



Professional
Standards

COWLEY
SIXTH FORM COLLEGE

COWLEY
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Cowley Sixth Form Guide for Students & Parents

2026 - 2027

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A message from the Head of Sixth Form



Danny Watkins

Welcome to Cowley Sixth Form College (CSFC). I am delighted to welcome you as you begin this exciting new chapter.

This guide has been designed to provide students, parents and carers with useful information about life at the college, explaining how we work, why we do what we do and how we fulfil our mission of developing truly life ready young people.

Starting sixth form is an important milestone, bringing new opportunities, greater independence and higher expectations. Throughout this journey, we are committed to working in partnership with our students, parents and carers. We firmly believe that the strongest outcomes are achieved when students, families and staff work together with a shared commitment to success.

At Cowley Sixth Form College, students are encouraged to think and act as young professionals. We support them to develop the independence, resilience and confidence they will need for university, apprenticeships, employment and beyond. As part of this approach, we communicate directly with students, helping them to take ownership of their learning and personal development. At the same time, we recognise the vital role that parents and carers continue to play and we value your ongoing support throughout their time with us.

Our dedicated team of Personal Progress Tutors, Guidance Tutors, subject teachers and support staff are all here to ensure that every student is challenged, supported and encouraged to achieve their full potential.

I hope this guide answers many of your questions and helps you feel part of our college community from the very beginning. Should you require any further information or support, please do not hesitate to get in touch.

I look forward to working with you and wish every student a happy, successful and rewarding time at Cowley Sixth Form College.

A handwritten signature in black ink, appearing to be 'D. Watkins'.

Key People

To give you an idea of who is who, and to provide a face to a name, we have listed some of the key people that you will be working closely with during your time at Cowley Sixth Form College.



Danny Watkins

Head of Sixth Form

The Head of Sixth Form provides strategic leadership for the college, ensuring students receive an outstanding educational experience and are supported to achieve their academic, personal and future aspirations. Working closely with staff, students, parents and external partners, they oversee the day-to-day operation of the college, maintaining high standards of teaching, learning, wellbeing and student achievement in line with the college's vision of developing life ready young people.



Nicky Smart

Head of Achievement

The Head of Achievement plays a key role in ensuring every student is supported to achieve their full potential, both academically and personally. Working closely with students, families and staff, they monitor progress, attendance and wellbeing, providing guidance and early intervention where needed to help students overcome challenges and succeed throughout their time at Cowley Sixth Form.



Karen Garner

Y12 Personal Progress Tutor

Personal Progress Tutors (PPTs)

Both year groups are assigned a PPT. PPTs are the first point of contact for students, providing guidance, encouragement and personalised support throughout their time at Cowley Sixth Form College. They monitor academic progress, attendance and wellbeing, helping students to overcome challenges, set ambitious goals and make informed decisions about their next steps. Working closely with parents/carers, subject teachers and the wider support team, PPTs play a key role in ensuring every student is supported to achieve their full potential.



Jo Wilde

Y13 Personal Progress Tutor

Other Staff

Wellbeing Team

Students also have access to our specialist safeguarding team which consists of staff who are trained at a 'Designated Safeguarding Lead' (DSL) level. The wellbeing team is made up of a member of the Senior Leadership team and SENDCo and they are able to ensure that students are fully supported, and appropriate interventions are put in place.

Medical Team

We have a number of staff who are first aid trained to offer medical intervention for students who require additional support. We also have a number of staff who are mental health first aid trained to offer mental health first aid should students require this support.

Mission and Values

Mission for Students:

Our goal is to develop life ready learners — individuals who conduct themselves with confidence, responsibility, and integrity. Central to this are our Professional Standards, which promote independence and autonomy in both thinking and action. Through a focus on attendance, courtesy, meeting deadlines, respecting the college, forming good habits and seeking marginal gains, students build the habits, mindset, and ethical foundations needed to thrive in their personal, academic and future professional lives.

Life Ready Learners

Professional Standards

Learners who are independent and autonomous in their thinking and actions.

Non Negotiable Behaviours

Attend Everything

I commit to attending all subject lessons and wider curriculum opportunities

Show Courtesy

I will practice courtesy by being polite, helpful and respectful at school and beyond. If I am unable to attend a session for any reason, my parent/carer and I will inform the college or a member of staff as soon as possible.

Meet Deadlines

I will complete all independent study, coursework and any other work set within the deadlines provided. If I need help, I will seek it in good time.

Aspirational Behaviours

Respect My College

I will endeavour to take on the responsibility for ensuring that my college performs in the way that I need it to – as a world class institution. With integrity and attention to detail, I will report faults, clean up after myself and support others wherever possible.

Form Good Habits

Through wisdom and a strong work ethic, I will form good habits. I will use these habits to become more independent and autonomous in my learning so that I can leave sixth form life ready.

