

POST 16 STUDENT HANDBOOK

2026 – 2027



WELCOME

Welcome to Quarrydale Academy Post 16, we hope that your time with us will be enjoyable, memorable and successful! Post 16 education at Quarrydale Academy is an exciting and inspiring time, we hope that with our help, you are able to create the foundations on which your future successes will be built, providing you with the platform to progress to the next stage of your journey.

To support you during your time in Post 16, the student handbook has been put together to help you get to know the Post 16, its procedures and the people who will be working with you on a daily basis. As a senior member of Quarrydale Academy, the expectations of you as a student are high, but in return, your expectations of what your Post 16 experience entails should be equally so. This handbook expands on what these responsibilities and expectations are and will set out all of the relevant procedures that you will need to know about during your time with us.

Please take the time to read through your handbook, it contains most of the things that you need to know and should answer a lot of questions that you may have about the day to day running of Post 16. Please share this information with your parents/carers and make sure you keep the handbook safe.

Mrs Heartfield
Mr West

Key Contacts	
Head of Year- For any concerns or queries regarding students or general Post 16 enquiries.	lheartfield@quarrydale.notts.sch.uk mwest@quarrydale.notts.sch.uk
Reporting an Absence	Post16attendance@quarrydale.notts.sch.uk
SEND Support and Information	senco@quarrydale.notts.sch.uk
Bursary Support	pbennett@quarrydale.notts.sch.uk
General admissions	Post16@quarrydale.notts.sch.uk

KEY STAFF

Head of Post 16: Mr M. West & Mrs L. Heartfield

Mr West and Mrs Heartfield have responsibility for student development and achievement throughout the Post 16.

They work closely with the Post 16 staff, tutors, teachers, students and parents to ensure appropriate guidance, curriculum and opportunities are available for all students.

It is the responsibility of Mr West and Mrs Heartfield to track and monitor all aspects of your progress throughout your time in Post 16, both academically and holistically as young adults. They will also ensure that you are supported to develop and implement a plan to support your Post 18 progression, whether that be in accessing Higher Education, an apprenticeship or employment.

Mrs Heartfield is also the Designated Safeguarding Lead for Post 16 students at Quarrydale and will be the person who works with students, their families and other agencies if concerns arise.

Tutor Team

One of the most important people you will meet in the Post 16 is your tutor. Everyone is part of a tutor group, and your tutor will be your first line of contact throughout your time in the Post 16.

He/she will get to know you as soon as possible and review your progress on a regular basis. Do your best to really get to know this person and make good use of the contact that you will be having. Tutors will arrange individual meetings with every member of their tutor group on a half termly basis to review progress, consider future plans and to discuss any other general issues.

Other Support

During your time in Post 16 there will be lots of opportunities to be involved in extracurricular activities. Students lead the Post 16 Social Committee, who are responsible for arranging a wide variety of events for Post 16 students to be a part of. These include sporting events, fundraisers, performances and social events to name but a few. The Social Committee also provides students the opportunity to give their views and voice any concerns regarding Post 16 through designated student representatives. All students have the opportunity to be a part of the committee and more information will be provided in the first few weeks of the school year.

KEY STAFF

For those of you interested in completing an Extended Project Qualification during your time in Post 16, help will be at hand to support and guide you through this process. More information about the EPQ will be provided once you have settled in to your new study routines.

Students wishing to develop and extend their independent learning skills, research skills and report writing skills to improve their extended writing for longer mark questions and coursework (often required in A Level exams), will also have the opportunity to access support in doing so.

SEND Support

Students with SEND will be supported by the Academy's SEND team in accordance with their individual needs and identified support requirements. Student profiles will be shared with relevant staff to ensure that appropriate and consistent support is provided across the Academy. Exam access arrangements and any assessments or testing required to determine eligibility for these arrangements will be coordinated and addressed by the SEND team.

POST 16 EXPECTATIONS

As a student at Quarrydale Academy Post 16 you are expected to:

- Develop independent learning skills and a strong work ethic, taking personal responsibility for your own learning and organising yourself, accordingly, ensuring you have the correct equipment and resources
- Take responsibility for your personal progress and your future beyond Quarrydale.
- Have individual aspirations and use the help available to achieve these.
- Maintain progress towards your goals and target grades, maintaining effort and commitment to all your courses
- Attend all exams for which you are entered
- Attend extracurricular sessions and activities that will help with your development and progression (including UCAS sessions, university open days, workshops, skill development sessions and work experience and trips, where appropriate).
- Maintain a good punctuality and attendance record, Attend on a full time basis and arrive punctually to all registration periods and lessons. The school day starts at 8.35am and ends at 3pm. You must notify Post 16 of any absences.
- Complete all homework, coursework and assignment tasks within the deadlines set by the subject teachers
- Carry out wider reading and independent study for every subject over and above set homework.
- Behave in a manner which causes no offence or danger to other students or to members of staff. You are role models within the school and should act in a way that reflects this.
- Dress in an appropriate manner in accordance with the dress code
- Contribute positively and purposefully to your Post 16 experience and to our community.
- Access the Post 16 team if you have any problems or need extra support, we are here to help.
- Successfully complete Year 12 in order to progress on to study in Year 13. This requires that students pass all external examinations, coursework, controlled assessments and mock examinations.

