



**Starting at Toot Hill College in
September 2017?**

A Handy Guide!

Welcome to Toot Hill College!

Welcome from Mrs. Sarah Fox – Head of College:

I am delighted to welcome your child to Toot Hill College, and am looking forward to getting to know them and witnessing their development into young adults over the course of their next two years with us. At Toot Hill College we aim to offer all our students the opportunity for a first rate education, alongside an abundance of opportunities which will enable them to grow into confident, well-rounded and happy adults. Above all, this is due to the firm professional relationships established between staff committed to their students, and students committed to their studies. I look forward to working with your child over the course of the next two years, and also to helping them discover and work towards achieving their future aspirations for life after Toot Hill College.

Welcome from Ms. Philippa Coates – Achievement Director for Year 12:

As the summer approaches I want to take this opportunity to introduce myself as the Achievement Director for Year 12 students beginning in September 2017. In this role, my main responsibility is ensuring that your child is happy, supported and successful during their time at Toot Hill College. I am looking forward to working with your son/daughter over the course of the next two years; this is an exciting time in a student's life when they will be making decisions and choices that will shape their future and allow them to go on to achieve their full potential after College. We are committed to ensuring that all students receive the support they need to access the wealth of opportunities available to them here.

Please find included in the booklet below relevant information regarding beginning life at Toot Hill College, including a specific focus on advice for what your child needs to do between now and their **first day at College on Monday 4th September 2017.**

Contents

Part A: What do I need to do before September?

Reminder: What are the Toot Hill College entry requirements?	5
1. How do I enrol?	7
2. What if I don't meet the general College entry requirements?	8
3. What if I meet the general College entry requirements but not the course-specific ones for the courses I have chosen?	8
4. What if I meet both the general College entry requirements, and the subject-specific ones for the courses I have chosen, but want to change courses anyway?	9
5. Summer tasks	9

Part B: Some handy things to know for your first day:

Key expectations at Toot Hill College	11
Who's who?	13
What do a normal timetabled day and week look like?	14
Where are ... ?	15



Part A:

What do I need to do before September?

Reminder: What are the Toot Hill College Entry Requirements?

As discussed at interview, and as included in pages 18-19 of our Toot Hill College prospectus, Toot Hill College has the following entry requirements for all students intending to begin studying with us in Year 12.

General Entry Requirements:

All students who wish to study at Toot Hill College must achieve a grade 5 or above in English Language and Maths GCSEs, and at least 2 B (or 6) grades and 3 C (or 5) grades overall (including English Language and Maths).

Course-Specific Entry Requirements:

In addition to the general entry requirements, there are also course-specific entry requirements for each course that need to be met in order for a student to be able to enrol on that course. The course entry requirements for next year are included for you below:

A Level Courses:

<u>Course</u>	<u>Course-specific entry requirement</u>
Art and Design	A Grade B in GCSE Art and Design
Biology	Grade 6 or above in GCSE Mathematics Grades BBC in GCSE separate sciences (grade B in Biology) (if studied separate sciences) Grades AB in GCSE Science double award (if studied core and additional science)
Chemistry	Grade 6 or above in GCSE Mathematics Grades BBC in GCSE separate sciences (grade B in Chemistry) (if studied separate sciences) Grades AB in GCSE Science double award (if studied core and additional science)
Drama and Theatre Studies	A Grade B in GCSE Drama.
Economics	General College entry requirements only.
English (Literature, Language and Combined)	Grade 6 or above in both GCSE English Language and GCSE English Literature.
Geography	A Grade B in GCSE Geography.
Government and Politics	A Grade B in either GCSE History, Geography or Philosophy and Ethics.
History	A Grade B in GCSE History.
Law	General College entry requirements only.