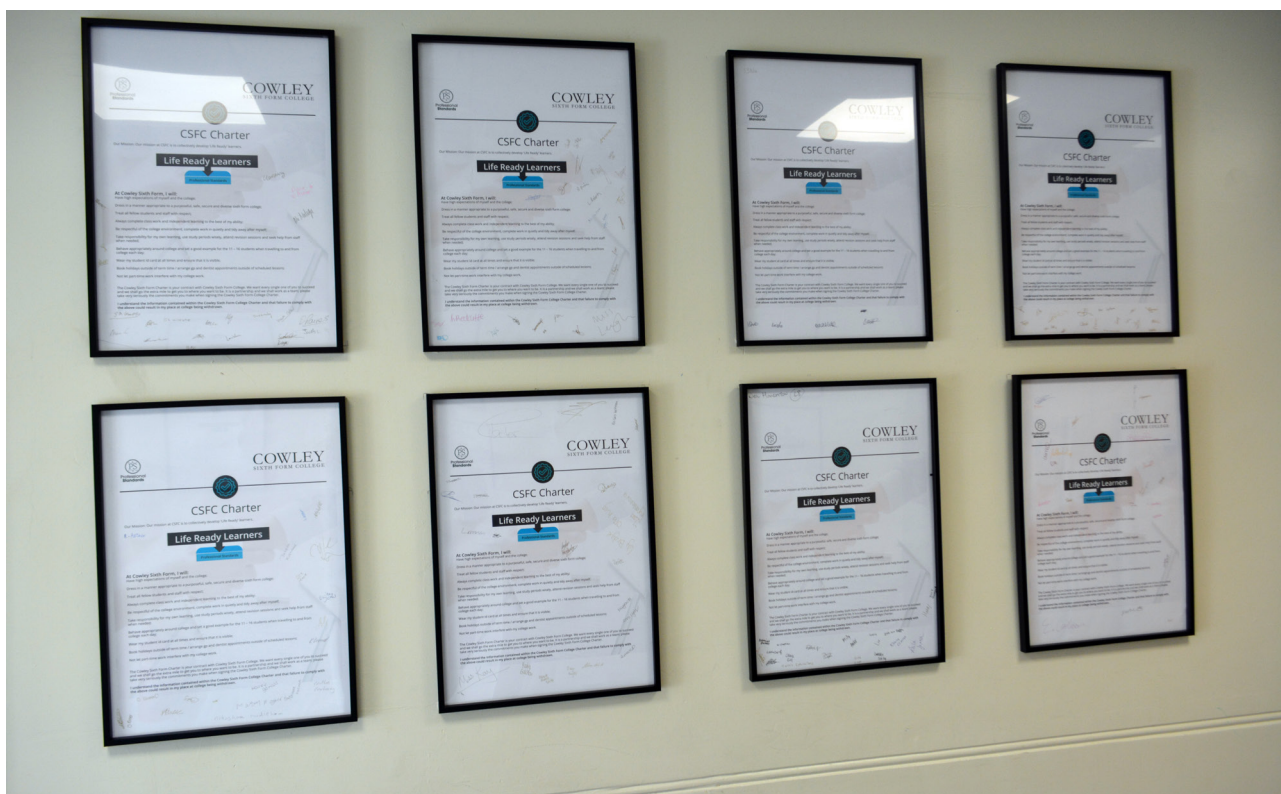
Seek Marginal Gains

I will seek out marginal gains in all aspects of MY journey at Cowley Sixth Form College. I will exercise wisdom in identifying these marginal gains and integrity in actioning them. I will try to support others on their journeys of improvement too.



**Professional
Standards**

Turning words into behaviours – the CSFC Charter



The signed group Charters framed and on the wall in the College building

The CSFC Charter is agreed and signed by all students and is consistently utilised, referred to and reflected upon across the entire curriculum by all stakeholders.

The three non-negotiable behaviours represent the basic requirements expected consistently of all CSFC students.

The three aspirational behaviours are the behaviours we strive towards, and support a student's journey toward mastery, which for us involves becoming self-regulated, autonomous, and independent in both thinking and actions. They are deliberately difficult to promote excellence.

Key Information

Attendance & Punctuality

Excellent attendance and punctuality are fundamental to success at Cowley Sixth Form College. By attending regularly and arriving on time, students maximise their learning opportunities, develop positive habits for the future and make the most of everything college has to offer.

We ask students and parents/carers to work in partnership with the college to ensure attendance remains a priority. Our expectation is that all students achieve 96% attendance or above and maintain 100% punctuality. Attendance and punctuality are monitored closely by each student's Personal Progress Tutor (PPT), with students recognised and rewarded for consistently high standards. Attendance records also form part of references provided for university, apprenticeships and employment.

We understand that, on rare occasions, an absence may be unavoidable, for example, for a hospital appointment, driving test or funeral. Wherever possible, parents/carers should notify the college in advance and provide appropriate supporting evidence to the Sixth Form Reception.

If a student is unable to attend college due to illness, a parent/carer must contact the college before 8:30am by telephoning reception or emailing the student's Personal Progress Tutor. The reason for the absence should be provided, along with an expected return date where possible. Absences should not be reported by students themselves. Parents/carers have 24 hours to authorise an absence before Conduct Points (CPs) are issued.

Holidays should not be taken during term time. Students are expected to arrive at college by 8:40am ready for Period 1 and to be punctual for every lesson throughout the day, including after lunch.

If a student arrives late to college, they should go directly to their lesson, knock on the classroom door and wait to be invited in. The class teacher will record lateness on the register.

Where attendance falls below 96% or punctuality drops below 100%, the college will work with students and parents/carers to identify any barriers and provide appropriate support. Continued concerns may result in the college's disciplinary procedures being implemented and, in exceptional circumstances, a student's place at the college may be withdrawn.

Dress Code

At Cowley Sixth Form College, we expect students to dress in a way that reflects our professional learning environment and demonstrates respect for themselves, others and the wider college community.

As young adults preparing for higher education and the workplace, students are encouraged to express their individuality while recognising the importance of dressing appropriately within a diverse, safe and inclusive college environment. Clothing or accessories that could reasonably cause offence or are unsuitable for an educational setting, including garments displaying inappropriate language or images or clothing that is excessively revealing, are not permitted.



The following items must not be worn on college premises:

- Sliders, flip-flops or Crocs
- Lycra cycling shorts, mini skirts, or dresses and shorts that are particularly revealing
- Cropped tops
- Vest-style tops, including spaghetti or shoestring strap tops, or other tops that expose the shoulders
- Baseball caps, hats or hoods worn indoors

We ask parents/carers to support students in adhering to the dress code before leaving for college each day. Students who arrive wearing inappropriate clothing may be asked to change before attending lessons.

Safeguarding

At Cowley Sixth Form College, safeguarding is everyone's responsibility. We are committed to providing a safe, secure and welcoming environment where all students can learn, develop and thrive. Students, parents/carers and staff all play an important role in helping us maintain this safe environment.

To support site security, every student is issued with a College photo ID badge, lanyard and E-Gate Card, which provide access to the college site and help staff quickly identify members of our community.

As part of the student agreement, students confirm that they understand and will adhere to the following expectations:

- The College photo ID badge, lanyard and E-Gate Card must be worn at all times whilst on the college site.
- The photo ID badge must remain clearly visible to staff and fellow students.
- Students arriving without their ID badge or lanyard will be directed to Sixth Form Reception before entering the building.
- Where appropriate, a one-day temporary pass may be issued. Conduct Points (CPs) will be recorded for missing equipment.
- Students are responsible for keeping their photo ID badge, lanyard and E-Gate Card safe and secure.
- Lost, damaged or misplaced items must be replaced promptly. Replacement charges are £2 for each individual item (photo ID badge, lanyard or card holder) and £10 for a replacement E-Gate Card.

There may be occasions during practical lessons where a teacher asks students to remove their lanyards for health and safety reasons or to prevent distraction. In these situations, students must replace their lanyard before leaving the classroom, including if they leave during the lesson or at its conclusion.

We ask parents and carers to support the college by encouraging students to bring and wear their ID badge, lanyard and E-Gate Card every day. Staff may challenge any student who is not wearing visible identification as part of our safeguarding procedures, helping to ensure that everyone on site can be identified quickly and safely.

Guidance

Guidance is a key part of every student's experience at Cowley Sixth Form College, providing dedicated time for personal development, academic support and preparation for life beyond sixth form.

All students take part in twice-weekly Guidance sessions with their Guidance Tutor (GT). These sessions form an important part of the college timetable and are designed to ensure that every student is well supported throughout their time at Cowley.



'Life Ready' sessions provide opportunities for students to:

- Build positive relationships with their Guidance Tutor
- Discuss any academic, personal or wellbeing concerns
- Receive important college announcements and updates
- Keep informed about upcoming events and opportunities
- Review progress, attendance, conduct and achievement
- Develop the knowledge, skills and behaviours needed to become Life Ready

Alongside Life Ready sessions, students also participate in our Curriculum for Life programme, which equips them with the knowledge and skills to make informed decisions and prepare for their next steps. The programme includes:

- Personal, Social, Health and Economic Education (PSHE)
- Careers education, information, advice and guidance
- Personal development and employability skills

Parents and carers are encouraged to take an active interest in the themes covered through Guidance and Curriculum for Life. By working together, we can support students to achieve their potential, develop confidence and resilience, and make informed choices about their future.