POST 16 EXPECTATIONS

As a student at Quarrydale Academy Post 16 you can expect:

- High standards of teaching across all subjects in all lessons.
- The support of staff in all areas of Post 16 life, academic, pastoral and extracurricular.
- Support and guidance to help to make decisions regarding your future beyond Post 16.
- Staff to be approachable and willing to listen to any issues or concerns you may have.
- To be provided with opportunities to take part in extracurricular activities that help develop skills and knowledge essential for your progression beyond Quarrydale.
-

The expectations detailed above are the basis of the learner agreements that are signed by all students and their parents/carers at the beginning of each academic year.

A TYPICAL WEEK

All students will be required to study at least three Level three subjects, with some opting to study four. These can be A Levels, Level Three BTECs or a combination of both. Some students may also be required to re-sit GCSE English and/or Maths if they did not achieve the required Grade 4. Post 16 is run on a fortnightly timetable (Week A and Week B) with 5 x 60 minute lessons each day.

Your timetable will be comprised of the following:

- Up to 8 lessons per fortnight per subject for A Level subjects
- Up to 8 lessons per fortnight per subject for Level Three Btec subjects
- Up to 4 lessons per subject per fortnight for GCSE English and Maths resits
- 2 Personal and Professional Development lessons per fortnight.
- 3 Alternative Learning lessons per fortnight

All students are allocated to a tutor group comprised of students in the same academic as them. There will be a registration period every morning from 8.35am–9am and an afternoon registration period from 12.55pm–1pm which you must attend. This time is crucial as it is during these sessions that we share key information and messages and hand out any documents and letters that need to go home to parents/carers. In morning registration, activities and tasks to support holistic development and future progress are also completed.

Your tutor will also support you by providing information and guidance on the choices and decisions which you will be making relating to applications for university, apprenticeships or employment opportunities, and will meet with you on a one to one basis at least once every half term to monitor your progress and discuss any concerns you may have.

There will be additional compulsory periods known as Alternative Learning Periods, where Enrichment and Personal Development will be undertaken by all students. Every student has three alternative learning periods a fortnight allocated to them and these appear on every student's timetable. These periods are mandatory, but students can choose the activities they undertake to ensure they are beneficial to their progress and development; details of these activities can be found at the back of the handbook.

PPD is also compulsory and will take place every Wednesday during period three.

PPD replaces PSHE in KS5 at Quarrydale Academy and will cover a variety of areas throughout your time in Post 16 ranging from academic tutoring, careers advice, financial awareness and university and work applications, as well as personal, social and emotional development as required by as part of the governments statutory RSE policy.

A TYPICAL WEEK

You will also have the opportunity to achieve additional qualifications such as The Extended Project at other times during the week.

In addition to the 'taught' part of your timetable, there will be additional opportunities to participate in 'enrichment' activities'. More details of the wide variety of opportunities on offer will be highlighted during your time in the Post 16 (e.g. reading pairs, lesson support, peer mentoring, social committee, charity work, work experience, volunteering, mooks). Many higher education courses and employers expect students to have sought relevant experience in their chosen area during their time in Post 16 (e.g. teaching, nursing and medical applications).

Your timetable will also have periods of non-contact time which should be used in a productive way. Study periods should be used to carry out independent study, research, completing assignments and practising practical elements of courses, as well as to complete enrichment activities and getting to know new faces and making new friends.

At no point during lesson times should students be playing games outside the Post 16 area. This not only disrupts lessons elsewhere but also goes against appropriate use of independent study time.

THE COMMON ROOM & STUDY SPACE

Downstairs in Post 16 is the common room, which is a facility provided for you and it should be treated respectfully with any litter placed into the bins provided and furniture left tidily. The common room is an area for socialising but also an area for students to work in, so please be respectful of your fellow students when spending time in here.

The upstairs area of Post 16 is designated study space and noise should be kept to a minimum. The upstairs open area is to be used for work and studying at all times during lesson time, if you are taking a break from studying and wish to socialise with your friends, please ensure you use the downstairs common room.

Please respect the zonal system that is in place throughout the Post 16. Red zones are for silent study; Amber Zones are study spaces where an appropriate level of discussion can take place and Green Zones are for socialising.

