

2021-
2022

THE CLARENDON ACADEMY SIXTH FORM: STUDENT GUIDE



Message from the Head of Sixth Form

Dear student,

You have made an excellent decision in choosing to study at Clarendon Academy Sixth Form. I promise you that the teachers and support staff of our school are committed to supporting you as you refine the range of academic and social skills you need to be a success in your future. In my role as Head of Sixth Form, I can also promise that your progress and your welfare will be my priorities for the two years that you study with us.

The next two years will be some of the most memorable and most important years in your life: You will face new and tough challenges in your studies, but you will also become more knowledgeable, more efficient, and more insightful in how you address them. You will encounter new responsibilities and new expectations from the people who surround you, but you will also make new friends and be given every opportunity to prove your potential. You will make pivotal decisions that may affect the rest of your life, but you will also receive support and guidance of the very highest quality. If you value the importance of respect, determination and excellence, your family, your friends, your teachers and – most importantly – *you* will be incredibly proud of what you achieve.

Like the rest of our school, our Sixth Form is shaped by three important principles that I expect every student to aspire to:

Respect: As a school community, we are committed to the ideals of equality and fairness. Our students act with kindness towards their peers, the staff of the school, their parents, and the members of our local community. They aim at all times to adhere to the standards for behaviour, attendance and academic performance set out by the leaders of the school.

Determination: Our students recognise and celebrate the value of hard work. They aim to achieve their very best in whatever task they apply themselves to, whether this be a science experiment, an essay, or a sporting competition. They appreciate that student life can present a number of challenges, but they embrace these as an opportunity to grow and develop.

Excellence: Through their commitment to respect and determination, our students achieve high standards in academic, sporting and community- or charity-based endeavours. Every student in our school aims to secure a future where they can be happy, successful and make a positive contribution to society.

The Sixth Form tutors, teachers, support staff and I are here to listen to you, guide you, and support you. Your voice is valuable: Whether it be a problem, an idea, a solution, a worry, a question or even a compliment, please don't hesitate to share it with us.

I look forward to seeing you succeed in your studies and thrive in our community.

Best wishes,

Mr Mike Griffiths

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Section A: Meet the Sixth Form Leadership Team

Head of Sixth Form: Mr Mike Griffiths

Email: mlg@clarendonacademy.com

I grew up in Maesteg, a small town in South Wales, and attended Maesteg Comprehensive School. I studied English Literature, Geography, Biology and French at A-Level before leaving home to study Geography at Oxford University.

At the end of my degree, I spent a year travelling and working in New Zealand and Australia. I have also travelled to China, Tibet, Nepal, Iceland, Norway, Italy, Germany, France – and a whole host of other places.

I began my teaching career at Clarendon as a Newly Qualified Teacher in 2010. Although I originally taught Geography and Sociology, I transferred to English in 2014 and took up the role of Head of English in 2016. I am fiercely proud of the students at Clarendon and I am committed to making the Sixth Form an outstanding place to learn for all students.

Deputy Head of Sixth Form (Tutor Programme and Attendance): Dr Claire Hidalgo-Curtis

Email: ceh@clarendonacademy.com

I am a local, having grown up in Warminster and attended the local comprehensive, Kingdown school. I studied Biology, Chemistry and Home economics at A-level before heading off to the University of Surrey to study Molecular Biology. As part of my degree, I did a year in industry gaining valuable experience at the Forensic Science service in Birmingham.

At the end of my degree, I joined Salisbury NHS trust where I trained to be a clinical scientist, diagnosing genetic disorders. After 2 years, I decided I wanted to begin a career in scientific research and joined a Leukaemia Research team looking at the genetics behind the causes of leukaemia. Working for the University of Southampton, I undertook a PhD and then continued to study as a postgraduate research scientist.

In 2015, I began my career change into teaching starting initially as a Primary teacher at a local Trowbridge Primary school. Despite loving teaching, I realised I my passion for science was still strong and so, in 2018 I joined The Clarendon Academy as a Science Teacher.

As a local, I want to inspire our students showing them that they really can achieve their aspirations if they work hard. I am dedicated to helping them accomplish their goals and will work hard with and for them to give them the best experience both academically and pastorally.

Deputy Head of Sixth Form (Intervention and Enrichment): Mrs Francesca Roach

Email: flr@clarendonacademy.com

Growing up on a beef and arable farm in the countryside around Herefordshire, I attended both The Bishop of Hereford's Bluecoat School and Hereford Sixth Form College where I took A Levels in Music, Maths, Further Maths and French.