Email

Email is the primary method of communication at Cowley Sixth Form College and plays an important role in ensuring students receive timely information and support. Students are expected to check their college email every day and respond promptly where appropriate.

Subject teachers, Personal Progress Tutors (PPTs), Guidance Tutors (GTs) and other Sixth Form staff use college email to communicate important information, provide academic support, share opportunities and send updates relating to college life.

As students prepare for higher education and the workplace, they are expected to use email in a professional and respectful manner. Every email should reflect the same standards of courtesy and responsibility expected in any formal communication. Students should always consider the content and tone of their messages, remembering that anything sent electronically leaves a permanent record.

Parents and carers can support this expectation by encouraging students to check their college email regularly and to communicate with staff in a polite, professional and responsible manner.

Achieve Periods and Teacher Access Points (TAP)

At Cowley Sixth Form College, we believe that success is built not only through high-quality classroom teaching, but also through dedicated time for independent study and personalised academic support. To help every student reach their full potential, all students benefit from Achieve and Teacher Access Points (TAP) as part of their weekly timetable.

Achieve is a timetabled, supervised independent study session that takes place twice each week. These sessions provide students with a structured, calm and purposeful environment in which to complete independent study, helping them to develop the study habits and organisational skills needed for success at sixth form, university and beyond.

Each week, Achieve provides students with the opportunity to complete at least two hours of focused independent study, allowing them to consolidate learning, complete assignments, revise classwork and prepare for upcoming lessons and assessments.



Every student also has access to TAP, with three dedicated 30-minute sessions each week. These sessions provide additional staff time outside of normal lessons, enabling subject teachers to offer targeted support through one-to-one, small group or whole-class interventions.

TAP is designed to:

- Accelerate student progress and achievement.
- Build confidence and develop students' understanding of their subjects.
- Strengthen positive relationships between students and teachers.
- Provide additional guidance and support for students' wellbeing where appropriate.
- Ensure students receive personalised support at the point it is needed most.

We encourage students to make full use of both Achieve and TAP sessions throughout their time at college. Parents and carers can support this by encouraging regular independent study at home and reinforcing the importance of attending all scheduled support sessions. Together, these opportunities help students become confident, independent learners who are fully prepared for their next steps.

Target Setting & Monitoring

At Cowley Sixth Form College, we set high expectations and provide the support needed to help every student achieve their full potential.

When students join the college, they are set a Minimum Target Grade (MTG) for each of their A Level and BTEC qualifications. These targets are based on prior attainment and provide a benchmark against which progress can be monitored throughout their time at college.

Students are expected to work consistently towards achieving, and where possible exceeding, their Minimum Target Grades. Progress is monitored through a range of assessment opportunities, including classwork, independent study, homework, topic tests, coursework (where applicable) and mock examinations.

Throughout the academic year, students take part in a series of Formal Progress Checks. These provide an overview of academic progress, effort, attendance and engagement, enabling students, parents/carers and college staff to work together to celebrate success, identify strengths and address any areas where additional support may be beneficial.

Where students are not making the expected progress, appropriate interventions and support will be put in place to help them get back on track. By maintaining regular communication between home and college, we can ensure every student is challenged, supported and encouraged to achieve their personal best.

Changing Courses - Swap, Don't Drop

Choosing the right study programme is an important part of a successful sixth form experience. We recognise that, occasionally, students may find that a course is not the right fit once teaching has begun. To ensure students are studying subjects that best suit their interests, strengths and future aspirations, Cowley Sixth Form College operates a 'Swap, Don't Drop' approach.

Students have 42 days from the start of the academic year to review their programme of study and, where appropriate, request a change of course. This period provides time to experience each subject before making a final decision. After this deadline, students are expected to be fully committed to their chosen programme of study.

If a student is finding a subject challenging, they should first speak to their subject teacher and Personal Progress Tutor (PPT). In many cases, additional support and guidance can help students overcome initial difficulties and build confidence.





Where a student feels they may have chosen the wrong course, they should arrange to speak with the Head of Achievement, who will discuss the available options and guide them through the course change process where appropriate. Parents and carers are encouraged to support students in making informed decisions and to discuss any concerns with the college at the earliest opportunity. Our aim is to ensure every student is studying a programme that enables them to succeed, remain motivated and achieve their ambitions beyond sixth form.

Time Management

Effective time management is one of the most important skills students will develop during their time at Cowley Sixth Form College. Learning to organise study time, meet deadlines and balance academic commitments with enrichment activities and personal responsibilities will help students succeed both at sixth form and in their future education or careers.

Students are encouraged to plan their workload carefully, make effective use of independent study time and complete assignments by the required deadlines. Developing strong organisational habits will support students in achieving, and where possible exceeding, their Minimum Target Grades (MTGs).

We recognise that adjusting to the demands of sixth form can take time, and some students may need additional support as they develop these skills. If a student is finding it difficult to manage their workload or stay organised, they are encouraged to speak to their PPT or GT, who will be happy to provide advice, practical strategies and ongoing support.

Parents and carers can also play an important role by encouraging good study routines at home and helping students to balance their academic commitments with their wider wellbeing. By working together, we can help students develop the confidence, resilience and independence needed to become truly Life Ready.

Support

At Cowley Sixth Form College, we are committed to ensuring that every student feels supported, valued and able to achieve their full potential. Whether students require academic guidance, personal support or simply someone to talk to, a wide range of help is available throughout their time with us.

Our PPTs play a central role in supporting students' academic progress and personal development. They can provide advice and guidance on a variety of study skills, including:

- Time management and organisation
- Revision and examination preparation
- Essay writing and extended responses
- Note-taking techniques
- Critical reading and independent learning

Support is available through individual appointments as well as workshops and group sessions that run throughout the academic year, ensuring students have access to the help they need at every stage of their studies.

PPTs also provide pastoral support and are available to discuss any personal concerns that may be affecting a student's wellbeing or progress. They offer a friendly, approachable and confidential first point of contact and can help students access additional specialist support and external services where appropriate.

Students are encouraged to seek support whenever they need it and can meet with their PPT during non-timetabled periods or after the college day. Parents and carers are also encouraged to contact the college if they have any concerns about their child's wellbeing or progress. By working together, we can ensure that every student feels confident, supported and equipped to succeed both during their time at Cowley and beyond.



Printing

To support learning, all students are provided with a printing account and a unique printing code for use with the college printers. Sufficient printing credit is allocated to enable students to print materials required for their studies, including classwork, revision resources and coursework.

Students are encouraged to use their printing allocation responsibly and for academic purposes only. If additional credit is required for educational use, students should speak to their PPT, who can arrange for their printing account to be topped up where appropriate. By using printing resources sensibly, we can ensure that all students continue to have access to the materials they need to support their learning throughout the academic year.

House Keeping

We encourage all students to take pride in the college environment and to use our facilities and resources responsibly. By treating equipment with care and respect, students help ensure that everyone can benefit from high-quality learning resources.