THE DRESS CODE

In the Post 16 you will be expected to dress sensibly and in a respectful manner, maintaining a smart and appropriate appearance that would be acceptable to staff and pupils. Clothing should not be of a revealing nature or feature offensive or inappropriate slogans or images.

If your standard of dress is deemed to be outside of our expectations your tutor will speak to you about this, repeated breaches of the dress code will result in a formal meeting.

All students should clearly have their lanyards visible at all times whilst on site.

It is crucial on Health & Safety and safeguarding grounds that all students are easily identifiable.

ADVICE AND GUIDANCE FOR POST 18 PROGRESSION

During the Enrichment/PPD/Tutor sessions, all students are involved in a range of activities and workshops that will provide advice and guidance on all aspects of Post 18 progression, including Higher Education, Apprenticeships and Employment. The purpose of these sessions is to enable you to make informed decisions and to support you in a successful transfer to life beyond Post 16 education.

There will also be workshops and sessions which focus on the development of transferrable skills, such as interview skills, developing communication skills and presentation skills. These skills will be imperative in your future endeavours and will help you to develop in a holistic way.

There are many resources available to students. A range of talks covering specific areas, such as applications, CVs, interviews, specialist careers etc. will be given throughout the year. Information will also be available from the Post 16 team, who are always on hand to answer any questions you may have.

UCAS AND UNIVERSITY APPLICATION

Students who wish to apply to university will be supported throughout their time in the Post 16 to ensure they are well prepared for the higher education application process. Students will work alongside their tutor and outreach teams from the University of Nottingham and Nottingham Trent University to ensure they have access to the information, guidance and support required to make informed decisions about their higher education options.

This support will include guidance on researching universities and courses, the UCAS application process, student finance and funding, and the completion of personal statements. Students will also be encouraged to consider a range of higher education options and make choices that reflect their individual aspirations, interests, abilities and future career goals.

Students wishing to apply for courses with additional entry requirements, including Medicine, Dentistry, Veterinary Medicine, Physiotherapy, Nursing, Social Work, Teaching and other competitive or specialist courses, will receive a bespoke programme of support. This will include guidance regarding additional admissions requirements, entrance examinations such as the UCAT, relevant work experience and any other requirements associated with their chosen course.

A bespoke programme of support will also be provided to students wishing to apply to the University of Oxford or the University of Cambridge. This will ensure that students are fully informed about the application process, entry requirements, admissions assessments, interview processes and any additional preparation required to make a competitive application.

16-19 BURSARY

The 16-19 Bursary fund is designed to help support those young people who face the greatest barriers to continuing in education or training, post-16.

The fund has two elements:

- Bursaries for vulnerable young persons, such as those in care (Vulnerable bursary)
- Discretionary bursaries for young people facing financial barriers to participation in education, such as those entitled to Free School Meals or with a low household income (Discretionary Bursary).
-

Bursary funds are to be used to help pay for costs such as: transport, meals, books and equipment and are paid directly in to the student's bank account on a weekly payment. Payments will only be made to students who adhere to the expectations of Post 16 and will be withheld if there are any issues with punctuality, attendance, behaviours and the completion of work.

A briefing will be held for students on the first day of term.

Further information regarding eligibility criteria can be found online and application forms are available from Mrs Heartfield.

ALTERNATIVE LEARNING ENRICHMENT & PERSONAL DEVELOPMENT

Post 16 is not only about getting academic qualifications. Students need to be prepared to enter the realm of Higher Education and employment and need to develop skills that equip them to do so successfully. These skills include:

- Communication
- Problem solving
- Presentation Skills
- Organisation
- Management and Leadership
- Citizenship
- Resilience
- Confidence
- Initiative
- Teamwork
-

There will be a range of opportunities available that help to develop transferable skills and holistic development (More details can be found at the back of this handbook), As part of the journey through the Post 16 it is important that students not only engage and succeed in their academic studies, but also important that they develop holistic skills that will make them a well-rounded member of society; giving them the best chance to succeed in whatever route they take after the Post 16.

STUDENT LEADERSHIP

Students have the opportunity to play an active role in the leadership of the Academy. The positions of Head Student and Deputy Head Student are elected roles open to students within the Post 16.

Students elected to these positions will take on responsibility for chairing Student Council meetings, representing the Academy at events and supporting other student representatives in their roles. They will also play an important role in ensuring that the views and voices of students across the Academy are heard and appropriately represented.

PPD-PERSONAL AND PROFESSIONAL DEVELOPMENT

All students in years 12 and 13 will take part in PPD lessons once a week, as well as additional time in tutor to cover topics further when required. PPD replaces PSHE in KS5 at Quarrydale Academy, and will cover a variety of areas throughout your time in Post 16 ranging from academic tutoring, careers advice, financial awareness and university and work applications, as well as personal, social and emotional development as required by as part of the governments statutory RSE policy.