I decided to make a break for the city life (sort of), and study Music at Bath Spa University followed by my teacher training year. I then stayed in Bath where I worked part time at Hayesfield Girls' School whilst project managing an intergenerational music project for the Diamond Jubilee,

funded by the National Lottery. I then worked in schools in Salisbury, Bath, Stroud and Calne as a music teacher and Head of Music, before coming to Clarendon as Head of Performing Arts in September 2020.

I love teaching music, but also am passionate about developing the whole student, including providing both academic and extra curricular opportunities, and ensuring that all students are fully prepared for the next stages of life, whilst they are with us at Clarendon Academy and beyond.

Mental Health Lead: Miss Toni-Marie Larby

Email: txl@clarendonacademy.com

I grew up in the army town of Aldershot in Hampshire for the first 11 years of my life, when I then moved to Wiltshire and attended Matravers Secondary School. I studied English Literature, History and Media Studies at A-Level and ended up writing 4 personal statements for university (indecisive!) before deciding to spend another year at sixth form studying Psychology and working 2 part-time jobs to save for university. From there, I decided to study BSc Psychology at the University of Southampton.

At the end of my degree, I ventured to a variety of places including Russia, Sweden, Finland, Egypt, Paris and Germany. I then returned home to Wiltshire where I worked as a Teaching Assistant back at Matravers, before deciding to train as a secondary school teacher as I loved the school environment and realised working with young people suited my personality.

I began teaching at Clarendon as a Psychology teacher and within a year progressed to Head of Social Sciences. My passion is the Sixth Form: these are some of the best memories in my life and I believe that as a part of the sixth form team I can assist in students leaving as well-rounded individuals. In 2021, I am proud to take on the role as Mental Health Lead for KS5 to ensure students feel that every support can be offered to them during their time at our Sixth Form.

Sixth Form Administrator: Mrs Lisa Maidment

Email: Imm@clarendonacademy.com

I was born in Dorchester, Dorset, but eventually moved and attended both The George Ward School in Calne and Chippenham College.

I have had a wide variety of roles in the past: For example, I was a Senior Tutor in English, Maths and ICT at an adult training centre in Chippenham, and eventually became the Deputy Centre Manager. However, I have also been a full-time nanny, a private Maths tutor and an exam invigilator.

Outside of school, I enjoy walking and exploring the countryside. I am a real animal lover: I currently own a 15 year old New Forest pony, along with a 2 year old Gypsy cob which I fostered from the Blue Cross centre in Burford. I also have a 7 year old Sprocker and a 15 year old cat.

Section B: Studying in the Sixth Form

Subject Lessons:

You will have nine hours of timetabled lessons in each of your subjects per fortnight (or eighteen hours for double options). It is essential that you attend all of these lessons so that you make progress in your subjects and achieve your potential.

In each subject, you will be given a **two-year learning plan** and an **academic calendar**:

Two Year Learning Plan: This outlines the content and skills you will learn in your lessons across Years 12 and 13.

Academic Calendar: This outlines when each topic / module will be delivered throughout the year, as well as the dates of any assessments, homework tasks and mock exams.

It is important that you keep these documents safe in a folder. Your teachers will refer to them regularly, so you should be able to access them in every lesson.

Personal Learning Checklists (PLCs):

You will receive a **personal learning checklist (PLC)** for each topic or module that you study in each of your subjects. These are a place for you to record your **minimum expected grades (MEGs)** and the progress that you are making.

These documents are very important: they will provide you with a clear reflection of which topics or skills you excel in, and the areas you need to improve in order to succeed in your exams.

It is your responsibility to ensure that they are kept up to date. They will be checked by your teachers and tutors.

Study Sessions:

Alongside your lessons, you will be allocated a number of study sessions across your timetable. These sessions are intended to support you with independent learning outside of lessons and with the completion of homework. Attendance at these sessions is compulsory. They will take place in AG3.

Students who demonstrate that they are capable of managing their time effectively and who are making good progress across the range of their subjects may be rewarded with **flexible study**. Students who qualify for this will have access to AG1 and will be able to choose the periods in which they study. If a student who qualifies for flexible study experiences a decline in the quality of their work or organisation skills, then this privilege may be revoked.