Students are expected to:

- Look after all college IT equipment and report any faults or damage to their subject teacher or PPT as soon as possible.
- Return any laptops borrowed from the on-site laptop trolleys after use, ensuring they are correctly stored and connected to charge ready for the next student.
- Use all college technology safely, responsibly and in accordance with the ICT Acceptable Use Policy.

Parents and carers can support these expectations by encouraging students to take responsibility for the college resources they use. Working together helps us maintain a safe, respectful and productive learning environment for everyone.

Parking

Limited parking is available on site for students who travel to college by car. To help us manage parking safely and fairly, students wishing to use the college car park must register their vehicle and obtain a parking permit from Main Reception.

Students should park only in designated parking spaces and must not use bays reserved for visitors, which are clearly marked with a 'V'.

Parents and carers are asked to support these arrangements by encouraging students to park responsibly and to follow all on-site parking regulations. These measures help ensure the safety of students, staff and visitors while maintaining access for those who need it.

Part-Time Work

Many students choose to take on part-time employment during their time at Cowley Sixth Form College. A part-time job can provide valuable workplace experience, help develop employability skills, increase confidence and independence, as well as offer an opportunity to earn additional income.

While we recognise the benefits of part-time work, it is important that employment does not have a negative impact on a student's education. College studies should always remain the priority. Students must not undertake paid work during timetabled college hours, and we recommend that they work no more than eight hours per week during term time.





Research suggests that students who work up to seven or eight hours per week can often balance employment successfully alongside their studies. However, working longer hours has been shown to have a negative impact on academic performance. Students working 15 hours or more each week have, on average, achieved significantly lower outcomes than their predicted potential - equivalent to around 36 UCAS tariff points, or approximately four grades lower across their Level 3 qualifications.

Parents and carers play an important role in helping students achieve a healthy balance between work, study and wellbeing. We encourage families to regularly review working hours to ensure employment continues to support, rather than hinder, academic success and future progression to university, apprenticeships or employment. Our aim is for every student to enjoy the benefits of part-time work while remaining fully focused on achieving their academic goals and becoming truly Life Ready.

Work Experience

Work experience is an important part of the Cowley Sixth Form College study programme, providing students with the opportunity to develop valuable employability skills, gain first-hand experience of the workplace and explore potential career pathways.

As part of their Year 12 programme of study, all students are expected to complete a work experience placement before progressing into Year 13. Placements allow students to apply the knowledge and skills they have developed in college, build confidence and gain a greater understanding of the expectations of employers and the world of work. The timing, duration and number of placements may vary depending on the courses a student is studying. For most students, work experience takes place during Progression Week in June/July.

Students are encouraged to take ownership of securing a suitable placement, with guidance and ongoing support provided by the college's Careers Team. Advice, resources and practical assistance are available to help students identify opportunities, contact employers and prepare for their placement.

Parents and carers can play a valuable role by encouraging students to begin their search early, supporting them in exploring career interests and helping them make the most of this important opportunity. Together, we aim to ensure every student gains meaningful workplace experience that supports their future progression to university, apprenticeships or employment and helps them become truly Life Ready.

Split Site

Cowley Sixth Form College operates across a split-site campus. To support the safety, security and smooth operation of both the Sixth Form and 11–16 provision, Sixth Form students are not permitted to access the 11–16 campus unless they have a legitimate reason and have received prior approval from the Head of Achievement.

Where permission has been granted, students must follow the college's safeguarding procedures by:

- Wearing their college lanyard and ensuring their photo ID badge is clearly visible at all times.
- Leaving the Sixth Form site via Reception.
- Walking around the campus and entering the 11–16 site through the Gamble Avenue entrance.

These arrangements help maintain a safe and secure environment for all students, staff and visitors across both campuses. Parents and carers are encouraged to support students in following these procedures and understanding the importance of the college's safeguarding expectations.



Leaving Site

As Sixth Form students, learners are trusted to manage their time responsibly and may leave the college site during the day only when they do not have timetabled lessons or other scheduled college commitments, such as Achieve, Guidance or TAP.

Students are expected to ensure they return to college in good time for their next timetabled session.

Parents and carers can support this expectation by encouraging students to use their non-timetabled time responsibly, balancing independent study, wellbeing and other commitments. This helps students develop the independence and personal responsibility that are essential for success in sixth form and beyond.

Cowley Enrich

At Cowley Sixth Form College, learning extends far beyond the classroom. Our extensive enrichment programme is designed to help students develop new skills, pursue their interests, enhance their wellbeing and build experiences that will support future applications to university, apprenticeships and employment.

Academic enrichment opportunities include Excel Hours, where students can access additional subject support, consolidate their learning and work closely with teachers to strengthen their understanding and maximise their achievement. Students can also complete Extended Project Qualification (EPQ), an independent research qualification that develops critical thinking, research and presentation skills and is highly valued by universities.

Alongside this, students can participate in a diverse range of enrichment activities that promote personal development, creativity and wellbeing, including:

- Sport - football, rugby, hockey and more
- Performing Arts - choirs, productions, bands etc.
- Mandarin Chinese - learn a new language
- Student Union - leadership opportunity to be an ambassador for the college and to implement ideas to further improve the student experience at college
- And many more!

Parents and carers are encouraged to support students in engaging fully with the enrichment programme. Participation not only enhances the sixth form experience but also helps students develop confidence, resilience, leadership and the wider skills needed for success beyond Cowley Sixth Form College.

The Hub

The Hub is the central social and study space at Cowley Sixth Form College, providing students with a welcoming environment to eat, relax, socialise and study throughout the college day.

Food and drinks are available to purchase from 8:00am to 2:00pm each day through our cashless payment system. To help maintain a clean, safe and comfortable environment for everyone, any hot food purchased from The Hub must be consumed within the dining area and should not be taken into other parts of the college. Students are expected to dispose of all litter responsibly and leave the area clean and tidy after use.

The Hub also offers comfortable seating for socialising and relaxing, alongside study areas with desks and power sockets, providing an ideal space for independent study.

To support students attending enrichment activities or studying beyond the normal college day, a vending machine is available, offering refreshments throughout the day and into the evening. Parents and carers can support these expectations by encouraging students to use The Hub responsibly and to take pride in maintaining the environment that benefits the whole college community.