PSHE: Personal, Social, Health and Economic Education will be covered in a variety of programmes and activities for all students in Post 16, focussing on the development of knowledge, skills and attributes to keep our students safe, healthy and prepared for the wider world beyond Quarrydale. Details of the PSHE programme can be found on the Academy website. All students in Post 16 will follow a programme that covers the following:

- Health and Wellbeing
- Mental Health
- Financial Education
- British Values
- Citizenship
- Relationships and Sex Education
- Drugs Education
- Careers
- Post 18 progression
- Study Skills
- Employability

SMSC: Spiritual, Moral, Social and Cultural development is the overarching umbrella that encompasses personal development across the whole curriculum. This will be embedded within the Post 16 curriculum at Quarrydale.

MOBILE PHONES/ LAPTOPS/TABLETS

When in the communal areas of the Post 16 building, students are permitted to use their mobile phones, however, they must not be in use when in the main school building and walking through corridors. They should not be used in lessons/registration periods or workshops/extra-curricular sessions you are involved in, unless a member of staff has given permission for this to happen. This also applies to headphones/earphones of any kind. If a student does not adhere to this rule, staff may confiscate items from students in accordance with the whole school mobile phone policy.

We have a range of IT facilities available for students to use, which are all located in the Post 16 building and are accessible to students at all times.

Students may also bring their own laptops/tablets in to school and will be able to connect to the school Wi-Fi system- Details of how to do this will be provided.

POLICIES & PROCEDURES

ATTENDANCE

Full and punctual attendance to lessons and registration is required of all students and failure to comply with the Post 16 expectations regarding this will be taken seriously. Students register in morning and afternoon registration periods and in every lesson they attend.

Every request for a reference that we receive, whether for part time jobs or full time careers, asks us to comment on your record in this regard. Our systems are very precise and enable us to add your exact percentage attendance to references. Potential employers and Higher Education institutions take a very dim view of poor attendance.

All absences must be explained. Any foreseeable absence, such as medical appointments, interviews etc., should be notified in advance by emailing the details of the absence to Post 16 attendance email group (post16attendance@quarrydale.notts.sch.uk) and when possible, your tutor. Any absences due to illness or unforeseen circumstances should also be explained by email to the attendance email group and your tutor on the day these occur.

Please note that driving lessons should not be arranged during school time.

Should you be absent for any reason, students are expected to liaise with teachers directly or via email, in order to obtain and catch up on work missed. In some instances, it may be appropriate for us to send work home where absence may be prolonged.

Consistent absences from specific subjects will be dealt with by departmental and Post 16 staff, and may result in the setting of additional deadlines and targets and a review of subject suitability. If no improvement is made it will be dealt with by the Post 16 team.

General poor attendance will always be dealt with by the Post 16 team, student attendance should be no lower than 95% and is monitored on a weekly basis.

POLICIES & PROCEDURES

ATTENDANCE

If a student's figure falls below 90% the following protocol will be followed:
If there are no extenuating circumstances, the following procedure will be followed:

- Stage 1: Tutor to discuss issue with student and provides feedback to HoY. This will be recorded.
- Stage 2: Phone Call to parents by tutor. Inform HoY. This will be recorded.
- Stage 3: Formal meeting with student and HoY with minutes taken and recorded.
- Stage 4: Formal meeting with student, parents and HoY. A student agreement will be issued, addressing concerns specific to that particular student. Recorded on school system.
- Stage 5: If a student cannot adhere to the student agreement, their position in Post 16 to be considered.

It is crucial that you are on time for all registration periods and lessons, if you are persistently late without valid reason these concerns will be addressed as above.

POLICIES & PROCEDURES HOLIDAYS

Your time in the Post 16 is remarkably short, every lesson matters! We cannot emphasise enough our view that time taken out for holidays at any stage of the year has a detrimental effect on student progress and we do not view requests of this sort lightly.

No holidays should be taken during the summer term as both Year 12 and 13 students will be undertaking formal examinations and rigorous assessments. For Year 13, the result of these will impact their Post 18 choices and for Year 12, these will contribute towards their progression into Year 13, which is not automatic but dependent on results of these examinations and assessments.

Where it is absolutely unavoidable for a family to take a holiday in term time, a holiday form must be obtained from Mrs Heartfield and the request made at least one month in advance of the holiday. Students will be expected to liaise with teachers to catch up on any work missed as a result of taking a holiday in term time.