Homework:

You will be set homework on a regular basis by each of your teachers. Homework is even more important at this stage of your education than at GCSE: It will consolidate your learning from class, and help you deepen your knowledge and understanding of the most important topics or issues in

your chosen subjects. You must complete homework to the deadlines set by your teachers and to the highest possible standards. This will be closely monitored by tutors and the Sixth Form leadership team.

Free Lessons:

Each student in the Sixth Form has approximately ten 'free' lessons per fortnight. You are free to decide how you use this time: you can continue to study, relax with friends in the common room, help support an extra-curricular activity, or support a group of younger students in lower school.

For each of your free periods, you must report to AG1 and sign the register kept by Mrs Maidment. Failure to do so will affect your attendance and is considered a tier 1 offence.

Home Study:

The school environment is designed to support independent study. As such, home study periods are only granted under exceptional circumstances and only to Year 13 students after Christmas. Students who believe they may benefit from home study should arrange an appointment to discuss this with Mr Griffiths.

Section C: Tutoring in the Sixth Form

Year 12 Tutor Team:

Ms Louise Currant
Miss Kristine Gaffney
Mr Kurt Williams

lxc@clarendonacademy.com
kag@clarendonacademy.com
kxw@clarendonacademy.com

Year 13 Tutor Team:

Mrs Martina Liggins
Mr Tom Dalby
Miss Toni-Marie Larby

mkl@clarendonacademy.com
tsd@clarendonacademy.com
txl@clarendonacademy.com

Sixth Form tutors have the following areas of responsibility:

1. Overseeing the academic progress of their tutees, including the completion of homework and independent work in study sessions
2. Monitoring the attendance and behaviour of their tutees
3. Supporting their tutees in maintaining good mental and physical health
4. Encouraging and supporting their tutees to engage with extra-curricular activities

These responsibilities are reflected in the weekly programme of activities you can expect to undertake in tutor time. Some of these activities are delivered by tutors, whereas others are completed independently by students:

	Year 12	Year 13
Monday	Assembly	Attendance and Homework Review
Tuesday	Careers	Careers
Wednesday	Wellbeing Wednesdays	Wellbeing Wednesdays
Thursday	Action Groups	
Friday	Attendance and Homework Review	Assembly

One of the newest features of the tutor programme is **action groups**. These provide all our students with the opportunity to pursue a range of extra-curricular interests and activities with the guidance and support of a member of the Sixth Form tutor team. The membership of these groups is drawn from Years 12 and 13; as such, they provide a space in which students can develop wider friendship groups. They also provide an opportunity for all students to demonstrate and develop communication, organisation and team-work skills.

In September, you will be invited to choose an action group that you will attend for the rest of the academic year. The exception is the Student Voice group: Different students are invited to attend this group by Mrs Maidment on a weekly basis.

The action groups for 2020-21 are outlined in the table below:

Group Name	Lead Staff	Aims
Sports and Fitness	TSD	<ul style="list-style-type: none"> • To promote health and fitness amongst the members of the Sixth Form • To facilitate access to sport-based facilities and to organise sporting events and activities for all students
Sixth Form Social	CEH	<ul style="list-style-type: none"> • To organise a range of fun social events for all Sixth Form students
Visual and Performing Arts	KAG and MKL	<ul style="list-style-type: none"> • To promote the value of visual and performing arts throughout the school. • To organise events and activities that celebrate the creative talents of Sixth Form students
Equalities and Diversity	TXL	<ul style="list-style-type: none"> • To ensure the equality of opportunity and experience for all students in the Sixth Form, regardless of their race, ethnicity, sexuality, gender, or religion. • To raise awareness of the challenges experienced by minority groups in the school community
Student Voice	KXW	<ul style="list-style-type: none"> • To review student experiences in the Sixth Form and to gauge student opinions on a range of academic and pastoral issues • To provide regular feedback to MLG on student perception of the Sixth Form

Section D: Attendance and Punctuality

Attendance email address:

6fattendance@clarendonacademy.com

The following rules apply to attendance and punctuality in the Sixth Form:

- All students are expected to achieve an attendance of 95% or above. This is to ensure that you receive the high standard of teaching and support required to be a success in your subject choices.
- You must ensure that you arrive in school at 08:45am for tutor period.
- You must register for each period:
 - If you have a lesson, you will be registered by your teacher.
 - If you have a study session or a free period, you must register with the member of staff supervising in AG3.
 - If you have a lesson at John of Gaunt, you must follow the procedure outlined below.
 - If you have arranged to work or contribute in another area of the school, such as Performing Arts or PE, the teacher supervising you will need to register you or email the member of staff supervising in AG3.
- You are not permitted to leave the school site during the school day, except in exceptional circumstances (e.g. a dental appointment).
- If you are unable to attend school for any reason, you must send a message to the email address above with the details of your absence. If you are unable to send an email, please telephone the school on 01225 762686 instead.
- Your tutor will review your attendance and punctuality on a weekly basis.
- Truancy and poor punctuality is treated as a tier 1 offence. Please see the section on 'Attitude to Learning and Behaviour in the Sixth Form' for details on how this will be addressed.
- If your attendance falls below 95%, you will be required to attend a meeting with a member of the Sixth Form leadership team in which the reasons for your poor attendance will be explored. If you require any additional support in order to improve your attendance, this will be arranged in this meeting.

Holidays:

You **must not** arrange holidays during term time. Such absences will be treated as **unauthorised** and, depending on the degree of subject content missed, may call into question your entry for examinations and jeopardise your place in the Sixth Form.

It is important to note that most references for employers/Higher Education require data about attendance and punctuality. It is therefore essential to maintain an excellent attendance record that we may refer to upon any requests for a reference on your behalf.

Driving Lessons / Driving Tests:

We appreciate that arranging driving lessons and driving tests is challenging given the current lack of availability. However, driving lessons and driving tests should not have an adverse

impact on attendance or your performance in your subjects. As such, students should ensure that they make every effort to book lessons / tests **outside of school hours**.

If this proves to be too challenging, please contact Mr Griffiths to discuss a means of managing this.

Section E: Sixth Form Uniform

We have chosen to adopt uniform in the Sixth Form because it supports our students in maintaining a professional appearance. It also helps to create a more inclusive environment in which individuals are not judged according to the clothes they wear.

The details of the Sixth Form uniform are provided below:

- A Sixth Form blazer (available to purchase from Scholars in Trowbridge)
- A smart shirt or blouse
- Smart trousers or a skirt
- A tie (optional)

Students who study Sport are permitted to wear their Clarendon kit to school on days when they have practical lessons.

Students who participate in the Sports Action Group or other sports clubs are also allowed to wear sports kit on the days when they participate in these activities.

Piercings and dyed hair are permitted in the Sixth Form.

Section F: Senior Student Leaders

The students of the Sixth Form are represented by a team of Senior Student Leaders. The role lasts between term 6 in Year 12 to term 4 in Year 13.

In term 5 of Year 12, you will be invited to apply for a position as a Senior Student Leader.

The role of a Senior Student Leader is focused in three areas:

- Representing the school and the students
- Engaging with the local community and charities
- Improving the quality of student experience in our Sixth Form.

The role includes the following duties:

- Representing the Sixth Form and the school at public events (and via remote media).
- Acting as role models for all other students, especially in regards to the values of respect, determination and excellence.
- Identifying and completing an agreed number of important projects that benefit the whole Sixth Form.
- Acting as a voice for other Sixth Form students.

There are a number of benefits to being a Senior Student Leader:

- It will allow you to make a genuine difference to your school and the Sixth Form
- It will improve your skills, especially organisation, teamwork and leadership
- It looks great on a CV or a university application
- It will provide you with experience to discuss in university and/or job interviews

Please speak with Mr Griffiths if you would like to know more about the role of Senior Student Leaders or the application process.

Section G: Attitude to Learning and Behaviour in the Sixth Form

Sixth Form students are role models to younger students in The Clarendon Academy. You are expected to conduct yourself with kindness, courtesy and integrity at all times.

Our expectations of behaviour in the Sixth Form are based on the same core principles as in Years 7-11, which are outlined in the table below:

Tier 1	Tier 2	Tier 3	Tier 4
<p>We eat in the correct places and put our rubbish in the bins provided</p> <p>We follow the school rules on chewing gum, mobile phones and headphones</p> <p>We wear our uniform correctly and with pride, to show that we are part of the Clarendon community</p> <p>We stay on task in class and try our best in everything we do, including homework</p> <p>We know where we should be and get there on time, especially when travelling to and from John of Gaunt.</p> <p>We bring the equipment we need to school, including books and homework</p>	<p>We accept the decisions of our teachers and other staff and are polite to everyone in the school community, including visitors</p> <p>We try to resolve issues with our peers without fuss, and we do not make situations worse by poor choices</p> <p>We are responsible citizens online and do nothing to cause distress to others or damage the school's reputation</p>	<p>We recognise that everyone in our school community should feel safe and free from threat, and should be able to come to Clarendon without being subjected to offensive behaviour or language</p> <p>We respect that tobacco, alcohol, dangerous items and drugs have no place in the Clarendon community and are not permitted on or near the school site</p> <p>We respect that the school day should run smoothly without interruption, so that everyone can learn and work in a calm environment</p>	<p>We recognise that following Tiers 1, 2 and 3 is a commitment made by all members of Clarendon, and that everyone's place at the school is based upon agreeing to this.</p>