The College Day

Monday	Tuesday	Wednesday	Thursday	Friday
8:40am Period 1	8:40am Period 1	8:40am Period 1	8:40am Period 1	8:40am Period 1
9:35am Period 2	9:35am Period 2	9:35am Period 2	9:35am Period 2	9:35am Period 2
10:30am Break	10:30am Break	10:25am Break	10:30am Break	10:30am Break
10:50am Y13 TAP Y12 Life Ready	10:50am TAP Enrichment	10:40am Curriculum for Life	10:50am TAP Enrichment	10:50am Y12 TAP Y13 Life Ready
11:20am Period 3	11:20am Period 3	11:25am Period 3	11:20am Period 3	11:20am Period 3
12:15pm Period 4	12:15pm Period 4	12:15pm Period 4	12:15pm Period 4	12:15pm Period 4
1:10pm Lunch	1:10pm Lunch	1:10pm Lunch	1:10pm Lunch	1:10pm Lunch
1:50pm Period 5	1:50pm Period 5	1:50pm Period 5	1:50pm Period 5	1:50pm Period 5
2:50pm End of Period 5	2:50pm End of Period 5	2:50pm End of Period 5	2:50pm End of Period 5	2:50pm End of Period 5
2:50pm Enrichment	2:50pm Enrichment	2:50pm Enrichment	2:50pm Enrichment	2:50pm Enrichment

	When	What	Why
TAP (Teacher Access Point)	10:50am Monday (Y13 only), Tuesday, Thursday & Friday (Y12 only)	30-minute sessions where students can access additional subject guidance from teachers.	Dedicated staff time extra to lesson to support student on a 1-1, small group and/or class. The purpose of these Access points should Increase student progress levels, Boost feelings of competence, Boost feelings of relatedness and support with wellbeing.
Life Ready	10:50am Monday (Y12 only) Friday (Y13 only)	1 x 30-minute 'Life Ready' session	They provide time to discuss any concerns with guidance tutors, stay up-to-date with upcoming events, receive announcements and review progress, conduct, achievement and attendance.
Curriculum for Life	10:40am Wednesday	1 x 40-minute session	Students engage in a structured programme covering Personal and Social Health Education (PSHE), careers guidance and personal development.
Achieve (Supervised study)	Timetabled	2 x per week.	Achieve provides all students with an additional opportunity to complete over 2 hours of independent study per week, in a structured and productive atmosphere.

The timetable explained

Core lessons

Core lessons are the subjects that students choose to study and form the bulk of all students' timetables. Each subject lesson will sit in a block and students will receive a total of 9 lessons per subject per fortnight.

Achieve (supervised study)

Achieve provides all Year 12/13 students with an additional opportunity to complete more than 2 hours of independent study per week, in a supervised, structured and productive atmosphere.

Work Experience and Volunteering

All students in Year 12 will need to engage in some form of work experience or volunteering work to pass graduation, and the setup of our college day makes booking in these sorts of opportunities easier.

Cowley Enrich / Excel Hours & Teacher Access Point (TAP)

The Cowley Enrich / Excel Hours programme offers a huge range of opportunities for students to get involved in around their core curriculum lessons. TAP creates additional contact points between students and teachers and has been shown to have a significant impact on progress rates of students.

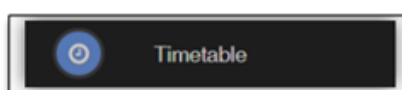


Sixth Form students can join the whole college production which last year was The Addams Family

Where can parents view their child's timetable?

Parents and students can view their timetables on the MCAS App.

The Timetable option is accessible from both the Menu Bar (left) and as a Widget on the Dashboard.



The Widget on the main dashboard will display the timetabled sessions for the day highlighting the current session.

Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	SCI10/A1	Mr A Obenguye	11:11
PM	Tutor Group	10A		12:45
4	ICT	IT10/A1	Mrs J Janice	13:00
5	Science Combi 1	SCI10/A1	Mr A Obenguye	13:55

Click on the More button to open the Timetable page, which will display the Student Timetable for the current week, the previous and future weeks can be viewed as well.

	Sunday 19th Feb	Monday 20th Feb	Tuesday 21st Feb	Wednesday 22nd Feb	Thursday 23rd Feb	Friday 24th Feb	Saturday 25th Feb
AM	10A Tutor Group Mr W Cranston	10A Tutor Group Mr W Cranston	10A Tutor Group Mr W Cranston	10A Tutor Group Mr W Cranston	10A Tutor Group Mr W Cranston		
1	PE10/A1 PE Mr P Oddie			DR10/A10B Drama Mr C Taylor	HE10/A00B Wellness Group Mr W Cranston		
2	SCI10/A1 Science Combi 1 Mr A Obenguye	2	MA10/A1 Mathematics Mr J Marshall	2	SCI10/A1 Science Combi 1 Mr A Obenguye		
3	PE10/A1 PE Mr D Thompson	3	SCI10/A1 Science Combi 1 Mr A Obenguye				
PM	10A Tutor Group Mr R Lewis	10A Tutor Group Mr R Lewis	10A Tutor Group Mr R Lewis	10A Tutor Group Mr R Lewis	10A Tutor Group Mr R Lewis		
4	MA10/A1 Mathematics Mr J Marshall	4	IT10/A1 ICT Mrs J Janice	4	MA10/A1 Mathematics Mr J Marshall	4	SCI10/A1 Science Combi 1 Mr A Obenguye
5		5	SCI10/A1 Science Combi 1 Mr A Obenguye	5	MA10/A10A MA Mr S Williams	5	MA10/A10A MA Mr S Williams



Bromcom

COWLEY

SIXTH FORM COLLEGE

QUICK PARENT SET UP GUIDE

MYCHILDATSCHOOL (MCAS) PORTAL

- 

Visit **www.mychildatschool.com** then click on the **Sign Up** link.
- 

Enter the College's postcode (**WA10 6PN**) or School ID (**16409**).
- 

On next page, enter a **VALID** email address and create a password.
- 

You are now set up and can log in:
<https://vle.bromcomcloud.com>

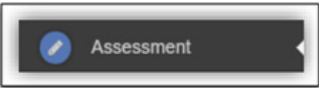


Your password must have:

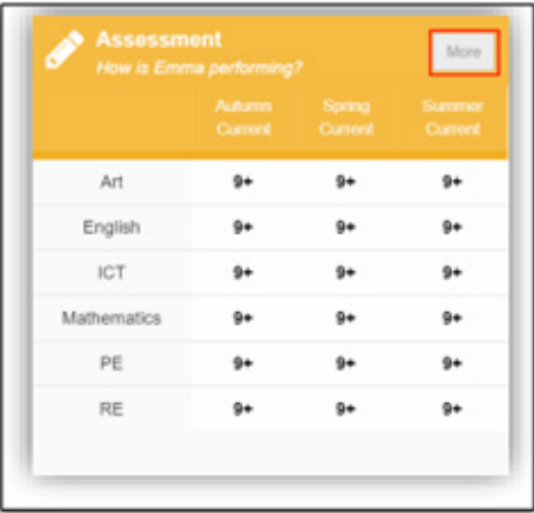
- 8 or more characters
- 1 UPPERCASE character and 1 lowercase character
- 1 numeric character (1 2 3 etc.)
- 1 special character (# \$ % etc.)