POLICIES & PROCEDURES

STUDENT UNDER- PERFORMANCE

During your time in Post 16, it is vital that you are maximising all of the opportunities that are on offer to ensure you gain the most successful outcomes at the end of your time with us. This means full participation in all academic and extracurricular activities and consistently exhibiting the appropriate attitude to your studies.

Under performance can include:

- Constant under performance in tests.
- Poor attendance and Punctuality.
- Missing deadlines.
- Failing to complete independent tasks.
- Behaviour that falls below the standard required.
- Failure to follow the mobile phone policy
- Failure to follow the guidance on parking in the school carpark.
- Failure to wear your lanyard
- Failure to adhere to the dress code
- Failing to follow the school IT policy
- Any other cause for concern as indicated by staff.

If any of the above occurs the following procedure will be taken and enforced. Subject issues will be dealt with departmentally, more general issues will be addressed by tutors and the Post 16 team.

After each step there will be a review and feedback of effectiveness (by relevant member of staff / Head of Department) which will be passed to MW/LH. This will allow us to keep relevant logs and monitor performance.

- Stage 1: Tutor/Teacher to discuss issue with student and provides feedback to HoY. This will be recorded.
- Stage 2: Phone Call to parents by tutor/teacher. Inform HoY. This will be recorded.
- Stage 3: Formal meeting with student, teacher/tutor and HoY with minutes taken and recorded.
- Stage 4: Formal meeting with student, parents and HoY. Teacher/tutor will also be invited. A student agreement will be issued, addressing concerns specific to that particular student. Recorded on school system.
- Stage 5: If a student cannot adhere to the student agreement, their position in Post 16 to be considered.

POLICIES & PROCEDURES COURSEWORK AND CLASSWORK

Coursework and classwork are essential parts of your courses. Engagement in lessons is vitally important and students should ensure that when in lesson they are actively participating by asking questions, taking part in group work, completing set tasks, asking for help etc.

For some courses, coursework makes a significant contribution to the final grade you receive. With the support and guidance of your subject teachers, students should complete all coursework and assignments to the best of their ability and in accordance with deadlines.

POLICIES & PROCEDURES

INDEPENDENT STUDY

Level Three study differs from any of the studying you have done thus far, in that there is a greater emphasis on you taking responsibility for your own learning. Of course, subject teachers will provide you with the knowledge and understanding needed to achieve your qualifications and always be on hand to offer additional support, but the most successful students are always those who quickly learn to organise and manage their studies outside of the classroom

All students will be provided with a programme of study for their individual courses that will provide tasks for Directed Independent Learning (DIL).

Some Key Tips for successful Level Three study:

- Plan ahead. Get used to organising your time from the start, create a timetable to help with homework and revision.
- Deal with difficulties as they arise, discuss them with your teacher/tutor as soon as you can and do not leave them until after a piece of work is expected to be completed.
- Use a diary- Make a note of deadlines and any work that you need to complete.
- Catch up with any work you have missed as soon as possible.
- Plan effectively use of non-contact periods to maximise effective learning
- For every hour spent in a lesson, it is advised that you spend at least an hour outside of lesson working on that subject.

POLICIES & PROCEDURES ASSESSMENT

Regular assessments of your progress and commitment to your studies takes place throughout your time in the Post 16. An initial assessment of progress will be carried out by subject teachers after students have completed the first six weeks of their chosen courses. The results will be fed back to Mrs Heartfield and Mr West, if there are any concerns raised at this time, these will be addressed with students on an individual level.

Assessment data is gathered in each term of the academic year through classroom based assessments and mock examinations in January and June and will be sent home to parents/carers, as well as being viewed by Mrs Heartfield, Mr West and your tutors. This will be an important check on your progress and will highlight any concerns. During this process you will set individual targets to aid your progress.

Your progress on Level three courses is matched against your GCSE/KS4 average point score. This is then compared with the national outcomes of similar students who studied the subject over the last 3 years. This provides a VA (value added) Score which considers your progress against similar students nationally with the same KS4 APS.

POLICIES & PROCEDURES SUBJECT CHOICES AND CHANGES

The process by which you have chosen your courses for this year has been a long and thorough one, however, we are well aware that for some of you, there may be a valid reason for needing to change subjects.

Within the first two weeks of the year, changing subjects is possible but you will be expected to justify your reasons for making the change and catch up with any work you have missed. It is not possible to change subjects at a later stage in the year due to the amount of subject content that will have already been delivered, however, we are always happy to discuss your options. It is possible for students taking four subjects to drop a subject and continue to study three but this will need to be discussed with Mrs Heartfield or Mr West.

All year 12 students' subject choices will be reviewed at the end of year 12 to assess suitability for year 13 study.

What should you do if you feel a change is necessary?