Isolated incidents that represent a failure to follow any of the positive behaviours outlined in tier 1 will be addressed by your subject teachers or your tutor. This is likely to involve a conversation and an agreement about how you will make positive changes to your behaviour.

Repeated failure to adhere to the positive behaviours outlined in tier 1 will be addressed by your tutor. This process will involve the creation of a **conduct agreement**, which will outline the following:

- The changes you should make to your behaviour in order to (a) support your progress, or (b) help you meet the high standards required of all Sixth Form students.
- The evidence required to demonstrate that these changes have been made.
- A timeframe in which these changes are to be achieved.
- Details of a **restorative justice** conversation that you will be expected to have with the member(s) of staff who raised concerns about your behaviour.
- Any additional support that your tutor believes you need.

It is important to realise that this process is intended to support you: The standards of behaviour expected in the Sixth Form are high because we want you to succeed.

If you continue to fail to make improvements to your behaviour, or if the changes to your behaviour prove to be only temporary, then a new conduct agreement will be initiated by Mr Griffiths. Your parents or guardians will be asked to attend the meeting in which this agreement is made. This process will also begin immediately following any failure to adhere to the standards outlined in tiers 2 or 3.

If you fail the behaviour agreement made with Mr Griffiths, or if you behave in a manner that reflects a failure to meet the standards outlined in tier 4, then a final attempt to support you will be made via a panel of Senior Leaders. Your parents or guardians will have to be present at this meeting. Failure to make changes at this stage will likely result in your being asked to leave the Sixth Form.

Section H: Wellbeing and Finance

Health and Wellbeing:

According to recent NHS statistics, one in eight young people aged between 5-19 are experiencing problems with their mental health. At Clarendon Academy Sixth Form, we recognise the importance of maintaining good mental health and endeavour to provide all of our students with appropriate support when they experience mental health difficulties.

Listed below are a number of methods by which you can seek support with your health or wellbeing. Any conversations of a personal nature between students and staff will be treated as private and confidential. Please note, however, that as part of our duty of care, we sometimes have to share student concerns with other relevant members of staff responsible for student welfare. We may also have to inform your parents or carers of the concerns you have raised if we believe this to be appropriate. Any decisions in this regard will be discussed with you.

Your tutor: An important part of your tutor's role is looking after your wellbeing. Speak to them if you have any concerns about your mental health. They will listen to your concerns and help direct you to professional sources of support.

Welfare Hub: Members of the Sixth Form leadership team are available throughout the week to discuss any concerns you might have about your physical or mental health. A list of available dates and times is visible in the AG foyer and is also available via tutors.

Help Box: If you would like to make the Sixth Form team aware of any problems or issues that you are experiencing (or that are being experienced by a friend / another student), you can drop a note into the help box located in the AG toilet. These notes can be anonymous. Please be aware, however, that we will only be able to respond to you personally if you include your name on the note.

6fhelp: If you need to speak to someone about any concerns or problems, you can email 6fhelp@clarendonacademy.com. In term time, a member of the Sixth Form team will contact you within 24 hours to arrange a time and a place to talk.

You don't need to say what it is about in the email—you can simply write 'I need help'. You can also specify if you'd like to speak to a male or female member of staff.

Please note that the 6fhelp email is not monitored during school holidays. If you require help or support during these times, please contact one of the external agencies listed below.

External Help: If you would rather seek guidance and support outside of school, then please contact your doctor and make an appointment. A range of charities also provide mental health support to young people. A selection of these charities and their websites are provided below:

Name: Kooth

Website: kooth.com

Name: Get Self-Help

Website: getselfhelp.co.uk

Name: Mind

Website: mind.org.uk

Name: Young Minds

Website: youngminds.org.uk

Managing Part-Time Work and Study:

If you have a part-time job, you are strongly advised to limit your working hours to 8 hours per week. Working for more than this is likely to have a negative impact on your progress in the Sixth Form. **All employers have a duty of care to their young employees to ensure that the time they spend in work does not impact negatively on their studies.**

If you feel that your employer is pressurising you to work too many hours, or if you are unhappy about the way you are being treated, please discuss this with your tutor or Mr Griffiths. We are happy to speak with your employers on your behalf. Please be reassured that this will be done in a professional manner: We will not seek to compromise your relationship with your employer, although we may make them aware of how you are finding it difficult to manage your work and study commitments.