How to view PC Assessment Grades via MCAS

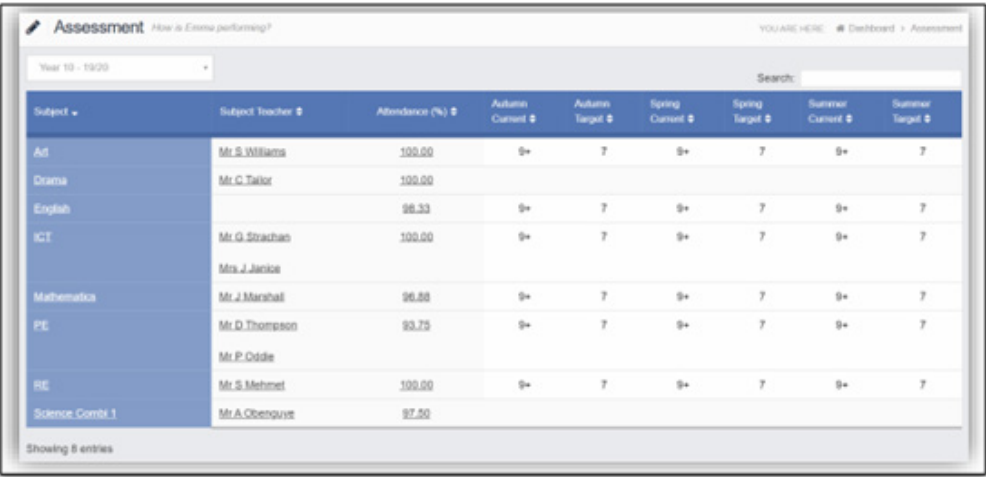
The Assessment option is accessible from both the Menu Bar (left) and as a Widget on the dashboard.



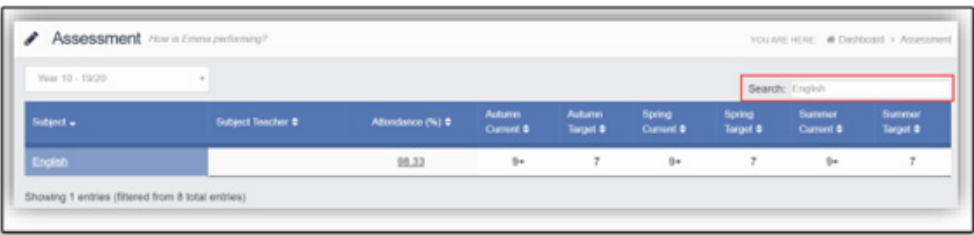
The Widget displays the last six published Assessment grades, click on the More button to open the page.



The Assessment Grades will be displayed and can be ordered in ascending and descending order by clicking on the Up/Down Arrows at the top of each column.



A Search option allows a search to be made on the Assessment Collection, for example, selecting English will list the English grades.



Basic IT information – student access

Email address

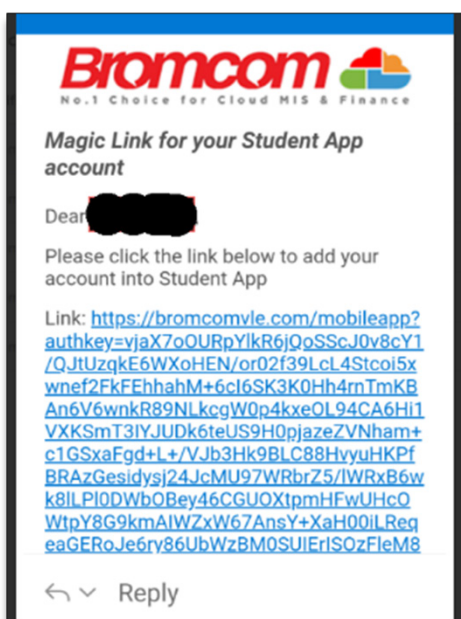
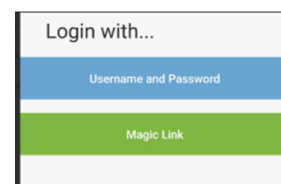
- Student email addresses are the year students started high school, surname and first name initial at cowleysthelens.org.uk. e.g. Y12 - 21bloggsj@cowleysthelens.org.uk; Y13 - 20bloggsj@cowleysthelens.org.uk.
- This will be the address that students use to login to emails on any device.

Mobile phone access

- It is strongly advised that students can access their college emails on their phone. They can do this by installing Outlook from their app store.
- Students will need to ensure that private relay/VPN is turned off as this is not supported.
- It is also recommended that students have installed the OneDrive and Teams app on their phones.
- Students will need to use their college email address and password to log in (the same ones that students use for computer access onsite).

Bromcom Student App

- To add the student app to student phones, please search for “Bromcom Student App”.
- Students will need to select the “Magic Link” (green) button.
- School ID is 16409 and students will need to use their college email address.
- They will need to open their college emails on their phone and click the link to complete sign in.



Assessment Dates

Process of Assessment Year 12

Year 12 will sit 2 Progress Check (PC) assessments across 6 terms. Each PC has a subsequent Assessment Window (AW). A report will be sent to parents detailing student performance after each AW.

The Year 12 Assessment Calendar

Term	Assessment	Assessment Dates	Paper Expectation
1	Diagnostic Assessment	W/C 21/9/26	Light touch - Testing capabilities/aptitude for subject choices
3	PC1 Trial Exam	W/C 25/1/27	1 paper - max 1 hour 30 minutes
6	PC2 Trial Exams	W/C 14/6/27	AS equivalent or constructed paper - 1.5 - 2 hours

Process of Assessment Year 13

Year 13 will sit 3 PC assessments across 3 terms. Each PC has a subsequent Assessment Window (AW). A report will be sent to parents detailing student performance after each AW.