It is important to give your original subject choices time as the transition to Post 16 study is not instant and it will take a period of adjustment for all students. If you are unhappy after a few weeks, arrange a meeting with Mrs Heartfield or Mr West to discuss alternative options. It is important to remember that for some students, subject choices can affect your progression beyond your time at Quarrydale, therefore, these decisions should be given careful consideration.

POLICIES & PROCEDURES PARENT/CARER & TEACHER CONSULTATION EVENINGS

At the beginning of the academic year there will be a welcome meeting for Year 12 students and their parents/carers which will provide an overview of what can be expected of students in Post 16 and the policies and processes that we use in the daily running of Post 16.

Parents/Carer consultation evening will occur once during the academic year for year 12 students and twice during the academic year for 13 students. Dates will be provided within the academic calendar at the start of the year, and information will be available on the school website.

The purpose of the evening is to let parents know how students have settled into the Post 16, the progress you are making, discuss your commitment and potential and to build the partnership between us. It is vital to involve students in the discussion, and you are therefore expected to come along too.

POLICIES & PROCEDURES EXAM ENTRIES

Exam entries are paid for by the school for all subjects taken as part of a student's timetable. However, where students' level of commitment is consistently below that expected by the Post 16, you may be withdrawn from the examination and therefore unable to complete your qualification.

POLICIES & PROCEDURES

PAID WORK

Some students will take on a part-time job (evenings or weekends) during their time in the Post 16. Whilst this brings financial rewards and a valuable insight into the world of work, it does come with a warning! Courses post-16 are demanding and require consistent effort and application. If you are applying for part-time employment, you must avoid excessive or late hours. Your priority must be your academic work – the next two years is your chance to prove yourself!

You should be aware from the outset that all the research shows that students who work more than 10 hours per week do not do as well as those who keep a sense of balance.

POLICIES & PROCEDURES DRIVING AND CAR PARKING

During your time in Post 16, many of you will pass your driving tests. If you intend on bringing a car onto the school site you must provide details of your car to Mr West or Mrs Heartfield to allow us to identify the vehicle if necessary.

You must drive with due care and attention whilst on or around the school site.

There is a 5mph speed limit when driving on school grounds which must be adhered to for the safety of all students and staff. Students may park in the back carpark which is accessible by pressing the 'call' button to alert reception, who will open the gate. Under no circumstances should students park in the front car park.

POLICIES & PROCEDURES COMMUNICATION

Once students enter Post 16, they will almost always be the first point of contact when passing on information so please make sure that parents/carers regularly check in with students for any updates.

Information, messages and notices will be circulated to students via their school email account wherever possible. Students are therefore advised to check their email account on a regular basis. The facility to link your school email account to a personal mobile phone is available. Further guidance regarding this process, is available from the IT team.

In some instances, important information will be sent home in letters which will be distributed to students by their tutors and through the MCAS app. As the Academy also uses an online system to notify parents/carers of key dates and information via text and email, please ensure the Academy have up to date contact details.

There are also regular updates on the Academy website and the Academy's Facebook page.

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

Higher Education, Outreach and Extra-Curricular Activities: These vary each year but may include-

The University of Nottingham- Ambition Nottingham

- Ambition Nottingham is a free scheme for students in years 12 and 13 aiming provide support to students as they progress through Post 16 and on to higher education.
- It aims to support entry to The University of Nottingham, or other research-intensive universities, by offering a range of experiences and opportunities that will help you prepare for and progress to higher education.
- The experiences include subject taster days and masterclasses, support with UCAS and personal statements and student finance.
- There will also be the opportunity to apply for a place on one of the university's Summer School schemes.

The Sutton Trust

- The Sutton Trust aims to improve social mobility through education and has so far funded over 200 programmes to help students gain entry to the Russell group universities.
- They work to combat educational inequality and are particularly concerned with breaking the link between educational opportunities and family background, and in realising a system in which young people are given the chance to prosper, regardless of their family background, school or neighbourhood.
- They focus their efforts on three distinct areas:
 - UK Summer School Programme
 - US Summer School Programme
 - Subject Specific Programmes

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

Sutton Trust Summer Schools

- The Sutton Trust Summer Schools offer an opportunity for around 2000 young people each year to try university life. The one week taster courses consist not only of lectures, seminars and tutorials, but also a varied programme of social activities, to give participants an accurate idea of life as an undergraduate at a research-led university.
- Subjects that can be studied as part of the programme are wide ranging and include architecture, Science, Law, Medicine and many more. The following universities host Sutton Trust Summer Schools each year:
 - Durham University
 - University of Bristol
 - University of Cambridge
 - Imperial College London
 - The University of Nottingham
 - The University of St Andrews
 - UCL
 - The University of Warwick

The Sutton Trust-Subject Specific Programmes

- Pathways to Law- Aimed at students who are interested in a career in law, the programme is run at a number of universities across the country with The University of Nottingham and Nottingham Trent University being the closest universities to our location.

