



Welcome to Adams College. We're pleased that you chose to study here and hope you will make the most of all opportunities presented to you.

This handbook will outline what you can expect in the next two years of your academic journey. We work closely with all students, guiding you to reach potential in exams, and ensuring that you are well-informed about your future beyond A Levels.

The sixth form team includes:

Spencer Radford – Assistant Headteacher of Thomas Adams School, with responsibility for college

Julie Squire – Key Stage 5 Manager

Liam Allen – Senior Tutor

Samantha Evans – Student Services Manager

Rebecca Kinnon – Examinations Officer and UCAS coordinator

Donna Partridge – Student Mentor

Terri-Ann Plant – College Counsellor

Claire Philpott – Special Educational Needs teacher

Our tutor team are all A Level specialists with a wealth of experience with post-16 students. Their expertise is invaluable, from advising about university applications to help with planning a gap year! Our structured pastoral programme, delivered by your tutor, will introduce you to local, national and international opportunities, preparing you for the competitive world outside Shropshire!

Our Year 12 Tutors

Kerry Davies - English Literature

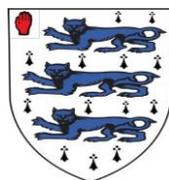
Kate Betts - Psychology

Paula Edwards - Sociology

Tom Cuthbert - Physics

Louise Evans - Biology

Jamie Daniels – Health and Social Care



Our Year 13 Tutors

Simon Moss - Business Studies

Amanda Lingen – English

Catherine Sheffield-Kelly – Biology

Rachel Wycherley – Chemistry

Nicola Azzolina – Art

Michael Buckley – Maths and Further Maths

Rebecca Heywood – Music

Aimee Ingham – Music

Lee Williams – History

Lea Winter - Geography

We wish you a happy and fulfilling time at Adams College. If there is anything you need, do ask. We're all here to help you.

The College Day

08.45	Registration
09.05	Period 1
10.10	Period 2
11.10	Break
11.30	Period 3
12.35	Period 4
13.35	Lunch
14.20	Period 5
15.20	End of the college day



Registration

The college day begins at 8.45am with your tutor. Attendance at registration is compulsory and a structured pastoral programme within morning registration will be delivered. This programme covers a range of issues such as cyber safety, safe driving, the Prevent strategy, university applications and global awareness. These subjects are discussed in depth and student contribution is much valued.

Independent Study Periods (ISPs)

You will see from your timetable that you have five periods of teaching time for each subject. In addition to lessons, you are expected to complete an additional five hours of independent study for each subject a week and, to this end, you have timetabled Independent Study periods. During these times, you should head to the Study Hub where silent study will help your progress and achieve your target grades. During your Independent Study periods, you should make the most of the time, consolidating knowledge from lessons, revising examination content and completing homework. In the unlikely event that you have no work, you should contact your tutor to ask for additional tasks.

The Study Hub will be supervised by a member of the college team who will encourage you to organise your study time sensibly, working towards your transition to the world of work or higher education.

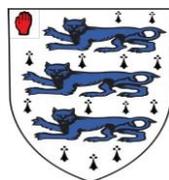
If you find independent study difficult to manage, we will help you to establish a study plan.

If problems persist, we will impose a study programme where you will spend each non-contact period in the supervised study room.

Course Changes

Hopefully you will have made the right choice of subjects at the start of September, but if you change your mind:

- Discuss the proposed change with the subject leader for the course you wish to drop and the one you wish to pick up. Also talk to your parents/guardians about why you feel the change is necessary.
- Discuss the change with Julie Squire. Complete a *Change of Course Request* form (available from the Student Services Office). This form **MUST** be signed by subject leaders of both subjects and parents/guardians and yourself. Finally, if the change is possible, Julie Squire will sign and ratify the change, issuing you with a new timetable.
- It is essential that this procedure be followed. You must not stop attending lessons until the changes are made formally.
- We do not advise you to change courses after **2nd October 2018**.



Attendance

Please ring the college if you are absent for any reason - 01939 237000 or email college@thomasadams.net. If you self-report your absence, you must back this up with a note or telephone call from your parent/carer.

If you know you are going to be absent for a genuine reason such as a university open day or driving theory/practical test, then please let the Student Services Office know beforehand.

Holidays must not be booked in term time because you will miss important lessons. Every lesson counts. Be aware, that if an absence is unavoidable, you must complete a Leave of Absence form available from Student Services for the Headteacher's approval. Unauthorised absences will be recorded and could be referred to in references for higher education institutions, apprenticeships or other employment opportunities.

Driving lessons should not be taken during lessons and part-time jobs must not interfere with the college day.

Term Dates

Autumn Term 2018

PD Days – Monday 3 and Tuesday 4 September

Term starts – Wednesday 5 September

PD Day – Friday 26 October

October half-term hols – Monday 29 October – Friday 2 November

Break up for Christmas – Friday 21 December

Christmas hols – Monday 24 December – Friday 4 January 2019

Spring Term 2019

Term starts – Monday 7 January

February half-term hols – Monday 18 – Friday 22 February

PD Day – Monday 25 February

Break up for Easter – Friday 12 April

Easter hols – Monday 15 April – Friday 26 April

Summer Term 2019

Term starts – Monday 29 April

May Day – Monday 6 May

May half-term hols – Monday 27 – Friday 31 May

Break up for Summer – Friday 19 July



Academic Monitoring

In addition to the formal exam period at the end of Year 13, you will be monitored at regular intervals throughout your two years with us. Your progress will initially be assessed in the Interim Exams in the week beginning 3rd December. You will also have mock exams in April 2019 and January 2020. All results will be communicated to parents/guardians, and you will discuss your results with your tutor in a structured mentoring interview each term. In these one-to-one meetings, you and your tutor will discuss your academic progress and set targets.