The Year 13 Assessment Calendar

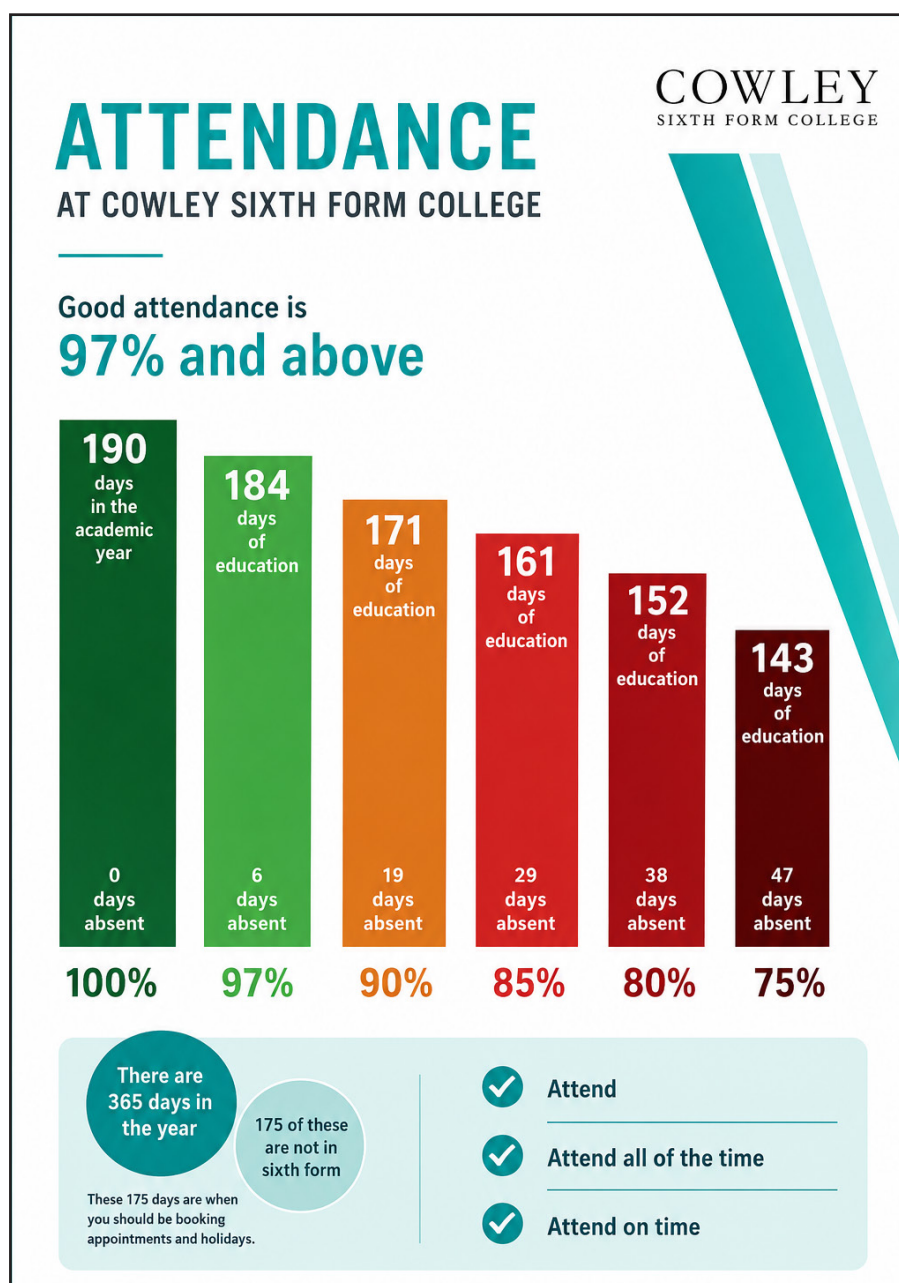
Term	Assessment	Assessment Dates	Paper Expectation
1	PC1 In Class	W/C 12/10/26	1 paper - max 1 hour - 75% Y12 content
2	PC2 Trial Exam	W/C 7/12/26	Constructed or full paper - 1.5 - 2 hours
3	PC3 Trial Exam	W/C 8/2/27	Constructed or full paper. Try to replicate exam length if possible

Professionalism

Attendance

Attendance is our number one non-negotiable behaviour within the college charter for a reason. Like in the professional workplace, we expect good attendance (95%+) from all our students and staff. It is the first step to students' success and our own internal data demonstrates the huge impact that non-attendance has on progress and achievement rates. Good attendance requires mental toughness and we ask students to be self-reflective in their decision making about non-attendance.

Obviously, there are times when absence from college is required. Examples may include illness, injury, religious observance (E.g. two days across an academic year for Eid) or medical appointments, although wherever possible, we ask for these to be scheduled around lessons.



Steps to follow in the case of a student absence

If a student is absent, a parent or carer must notify the college before 8.30am via telephone call. Please call the general College number (01744 678 030) and select option 2. If we do not receive a call about your child's absence, you will receive an automated email informing you that your child currently has an unauthorised absence. You can reply directly to this email to inform us of the reason for absence. In addition to the automated email, you will receive a phone call from the attendance team to query the absence. If the absence procedure is not followed and we do not receive a reason for absence within 24 hours, this will be recorded as truancy and our attendance officer will add -10 truancy conduct points to the student conduct record.

Professional conduct

We utilise a range of systems to support professionalism, whilst also utilising the data to drive conduct related interventions. Below is a summary of the celebration and conduct systems used at CSFC.

The code of conduct system can be found here (see QR code to the right). The code of conduct policy is in place to provide a clear and consistent framework for staff and students in relation to both positive and negative conduct. Our expectations around professional conduct are very high and we model the behaviour associated with a professional workplace through our non-negotiable behaviours.



Workplace habits are essential, and students must have high expectations of themselves, especially with regards to attendance and the submission of work. Several achievement and conduct logs exist, and each is assigned a weighting of points.

Achievement Points

Tier	Description of Achievement	Points	Actioned by
1	Attendance (100% in the week)	+5	Automated
2	Attendance (96% + in the term)	+10	Automated
3	Classroom expectations met and going above and beyond in a lesson	+3	Teaching Staff
4	Above and beyond outside of class - demonstrating the core values of the college.	+1	All Staff
5	Punctuality (100% in the week)	+5	Automated
6	Teacher Access Point (TAP) time attended	+5	Teaching Staff

Conduct Points

Tier	Description of Achievement	Points	Actioned by
1	Behaviour out of lesson	-1	All Staff
2	Disrupting learning in a lesson	-1	All Staff
3	Lack of equipment	-1	Admin
4	Late	-1	Automated
5	Deadline not met	-1	All Staff
6	Missed planned session/meeting/TAP time/Work experience	-5	All Staff
7	Serious breach of college rules	-10	HOA/PPTS/SLG Truancy points only to be logged by PPT's

Tiered Conduct Stages

The tiered intervention process below provides clarity for staff and students whilst also ensuring escalation as points increase. Every 30 points (only 60 points tier 5) students will trigger a tier of intervention.

For PPTs to effectively monitor their students, Bromcom and the Power Bi are available to all staff to monitor the number of conduct points a student receives. This allows immediate action and intervention. The tracker allows the appropriate staff to take immediate and consistent action to ensure the necessary interventions and support are put into place. The tiered stages are escalated through seniority of staff; see below the escalation process. When a student triggers a tiered intervention, the parent, student and PPT will be notified automatically via Bromcom. A meeting will then be arranged with the relevant member of staff. The appropriate interventions and support will then be utilised.

The interventions at each stage can be personalised to each student; however, mandatory interventions are highlighted in the final column of the table.

Tier	Conduct Points	Member of Staff	Meeting / Intervention	Additional Guidance
1	30	NA	Automated message to parents/carers & students	Automatically logged on Bromcom
2	60	PPT*	Meet & log Tier 2 on Bromcom	- PPT Contract issued – logged on Bromcom *If student reaches this tier in term by term 2, HOA to be present for tier 2 meeting
3	90	PPT	Meet & log Tier 3 on Bromcom	Review PPT contract from tier 2
4	120	HOA	Meet & log Tier 4 on Bromcom	- Terminal Agreement Commences - Curriculum review - revocation of subject - HOA Phone call home
5	180	HOS	Meet & log Tier 5 on Bromcom	- Review of Terminal Agreement - Revocation of place at college

As stated above, interventions and support strategies can be tailored to meet the needs of the individual. Some of the support strategies utilised can be seen below:

- Wellbeing interventions
- SEND interventions
- Access arrangements
- Monitoring report
- Late report
- Careers interventions
- Fitness to study
- Terminal agreement
- Additional sessions or lessons
- Regular 1-1s
- PPT interventions
- Aspirations interventions
- Supervised studies
- Excel hours
- Life admin support
- Regular tiered meetings
- Curriculum adaptations
- Timetable adaptations
- Attendance interventions
- HOY interventions
- Teacher interventions