The programme includes:

- A range of sessions over two years at the host university, covering a diverse range of topics including choosing and applying to a university, CV and interview techniques, subject-specific revision sessions and workshops on different areas of the law
- E-mentoring from undergraduate law students, provided through the Brightside Trust
- Work experience in the legal sector, at leading law firms, chambers, regional firms and non-profit organisations such as legal advice centres

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

- A residential conference in the summer between years 12 and 13 to give students a taste of life at university and to take part in a range of workshops, debates and lectures
- Pathways to STEM- Aimed at students interested in a STEEM career, the programme is run in partnership with the University of Nottingham.

The programme includes:

- A range of sessions for students, parents and teachers, including tailored education and careers advice; academic classes in STEM subjects and sessions to develop non-academic skills
- A residential summer school
- A work experience placement in a relevant STEM setting;
- The assignment of a mentor

The Brilliant Club- The Scholars Programme

- The Brilliant Club exists to widen access to highly-selective universities for pupils from under-represented groups.
- The programme helps to develop student's research, analytical, evaluation and academic writing skills, all of which are needed for successful higher education study and are skills that universities are looking for applicants to possess.
- As part of the programme, PhD tutors deliver a number of university-style tutorials to small groups of pupils, who then go on to complete a dissertation style assignment.
- The assignment is then graded as a university piece of work would be and students are invited to take part in a graduation ceremony at a university.
- The programme usually run in the Autumn term and in recent years has focussed on the areas of STEM and humanities subjects.

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

Summer Schools

- In addition to the Summer Schools programme that is provided by The Sutton Trust, many universities across the country offer students the opportunity to experience university life as part of their Summer residential programmes.
- University websites will contain all of the information that you need to be able to apply for a programme, applications for Summer Schools usually open in January.
- In previous years, students from the Post 16 have attended Summer School at Northumbria University, The University of Nottingham and Durham University.

The Social Mobility Foundation

- The Social Mobility Foundation (SMF) is a charity which aims to improve social mobility for young people from low-income and underprivileged areas.
- They provide opportunities and networks of support for 16-17 year olds who would like to progress to higher education.
- The areas that they focus on are: Accountancy, Architecture, Banking & Finance, Biology & Chemistry, Business, Engineering & Physics, Law, Media & Communications, Medicine, Politics, and Technology.
- They run many programmes and Summer Schools with their partner universities which help to prepare students for university and to secure the offer of a place to study at degree level.

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

University Open Day

- If you are planning to go to university it is important that you attend as many open days as possible.
- Open days allow you to gather information about the university, the facilities and accommodation. They also allow you to get a feel for the teaching style, atmosphere and location of a university.

We will be visiting the following universities for open days throughout the year:

- The University of Nottingham
- Nottingham Trent University
- The University of Derby
- Lincoln University
- In addition to these, you should also try to attend open days at other universities that you may be considering.
- If a group of students express an interest in visiting a university further afield, it is possible that we can make arrangements for this to happen.
- Open day information, including dates and booking details can be found on university websites and is also displayed in the computer area upstairs.

Subject/Career Specific Sessions

- Alongside visiting university open days, we also encourage you to attend and participate in subject and career specific events that are run by various universities.
- Last year, students attended sessions and taster days based on:
 - Sport at Nottingham Trent
 - Teaching run by Bishop Grosseteste University
 - Medicine at the University of Nottingham
 - Physics at the University of Nottingham
 - Health and Social Care at Bishop Grosseteste University
- More information on these events will be provided throughout the year.

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

Outreach Sessions

- Throughout your time in Post 16 we will be visited by a number of external organisations.
- These will include universities and other education providers, apprenticeship providers, industry providers, student finance, one of the major banks, charity organisations, unions and individuals from a variety of professions.
- These sessions are for your benefit and provide lots of useful and informative information, therefore, you should ensure that you attend and participate in these sessions.

NCS-National Citizen Service

- Many students may have completed a four week NCS programme at the end of year 11 and will no doubt have had a fantastic time!
- For those who did not get to take part in the experience, NCS are running an additional programme in October half term that you are able to apply for.
- NCS looks fantastic on CVs and UCAS applications and is recognised by universities. It allows you to develop a multitude of essential skills, to try new challenges and to meet new people.
- NCS representatives will be coming in to school to provide more information on the October half term programme.

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

Apprenticeships

- For some students, university is not the only option that will be considered as a progression route after Post 16, and for many, apprenticeships are a great alternative.
- Throughout the next two years, particularly during year 13, we will work closely with West Notts College, Industry providers, ASK apprenticeships and many others to ensure that students wishing to apply for apprenticeships are supported and prepared for the application process.
- Information on the types of apprenticeships available and where to find them will also be available throughout the year.