16 - 19 Bursary Fund Scheme:

The 16-19 Bursary Fund provides financial support to students in Sixth Form who experience financial barriers to their continuing involvement in education.

You may be eligible for financial support if you meet any of the following criteria:

- You are in receipt of Free School Meals
- You are Looked After by the Local Authority (In Care)
- You were Looked After by the Local Authority in Year 10 or 11 (Care Leaver)
- You are personally in receipt of Income Support or Universal Credit
- You are personally in receipt of Disability Living Allowance or Personal Independence Payments, as well as Employment and Support Allowance or Universal Credit.
- You are in receipt work/child tax credits

Further information on how to apply for the 16-19 Bursary Fund will be provided at the start of Year 12. If you have any questions or wish to apply, please speak with Mrs Maidment or Mr Griffiths. A copy of the application form is included in Appendix 2 of this Handbook.

Appendix 1: Student Acceptable ICT Use Agreement

I understand that I must use the college ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the college will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password with care – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the college ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the college ICT systems for file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission from a teacher and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of college:

- I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they

involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Appendix 2: 16-19 Bursary Fund Application Form

APPLICATION FOR 16-19 BURSARY

Please return completed forms to Mrs Maidment.

Surname of Applicant: Date of Birth:

Forename:

Address:

Postcode:

Please tick which of the following applies and provide the appropriate evidence with this application. ***Please not that applications will not be considered without the appropriate supporting evidence.***

I am in receipt of Free School Meals	
I am Looked After by the Local Authority (In Care)	
I was Looked After by the Local Authority in Year 10 or 11 (Care Leaver)	
I am personally in receipt of Income Support or Universal Credit	
I am personally in receipt of Disability Living Allowance or Personal Independence Payments, as well as Employment and Support Allowance or Universal Credit.	
I am in receipt work/child tax credits	

Supporting Evidence:

- Confirmation from Local Authority of Entitlement to Free School Meals
- Confirmation from Local Authority of current or previous looked after status
- A copy of Income Support or Universal Credit award notice. This must clearly state your name and confirm you are entitled to benefits in your own right.
- If you are in receipt of Disability Living Allowance or Personal Independence Payments, as well as Employment and Support Allowance or Universal Credit, a copy of your Universal Credit claim from the Department of Work and Pensions. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.
- A letter confirming receipt of working/child tax credits
- Your most recent P60 or proof of annual household income

I certify that the information given is, to the best of my knowledge and belief, correct, and that I understand that the School may make enquiries as necessary to verify the information given. I confirm that I will notify the Local Authority of any change in my circumstances.

Signed: Date:.....

The 16-19 Bursary Fund: Key Points

Full details of the 16-19 Bursary are available via the following website:
<https://www.gov.uk/1619-bursary-fund>

Eligibility

To receive a bursary, the young person must be over 16 on 1st September and under 19 on 31st August in the academic year in which they start their programme of study.

There are two types of award from the Bursary Fund:

Guaranteed Bursary

This group covers young people who are looked after by the Local Authority (In Care), care leavers, and those in receipt of Income Support and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance. The award for this group of young people is up to £1,200 per academic year.

Discretionary Bursary

A Bursary of up to £800 per academic year will be awarded to young people in receipt of free school meals.

Additional Discretionary Bursaries

A Bursary of up to £300 per academic year will be awarded to young people whose parents are in receipt of working/child tax credits.

The 16 - 19 Bursary is designed to help support young people who face financial barriers to continuing in education and training after the age of 16. It is to be used to support the costs of transport, books and equipment.

The payment can be claimed by pupils identifying educational resources/support that they require and then completing a Clarendon Academy purchase order. This must be verified by Mrs Jesson and the school will then place the order.

Data Protection

Information collected and processed by Clarendon Academy complies with and is stored in accordance with the UK Data Protection Act. The information provided on this form will be used to process your application for an award from the 16 - 19 Bursary Fund and will not be shared with third parties other than Government Departments administering the fund centrally and to whom we have to report Management Information as requested.