

# Long Road Sixth Form College

## Parent FAQs

The following FAQs are drawn from the questions asked during our webinars for parents. These can be viewed on our YouTube Channel <http://www.youtube.com/@longroad1499>

### Quick links:

Website – Parents section <https://www.longroad.ac.uk/page/?title=Parents&pid=10>

Policies <https://www.longroad.ac.uk/page/?title=Our+Policies&pid=25>

Absence reporting <https://registry.longroad.ac.uk/absence/>

Proportal <https://galaxy.longroad.ac.uk/ProPortal/>

Exams Information <https://www.longroad.ac.uk/page/?title=Exams+Information&pid=48>

### Attendance

Students are responsible for reporting their absence. They should do so on the website <https://registry.longroad.ac.uk/absence/> for each day they are absent. This will produce an **Explained** absence mark on our registers. We do not **authorise** any absences. **Unexplained absences** are a concern and will be followed up. Students are responsible for catching up work missed through absence, which may involve attending **Plus Time**. Parents are no longer legally responsible for attendance, but we send a weekly email to inform you of any explained and unexplained absences. Be aware that there is a lag between the automated email and the register. Any errors should be corrected via student services. Students with low attendance (85%), without good reason, will risk losing their place at college. **Progression from Year 1 to Year 2 is dependent on good attendance.**

### Punctuality and Transportation

We know students travel great distances to college, and that public transport is a big issue. We are working with the bus companies, the mayor's office and others to lobby for better transport for post-16 students. Some students are eligible for support from the [Local Authority](#) or from the college's own [bursary](#) scheme. Students who are **late** to lessons are expected to **'knock and wait'** and lateness is recorded on the register.

### Homework and Independent Learning

We are moving away from calling **independent work** outside of the classroom 'homework' as students will be expected to take responsibility for learning beyond the completion of set tasks. They will need to prepare for lessons by completing **pre-reading**, and after lessons by consolidating their learning and reviewing notes. Teachers will direct this, but successful students will largely organise their own independent learning. We do not have a

'homework' platform like some schools do. As a rough guide, students should be spending around **12 hours of independent work per week**, increasing nearer to exams.

### **Extra-Curricular and Super-Curricular**

Enrichment is an important part of sixth form life. **Extra-Curricular** activities are excellent for making friends, de-stressing and getting exercise. A list of options is sent out in the **Student Services newsletter** at the start of term. **Super-Curricular** activities are those that support the subject areas. Universities are often keen to hear about these to demonstrate an interest in the subject beyond the syllabus.

### **VESPA**

We use the [VESPA model](#) to support students. It helps us have a shared understanding and language when working with students to improve their progress. There are student workbooks you can purchase to support learning.

### **Progress Audits**

These are the reports that teachers write for students. They are viewable on **ProPortal** and you will be informed when new ones are available. They are brief snapshots of progress and will include a **Working At Grade**, and **Minimum Expected Grade** (based on GCSE average). Students should aim to have the Working At grade at, or above, the Minimum Expected Grade.

### **Progress Reviews**

These are meetings with the Progress Coach. **Progress Coaches** are specialist staff who take group tutorials and meet one-to-one with students. They are trained to deliver career advice and can either give direct advice and guidance, or refer students to more specialist services. They are led by the **Directors of Student Care, Guidance and Progression**.

### **Key Assessments (KA)**

These are milestone assessments that students sit at the same time. They are intended to prepare students for public exams and support good revision practice. They form part of the picture used for **predicted grades** for university. There are seven over two years for examined courses.