Work Experience

- For some students, work experience will be a requirement during your time in Post 16.
- This may be a requirement for some students studying Btec level three courses or may be needed for your university applications. Whatever the case, we will help you to secure relevant work experience.
- When applying to university, certain areas of study will require that you have done work experience, these include medicine, nursing, physiotherapy, teaching and social work. Ensure that you research what your course entry requirements are and plan accordingly.

ADDITIONAL OPPORTUNITIES FOR POST 16 STUDENTS

Future Learn

- Online courses in a broad range of subject areas
- Help to support independent study skills and self-direction
- Allows students to develop knowledge beyond subject choices
- All students will complete a course that is of personal interest as part of the tutor programme

The Derby and Nottinghamshire Collaborative Outreach Programme - DANCOP

- DANCOP is a government funded initiative founded to help students from socially deprived areas access Higher Education opportunities and overcome the barriers to educational progress. As a school and Post 16, we work closely with the various strands of the programme to support our students, helping them to develop knowledge and skills for the future.
- They provide skill enhancement-based sessions, Knowledge building sessions, careers advice and guidance and a wide variety of trips and visits for students.

EXTRA-CURRICULAR & ENRICHMENT OPPORTUNITIES

These vary each year but may include:

Supporting others within the Quarrydale and wider community.

- Voluntary/Community work
- Befriending
- Social Action Projects
- Mentoring Younger Students
- Buddy reading with younger students

The Post 16 Social Committee

The Post 16 Social Committee is run by our students and aims to organise and encourage participation in a wide variety of social events and activities.

All students are given the opportunity to be a member of the committee and it is hoped there is something for everyone within the activities and events the students organise.

Students on the Social Committee also act as student representatives and are available to listen to any concerns, suggestions or feedback from other students in relation to all aspects of Post 16, which they will then meet with staff to discuss at regular intervals.

Current Social Committee strands are as follows:

- Debate and Current Affairs
- Charity and Fundraising Events
- Arts
- Sports
- Social Events- Christmas party, Y13 leaver's ball, quiz nights, trips, and celebrations.
- Lower school social events such as Disco, Cinema Night

EXTRA-CURRICULAR & ENRICHMENT OPPORTUNITES

The Lessons from Auschwitz Project (LFA Project)

Every year two students are selected to participate in the LFA project, a four part programme designed to increase and develop understanding of the holocaust and its lasting effect on humanity.

Students must:

- Attend an initial orientation seminar
- Participate in a 24 hour visit to Poland where they visit Auschwitz.
- Attend a follow up seminar once the visit has taken place.
- Share their experiences with other students, increasing awareness of the Holocaust, through presentations/assemblies/reports etc.

USEFUL WEBSITES & CONTACT INFORMATION

The following are just a few websites that may prove useful in informing and guiding you towards making the correct choices after your time at Quarrydale.

UCAS – www.ucas.com

This website is essential in helping you make the correct course choices. You can search the 'entry requirements' for Higher Education courses and it has links to all university websites.

Unifrog – www.unifrog.org

This website is a smart search tool for Higher Education and Apprenticeships.

<https://www.prospects.ac.uk/>

Useful information on the careers a degree can lead to.

<http://www.scholarshipsearch.org/>

Information on available scholarships for those accessing Higher Education

<https://www.studentladder.co.uk/>

Information and advice on all aspects of Post 16 study and Post 18 progression, including Higher Education, Apprenticeships and work experience.

<http://unistats.direct.gov.uk>

University comparison website.

www.ukcoursefinder.com

Online survey to ascertain your skills/personal areas of interest and link these to what you might like to study at University.

www.thestudentroom.co.uk

Help and advice about the application process including guidance on writing personal statements plus general facts and figures about UK Universities.

Directgov – www.direct.gov.uk/en/EducationAndLearning

For advice on all aspects of education, learning and student finance.

Indeed – Job search site <http://www.indeed.co.uk/jobs-in-Mansfield>
Employment opportunities in your area.

USEFUL WEBSITES & CONTACT INFORMATION

<https://nationalcareersservice.direct.gov.uk>

Impartial careers advice

National Apprenticeship Service – www.apprenticeships.org.uk

A responsive service for both employers and learners, simplifying the process of recruiting

Apprentices.

<https://visionapprentices.co.uk/>

Current Apprenticeship vacancies and how to apply

www.notgoingtouni.co.uk

Current apprenticeship vacancies and how to apply

Quarrydale Academy – www.quarrydale.notts.sch.uk

For all queries regarding Post 16 issues, please email:

mwest@quarrydale.notts.sch.uk or lheartfield@quarrydale.com