parkside building.** To get from the Eden Centre to Parkside, you need to turn right out of the front gate of the Eden Centre. Walk all the way down City Road until you reach a pub named 'The Free Press'. Turn right at the pub and walk straight on; you will see the car park at the back of Parkside.

Within Parkside, Room P8 is the assembly hall, where a few events will be held throughout the year. Room P18 is the library, where you are welcome to go to do independent work- the left hand side of the library is for Parkside Sixth students only. Parkside also contains toilets, the canteen, staff room, offices for department teachers and also the school leadership team. If you have any questions when at Parkside, please go to student services/reception at the front of the school.

**P21** is the music room. You will need to walk behind the canteen and towards the car park to find the music block.

### **Mud Lane**

**Rooms P22 - P37 are in Mud Lane.** This is most commonly used for IB maths and science lessons. If you have any problems when you are at Mud Lane, please go to student services at Parkside or to the sixth form office in the Eden Centre. The electrical entry doors into Mud Lane are accessible using your student card.



## Other Sites

There are a few other sites which are part of our cluster; you may visit these sites over your time with Parkside Sixth. Maps, including safe cycle routes, are available between all sites; please ask in the Eden Centre office if you would like to know how to travel between sites.

- **Coleridge Community College**, Radegund Road, Cambridge, CB1 3RJ
- **Trumpington Community College**, Lime Avenue, Cambridge, CB2 9FD
- **Cambridge Academy of Science and Technology**, Robinson Way, Cambridge, CB2 0SZ



## **Support**

### **Student Leadership**

Students can apply to become Student Leaders and will work alongside students across the school representing one of the core Parkside values: Excellence, Responsibility and Community. As well as sitting on the relevant committee, these student leaders will act as reps for the sixth form student body.

We also have committees run by students. These include:

- Form Reps: attaching to a year 7, 8, 9 or 10 form to help with PSHE or other activities.
- Mental Health Mentors: receive training and work as mentors to younger students needing support.
- Prom Organisation: this includes fundraising as well as logistics.

### **Equality and Intervention (E&I)**

The E&I department provide any formal learning support or exams access arrangements such as extra time, support with any learning difficulties or physical difficulties you may have. They can also provide counselling for those who need it. If you feel you are having significant difficulties with your learning, please speak to your teacher, who can refer you to our Sixth Academic Support TA, Amanda Betson, who can provide advice and support with SEND issues.

If you are feeling stressed or anxious, or are struggling with any personal problems you are always welcome to take time to visit Amanda Betson in her first floor office in the Eden Centre, or to [email](#) her to arrange a chat. Amanda will do her best to help you manage the situation, or will signpost you to the best person for you to work on your troubles with in the future.

Rachel Biltcliffe and Michael Holloway are Safeguarding Leads for Parkside Sixth. We and any other member of the team are available for you to talk to if you have any worries or concerns during your time with us.

### **Tutors**

All students will be a part of a tutor group, where you will meet twice a week for a taught period. These tutor sessions will include content such as careers, health, relationships and general life skills. Your tutor will help you stay up to date with upcoming events and deadlines, but it is also your responsibility to check the bulletin and Teams for this key information.

You will also need to attend a third tutor session each week, which will be dedicated time for writing up your CAS. Your tutor will be there to support you, as well as using this time to have one-to-one meetings with you.

Your tutor will meet with you on a one-to-one basis at least once per term. This will be to check in on your attendance and studies, as well as ensuring that you are OK. If needed, more frequent meetings will be arranged.



Please note that attendance to these sessions is mandatory, and non-attendance to multiple sessions will warrant contact with parents. If you are unable to make the session, you must follow the same attendance procedure as your subject lessons.

### **Financial Support**

#### **Free School Meals and the 16-19 Bursary**

The 16-19 Bursary provides support to help students overcome financial barriers which could affect their participation in education. Students who may be eligible for the bursary include those with a limited household income, students who have been in care, students who receive income support etc. The funding given to you can be spent on transport, living cost, trips, course equipment and much more. If you feel you may be eligible or you have received free school meals in the past, it's always worth applying. Please see Jo Cesaro to collect an application form

#### **Post 16 Education Transport (Subsidised/Free)**

Financial support will only be available for students living in low income households who meet the Council's qualifying criteria. Further information is available [here](#).

#### **Annual Student Bus Passes**

Annual passes allow students at school, college or university to enjoy unlimited travel on Stagecoach East buses within their chosen zone. You can now buy a bus pass for 2023-24 [here](#). Find out about their Youth ticketing range [here](#).

#### **Cycle Allowance**

A termly allowance, currently £40 per term, may be payable to students who are entitled to free or subsidised transport, but use a bicycle to travel to school/college instead. Forms must be filled out at the end of each term. Forms can be collected from the Eden Centre office. More information can be found [here](#).

#### **Further resources**

There are lots of websites and services that give discounts to students; here are a few to get you started!

- [Student Railcard](#) discounts
- Sign up with your school email address to [StudentBeans](#) and [UniDays](#) to receive discount codes for popular brands
- [SavetheStudent.org](#)

For any other questions you have once term has started, please do not hesitate to ask us. Jo Cesaro in the ground floor Eden Centre office can usually answer any questions, and if not, she can always direct you to the right person.



## **Parkside Sixth Enrolment Confirmation**

I understand that I am now making a commitment to join Parkside Sixth, and confirm that I have rejected all other offers.

I also recognise that my parents/carers are an important part of my education and authorise Parkside Sixth to continue contact with them once I become 18 years of age if they have any concerns about my education or wellbeing.

I agree to follow the expectations set out in the Enrolment Document including those relating to attendance, behaviour and communication.

I \_\_\_\_\_ (please print name) enrol at Parkside Sixth with the subjects discussed today.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_