Mathematics	A Grade 6 in GCSE Mathematics.
Further mathematics	A Grade 7 in GCSE Mathematics.
Media Studies	General College entry requirements only.
Spanish	A Grade B in GCSE Spanish.
Philosophy and Ethics	General College entry requirements only.
Physical Education	A Grade B in GCSE PE.
Physics	Grade 6 or above in GCSE Mathematics Grades BBC in GCSE separate sciences (grade B in Physics) (if studied separate sciences) Grades AB in GCSE Science double award (if studied core and additional science)
Product Design	A Grade C in GCSE Product Design.
Psychology	Grades BBC in GCSE separate sciences (grade B in Biology) (if studied separate sciences) Grades AB in GCSE Science double award (if studied core and additional science)
Sociology	General College entry requirements only.
Textile Design	A Grade C in GCSE Art and Design or GCSE Fashion and Textiles.

Vocational Courses:

<u>Course</u>	<u>Course-specific entry requirement</u>
Cambridge Technical Business (Single and Double award)	General College entry requirements only.
ICT BTEC (Single and Double award)	A GCSE ICT qualification.
Sport BTEC (Single and Double award)	A GCSE PE qualification.
Applied Science BTEC (Double award only)	Grades CCC in GCSE separate sciences (if studied separate sciences) Grades BB in GCSE Science double award (if studied core and additional science) Distinction in BTEC Level 2 Science award (if studied)

1. How do I enrol in order to take up my place in September?

- All students wishing to take up their place in September 2017 **must** enrol online.
- In order to enrol online, students must complete the online Toot Hill College enrolment form for Year 12 by visiting the following link:

www.toothillschool.co.uk/enrol
- Enrolment for students beginning Year 12 in September 2017 will **open** on Thursday 24th August 2017 (GCSE Results Day).
- Enrolment for students beginning Year 12 in September 2017 will **close** on Thursday 31st August 2017.
- The first day of Autumn Term for all Year 12 students will be Monday 4th September 2017.
- Students will only be able to enrol if they meet the general College entry requirements, and the course-specific entry requirements for the courses they have chosen to study (see above).

In order to complete the online enrolment form, students will need:

1. **IMPORTANT: You will need to recall the email address you submitted with your application to Toot Hill College.**

This is the email you have received correspondence on since applying and being offered a place.

You need this because a secure link will be sent to this email address during the enrolment process. This is necessary to ensure that all personal data is sufficiently protected and confidential.

If for any reason you cannot recall the email address, visit the same link and there are instructions there regarding next steps.

2. Your full set of GCSE Results – what you achieved in each course.
3. Parent contact information including:
 - Address and postcode
 - Home telephone number
 - Parent mobile number
 - Parent email address

2. What if I don't meet the general College entry requirements?

If you do not secure the general College entry requirements of:

- A 5 or above in English Language GCSE
- A 5 or above in Mathematic GCSE
- At least two B (or 6) Grades and three C (or 5) Grades (including English Language and Maths)

then unfortunately we will not be able to enrol you at Toot Hill College.

All applicants this year are welcome to re-apply next academic year, if they are able to arrange resitting any relevant GCSE qualifications to meet our entry requirements.

Please note that if you are an internal applicant from Toot Hill School lower school, then you will be able to arrange an appointment with the lower school destinations adviser Ms. Farmer, who will be able to offer you further support and guidance on the options available to you going forward. Appointments with Ms. Farmer can be booked through the same link: www.toothillschool.co.uk/enrol and will take place Wednesday 30th August – Friday 1st September 2017.

3. What if I meet the general College entry requirements, but not the course-specific ones for the courses I have chosen?

If you secured the general College entry requirements (see above) but not the course-specific entry requirements for the three courses you have chosen to study then:

- You will still be able to take up a place to study at Toot Hill College
- But you will not be able to take up a place to study on any course for which you have not met the course-specific entry requirements.

You will be able to enrol onto a different course only if:

1. You have met the course-specific entry requirements for this new course.
2. There are available spaces on the new course.

In order to enrol onto different courses you must:

- Visit www.toothillschool.co.uk/enrol
- Select the appropriate answers to the questions, where you will be directed to an appointments system.
- Book an appointment with a member of the College Team to discuss and decide an appropriate change of courses.

4. What if I meet both the general College entry requirements, and the course-specific ones for the courses I have chosen, but wish to change courses anyway?