### **Additional Learning Support and Access Arrangements**

The additional learning support department consists of Specialist Teachers and Learning Support Assistants. They provide a range of services including assessments of need, quiet

working spaces, one-to-one support, and group sessions. **Access Arrangements** (for exams) is a complex area and you are advised to read the [college policy](#) . Access Arrangements must be based on the student's *normal way of working*. This must be evidenced. The college cannot assess for medical and neurological conditions (such as ADHD) but can assess the learning need relating to such conditions (for example writing and processing speed) that may disadvantage students in exam conditions. Conversely, doctors and other professionals cannot grant access arrangements, but they can inform us of conditions that we can assess further. See the [JCO regulations](#) for full details. Most significant access arrangements have to be applied for to the exam boards (Awarding Organisations), whilst some can be put in place by us (as long as we have evidence), and we are inspected every year to make sure we are complying with the rules.

### **Exams and re-sits**

**A Level courses** are examined at the end of two years and at least 80% of the course is assessed by public exams. The remaining Non-Exam Assessment (NEA) or coursework, will usually be submitted in the second year. A student wanting to retake exams must wait until the following summer, and must take all the exams for that subject. The NEA mark will be carried over and is not resubmitted. **Applied subjects** are modular and continually assessed. Each unit is assessed either by NEA assignments or public exam. NEA can be resubmitted, but there are strict rules around how long students have to resubmit. Exams can be taken in any of the exam periods in **January or June of both years**. Each course will explain to students the assessment schedule and deadlines. If a student fails too many units, they may not be able to continue with the course to the end.

### **Cover and Cancelled Lessons**

Our subjects are very specialised and high level, and our students should be able to work independently on set work without supervision. **If a member of staff is ill**, work will often be set and students expected to complete that work independently. They may not always have a member of staff in the classroom, for the full lesson. Depending on the circumstances, work may be handed out to a class in person, or it may be posted on Teams. The register will be marked either as 'present' or 'working independently' as long as the student has attended the class, or completed the work set. **Longer term teacher absences** will be managed according to circumstance – we may be able to get specialist agency cover, or we will move teaching around within the department to ensure no classes are disadvantaged. We aim to never simply 'cancel' a lesson.

### **Plus Time**

Plus Time is flexible, but timetabled for all students on Tuesday and Wednesday afternoons. Subjects can use it to put on additional teaching or support for students. This might be to go over work again, extend learning to reach higher grades, or to help with independent work. Students who are falling behind may be issued a **Subject Contract** to attend – which means they have to go.

## **'Snow Days' and College Closure**

These will be communicated on local radio and our website. We always aim to keep the campus open for study, but with a huge catchment area, we know that transport to the site may be difficult for some students and staff. In extreme circumstances we will put work on Teams for students.

## **Remote Learning**

Long Road is an *in-person* college, and students are expected to be on site for their learning. Only in the event of full college closure would we have remote learning on Teams. In cases where students are temporarily unable to attend college due to illness or injury, we will work to ensure they can keep up with college work. This may involve posting work on Teams. Students will be expected to go to Plus Time to catch work up.

## **Parent Consultations and contacting college**

We hold two parent consultations per academic year for each cohort. These are online and brief, around 5 minutes, as a check in and update. <https://longroad.schoolcloud.co.uk/> For immediate concerns, please contact the **Progress Coach**, or teacher, directly via email.

## **UniFrog and Careers advice**

We have a dedicated **Careers & Employability Team** to help students plan ahead, whether they are thinking about continuing education, or going into employment. We use UniFrog as a platform to support students <https://www.unifrog.org/about> . Students have an account and can search a range of resources. They can also use the college SharePoint pages <https://longroad.sharepoint.com/sites/CareersAndProgression> We put **Progression Planning** time on the student timetables to acknowledge and prompt this engagement, but they do not have to attend a specific session at that time.

## **Part Time Jobs**

Part time work is highly valuable – it gives students independence and experience. However, it should not interfere with college work – they are full-time students with part-time jobs, not the other way round. We recommend *no more* than **one evening in the week and one day at the weekend**.

## **Behaviour and Discipline**

Poor behaviour is rare at college; after all they are choosing to be students here, but we do have a clear **Code of Conduct and Disciplinary Policy**. Students who decide not to abide by the Code of Conduct risk their place at the college. If you have concerns regarding behaviour, bullying, or student safety, please contact us.