Support

We have Terri-Ann Plant, our College Counsellor, who is available to students for counselling and advice. Please see Mrs Evans to make an appointment.

Getting Involved

College Committee - The College Committee is a group of students elected to represent you. We have two representatives from each form group who meet once every half term to discuss our students' experience of college. This group of students also help to plan social events at college, such as the Leavers' Ball.

Student Ambassadors - We have a team of Student Ambassadors who represent us at college events, such as Open Evening and Taster Days. These volunteers are invaluable in helping us to inform and advise prospective students (and their parents). If you would like to be an Adams College Ambassador, please see Mrs Evans in the Student Services Office.

Examination Entries

It is policy to enter all students, free of charge, for all external examinations at college, provided that your attendance is at 90% or higher. Those students who have low attendance will be required to pay for all examination entries. Obviously, any medical absence or extenuating circumstances will be taken into account.

Rebecca Kinnon is the Examinations Officer and any queries about exams should be directed to her. Her office is in the Lamont Centre.

Work Experience

Work experience is a valuable component of the Year 12 curriculum and we strongly advise all students to complete at least one week's placement. Students may also use a study period to gain more regular experience, for instance at Lowe Hill assisting teachers in the lower school.

With greater competition for university places and employment opportunities, relevant work experience is becoming even more essential to strengthen any job or



university application. Furthermore, those considering careers in Medicine, Veterinary, Nursing, Physiotherapy, Teaching, Dentistry, Law or Journalism must have relevant work experience for their university application to be considered.

We will help you to find suitable work experience but it is worth thinking about family or friends with contacts in interesting/relevant fields.

Financial Support

We offer a 16-19 bursary funds for students who may require financial assistance.

Guaranteed Bursary: Young people in care, care leavers, young people in receipt of Income Support or Universal Credit and disabled young people in receipt of both Disability Living Allowance (or Personal Independent Allowance) and Employment Support Allowance will be eligible to receive a guaranteed bursary of £1,200 a year.

Discretionary Bursary: We can use our discretion to make awards in ways that best fit your needs and circumstances. Discretionary bursaries are available to support those facing financial barriers to participation, such as the cost of transport, books and equipment.

If you feel you are eligible for a bursary, we will ask you to fill in an application form on arrival at college in September. Soon after this is submitted, students will be interviewed individually to determine eligibility and to discuss how the money can best be used, according to each student's circumstances and needs.

Please see Liam Allen for more information.

Lanyards

Lanyards are our way of ensuring that all our students are safe, both at college and over at the Lower School. It is essential that staff (and other students) know you are entitled to be on site. You may take the lanyards off if you are going out for lunch but, on site, we insist they are worn, around your neck, at all times. If you come to college without a lanyard, you may borrow a temporary one from Mrs Evans. If you lose your lanyard, you will be expected to purchase a new one.

You may leave the premises for lunch but you must sign in and out in the book outside the Student Services Office, so that we know where you are and that you are safe.

Preparing for Your Future

Students follow a variety of career paths after Adams College and we aim to prepare you fully for this whether you are planning to go to university or entering the workplace.

University/employment may seem a long time in the future, but it is important to prepare well and ensure you are a strong candidate. Competition is fierce.

In March 2019, we will offer you the opportunity to go to the UCAS Higher Education Convention in Manchester where you can attend talks, speak to admissions tutors and gather prospectuses.



At the end of year 12, in July 2019, we will hold a 'Focus on Your Future' Conference Day which will offer comprehensive information and guidance on post-college options, with various universities, both local and national employers and input from ex-students.

We also hold a Career Focus morning with invited speakers, ex-student input and workshops in the spring of year 13, for those not applying to university.

In addition to all this, we will provide talks from a range of training providers. We also provide a Personal Statement/CV workshop in preparation for your university application or job applications, to help you represent yourself in the most positive way.

Enrichment Opportunities

Extended Project Qualification (EPQ) - This is an additional Level 3 qualification. It encourages independent learning and study skills. **You** choose the topic and your EPQ supervisor will guide you through the process of researching, developing and completing the project. You also complete a presentation. Please see Mr Cuthbert for more details.

Music - There are lots of activities to get involved in outside your academic study. The Music Department run many bands, orchestra, choirs and big events like the Variety Show – see Mrs Heywood to find out more.

Sport - We are hoping to develop Sport even more so do let us know if you would like to begin a club. The Fitness Suite at Lowe Hill is free - see Mr Allen to find out more.

The School Production – Our school production will be in the autumn term so there is plenty of time to get involved backstage and at front of house with "Phantom of the Opera". See Mr Ashley to find out more.

Duke of Edinburgh award – please see Mr Cuthbert to get involved.

Driving to College

You must not organise driving lessons during lessons or timetabled Independent Study Periods. You may, however, be absent from college for your driving test or practical exam. Let Mrs Evans know and she will amend your register accordingly.

If you drive to college, you must **not** park in the Stanier Hall car park or on the college yard – these areas are reserved for staff and invigilators. You must also not drive over to Lower School. Student parking is only available at the St Peter's Annexe (Music Block). Permits to park here are available from the Student Services Office. The gates to this car park are locked at 9am every morning and will not reopen until 3pm every afternoon.

In January 2019, we have a presentation from a Road Safety Officer about learning to drive safely.



Code of conduct

We ask that you read (and sign) our College Contract, to ensure that you understand our rules at college. Your form tutor will give you a copy of the contract.

Like us on Facebook to keep abreast of all the opportunities on offer to you. You may also wish to join our LinkedIn alumni, connecting and networking with ex-pupils.