If you achieve both the general College entry requirements and the course-specific entry requirements but wish to change courses, you will need to:

1. **Wait until the first day of Autumn Term – Monday 4th September 2017.**
2. Then visit the College Reception and pick up an 'Application to change courses' form.
3. Complete this form and hand it back into the College Reception.

Please note that while we will do our best to accommodate any application to change courses, submitting an application to change courses is not a guarantee that this will happen. The application will be considered and approved only if:

- a) The student has met the course-specific entry requirements on the new course they wish to change onto.
- b) There are available spaces on the new course the student wishes to change onto.

5. Summer tasks:

All Year 12 students beginning Toot Hill College in September 2017 are expected to complete a summer task for each of the courses they are studying next year.

It is essential that students complete the relevant course tasks in order to give them a firm grounding in this course from the beginning. Moreover, the summer tasks have been designed to illustrate the type of learning expected at a College level; in particular, students will be expected to work more independently when studying their A Levels and the summer task sets the precedent for this.

Paper copies of the summer tasks were handed out during the College Induction taster lessons. Electronic copies of these summer tasks can also be found on the Toot Hill College website, following these instructions:

- Go to www.toothillschool.co.uk
- Click the 'College Noticeboard' tab
- Click on the 'Induction Day's tab
- Click on the section labelled 'Summer tasks'

If students change their intended course options, they are expected to download the relevant summer task and ensure this is completed by the beginning of term.



Part B:

Some handy things to know for your first
day!

Key Expectations at Toot Hill College

Toot Hill College Ethos:

At Toot Hill College we subscribe to a clear ethos that will enable all students to get the very best out of their time here:

- **Commitment** – We promise committed staff who work exceptionally hard to provide the care and guidance your child needs. This includes the College Leadership Team, your child's College Mentor, and your child's subject teachers. Likewise, we expect pupils to fully commit to their studies while with us, consistently meeting our expectations of full attendance to all lessons, punctuality to mentor time, and applying themselves fully to classwork and homework. Experience has shown us time and time again that hard work, focus and full effort is the best path to great achievement.
- **Consideration** – We take great pride in the pastoral care we offer students at Toot Hill College. Each student is assigned a College Mentor who will remain with them during their time with us; the College Leadership Team is also always on hand to support the wellbeing of your child. Likewise, it is characteristic of our College that our students follow this lead and we expect all students to take great care of and act with consideration towards each other.
- **Community** – Studying at Toot Hill College means being a part of a community; the most successful communities work together with respect and care. We do our best to provide a wealth of opportunities at Toot Hill College, from the Students' Union, to Duke of Edinburgh to the unique Toot Hill Passport. We expect students to seize these opportunities to contribute positively to all aspects of our community. Fundamentally, we want all students to have the confidence and courage to try their best as all success starts with a decision to try.

work hard
STAY HUMBLE
be kind

Toot Hill College Dress Code:

At Toot Hill College we have a professional dress code for our learners, which has been designed to reflect the values of hard work and professionalism we instil in all our students.

The dress code requires students to attend College in smart/casual clothing, which **excludes denim, trainers, t-shirts, shorts, low-cut tops, leggings and sports wear.**

Toot Hill College ID Badges:

In order to ensure that all students are safe on site, all students and members of staff are assigned ID badges at the beginning of each year in September. **These ID badges must be worn by students and staff at all times.**

Toot Hill College Attendance and Absence Procedure:

All students at Toot Hill College are expected to attend morning registration every day, and all their timetabled subject and private study lessons. Attendance to all sessions is crucial for ensuring that your child achieves their full potential while with us. In the case of unavoidable absence, we have a strict attendance and absence procedure:

Absences known about in advance:

For unavoidable absences known about in advance, students must collect a 'Leave of absence' form from the College Reception desk, which must be discussed with, authorised and signed by a member of the College Leadership Team and a parent, before being returned to the College Secretary.

Absences on the day:

If your child is too ill in the morning to attend College on that day, please ring and speak to the College Secretary on 01949 863072 or leave a message. Alternatively, you can email the reason for your child's absence to college.admin@toothillschool.co.uk

If your child falls ill during the day at College, they will need to speak to a member of the College Leadership Team who will authorise their absence for the remainder of the day.

Toot Hill College Passport:

Alongside the academic programmes we offer, Toot Hill College is proud to be able to offer a substantial menu of enrichment and extra-curricular activities. We particularly emphasise the benefits of student volunteering and accredit this within school through the Toot Hill College Passport.

The Toot Hill College passport celebrates and encourages voluntary work through a prestigious Toot Hill Passport Award, given to all students who complete 100 hours of volunteering during their time with us.

Who's Who at Toot Hill College?

College Leadership Team:

We have a committed team of staff on our College Leadership Team, all of whom will play a key role during your child's time with us. Please find below a quick summary of the members of staff on the Toot Hill College Leadership Team, along with their main roles and responsibilities:

<u>Staff member</u>	<u>Role</u>
Mrs. Sarah Fox	Head of College
Ms. Michelle Challoner	Pastoral Lead
Mr. Ben Nelson	Achievement Director – Year 13
Ms. Coates	Achievement Director – Year 12
Ms. Booth	College Secretary

College Mentors:

Each student will be a member of one of eight mentor groups; their mentor will offer guidance and support during their time here through compulsory morning registration time and a compulsory weekly mentor period on a Monday morning. Your child will be told their mentor group during the first day of term in September.

The Year 12 College Mentors next year are:

Mentor group	Mentor	Subject specialisms:	Contact email address:
12.1	Ms. Revagliatte	Psychology Sociology	grevagliatte@toothillschool.co.uk
12.2	Ms. Icgoren	Humanities	ticgoren@toothillschool.co.uk
12.3	Ms. Roberts	Business Vocational courses	croberts@toothillschool.co.uk
12.4	Mr. Hudson	ICT	chudson@toothillschool.co.uk
12.5	Mr. Clohesy	Maths	aclohesy@toothillschool.co.uk
12.6	Mr. Walters	Product Design	rwalters@toothillschool.co.uk
12.7	Ms. Britton	Drama	mbritton@toothillschool.co.uk
12.8	Ms. Dashpande	Science	ndashpande@toothillschool.co.uk

What do a normal timetabled day and week look like?

Toot Hill College timetable of the day:

8.25am – 8.45am	Compulsory registration in mentor groups.
8.45am – 9.30am	Period 1
9.30am – 10.15am	Period 2
10.15am – 11.00am	Period 3
11.00am – 11.15am	Break
11.15am – 12.00pm	Period 4
12.00pm – 12.40pm	Period 5
12.40pm – 1.25pm	Lunch (Period 6)
1.25pm – 2.10pm	Period 7
2.10pm – 2.50pm	Period 8
2.50pm – 3.30pm	Period 9

- Please note that on a Friday, College – as per the lower school – ends at 2.10pm, at the end of Period 7.

In a normal timetabled week, of a possible 38 periods, your child will have the following timetabled sessions:

- *6 periods for each of the three courses they are studying.*
- *1 period for the weekly compulsory mentor period.*
- *12 periods of timetabled private study, during which students must sign in and complete independent study in the College study rooms.*

With their remaining time, all students are encouraged to participate in the wide range of extracurricular activities available at Toot Hill College.

Where are ...?

Please don't worry about finding your way around when you are here!

All teachers and Y13 students are around to help you find your way – especially in the first few weeks.

In addition, maps are available at the College reception should you need them – and up around the building for the first few weeks too!

For your information:

All courses except those to the right ...	The following courses ... <ul style="list-style-type: none"> - Applied Science BTEC - Biology - Chemistry - Drama and Theatre - ICT BTEC - Physics - Product Design
... take place in the main College building.	... take place in the lower school building due to specific facilities needed for the course.

Thank you for taking the time to read through the information above regarding life at Toot Hill College.

We are delighted that your child has chosen to pursue their education at with us, and look forward to working with them over the coming years. Enjoy the summer holidays and we will see you in September!

Yours faithfully,

Sarah Fox

Mrs. Sarah Fox (Née Graham)

Head of College

Philippa Coates

Ms. Philippa Coates

Achievement Director – Year 12



Reminder of contact details:

Email: college.admin@toothillschool.co.uk

Phone: 01949 863072