Celebration Systems

We also place a heavy emphasis on celebrating success and various rewards and nominations are available to students:

Weekly

- Code of conduct systems - conduct points, tiered meetings, report monitoring and data analysis
- Celebration – achievement points, badge system (bronze, silver, gold), shout outs
- PPT Culture and A&I meetings to analyse student data on a granular level (both positive and negative)

Monthly

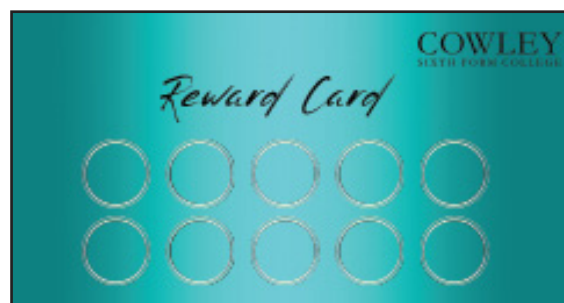
- Student of the Month

Termly

- Celebration assemblies
- Rewards and prizes
- Attendance league celebration
- Conduct league celebration
- Head of Department honours

Annually

- Head of Sixth Form commendations
- Rewards Cards Scheme
- Y13 Leavers' Celebration
- Y13 Professional Standards Awards
- Y13 Results Day



Part of the rewards system is a badge scheme to acknowledge students that reach significant Achievement Point milestones.

Bronze, silver and gold badges are awarded to a student at 80, 180 and 280 Achievement Points.

Artificial Intelligence (AI) at CSFC

Artificial Intelligence (AI) is becoming an increasingly important part of education and the workplace, and at Cowley Sixth Form College we believe it should be used responsibly to enhance learning rather than replace it. We encourage students to develop the knowledge, skills and critical thinking needed to use AI effectively, ethically and with academic integrity.

AI can be a valuable tool to support independent study. Students may use it to research topics, explore different viewpoints, generate revision questions, clarify difficult concepts, or receive explanations presented in different ways. When used thoughtfully, AI can help students deepen their understanding and become more confident, independent learners.

However, AI should never be used as a substitute for a student's own work. Simply copying and pasting AI-generated content does not demonstrate learning and is not an acceptable approach to completing assignments or developing subject knowledge. Students are expected to evaluate any information provided by AI, check its accuracy against reliable sources, and use it to inform their own ideas and understanding.

To protect the integrity of qualifications, AI cannot be misused in examinations or controlled assessments. All assessed work must comply with examination board regulations and the College's academic integrity expectations. Staff provide guidance on the appropriate use of AI, helping students understand both its benefits and its limitations, while ensuring they develop the independent thinking, communication and problem-solving skills that universities, employers and apprenticeships value most.



Students have access to computers, internet and Microsoft applications for study purposes

Financial Support

Bursary

The Bursary Scheme exists to enable students who have been identified as experiencing the greatest need for financial support to remain in education and thereby improve their chances in life.

What it can pay for?

Depending upon what level of support you may be eligible for, we may be able to support you with travel, meals, books and equipment needed for your course, essential trips and open day visits.

Who can apply?

Priority 1:

- 16–19-year-old in care/care leavers
- 16–19-year-old in receipt of Income Support or Universal Credit in their own name
- 16–19-year-old in receipt of Disability Living Allowance or Personal Independence Payments in their own name and either Employment Support Allowance or Universal Credit in their own name

Priority 2:

Student living in a household where the gross income is below £27,500 for one dependant or below £35,200 for two dependants.

Priority 3:

Students who received free school meals at the time of leaving High School or whose family is in receipt of Income Support (or Universal Credit).

How to apply

Online:

<https://www.cowleysixthform.org.uk/sixth-form/new-student-registration/16-19-bursary-fund-scheme/> (or scan the QR code, right)



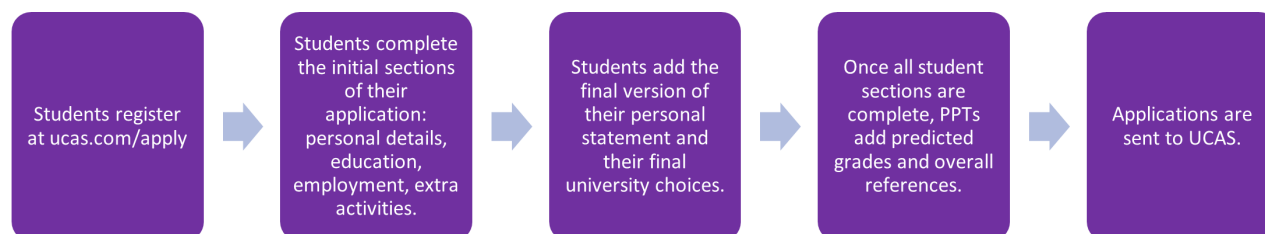
For students progressing through to Y13, no further annual check of household income eligibility will be required, however, a student must sign and date a self-declaration form to confirm that their household circumstances have not changed.



The UCAS Process

UCAS is an independent charity providing information, advice and admissions services for young people. All students register for UCAS in the summer term of Year 12 during Progression Week. The UCAS Hub can be accessed by both students and parents and can be used as a research tool and a way of connecting with other students to find out what life is like at a particular university or on a particular course.

The admissions service is for those applying to university (including conservatoires). CSFC is a very academic college, with around 60% of students progressing to higher education each year.



Most of the student sections of the application are completed during Guidance. However, students can log into their application and work on it independently at any time. Students are supported through all sections of the application, but particularly the personal statement and university choices sections.

UCAS Tariff Table

A-Level/BTEC Ext. Cert	UCAS Points	EPQ Points	Core Maths Points
A* / Distinction*	56	28	-
A / Distinction	48	24	20
B	40	20	16
C / Merit	32	16	12
D	24	12	10
E / Pass	16	8	6
U	0	0	0

Sutton 30 Universities

We have high aspirations for all our students and encourage students to aspire to the "Sutton 30", the 30 most selective universities in the UK.

- University of Bath
- University of Bristol
- University of Birmingham
- University of Cambridge
- Cardiff University
- Durham University
- University of Edinburgh
- University of Exeter
- University of Glasgow
- Imperial College London
- King's College London
- Lancaster University
- University of Leeds
- University of Leicester
- University of Liverpool
- London School of Economics and Politics (LSE)
- University of Manchester
- Newcastle University
- University of Nottingham
- University of Oxford
- University of Reading
- Royal Holloway, London
- University of Sheffield
- University of Southampton
- University of St Andrews
- University of Strathclyde
- University of Surrey
- University College London
- University of Warwick
- University of York



World of Work Pathway

An increasingly popular alternative to university is an apprenticeship. Apprentices work full-time whilst also studying towards a qualification, with the employer and government funding all training costs. Around 20% of their time is spent completing off-the-job training. According to the National Careers Service, over 1500 different job roles can now be accessed via an apprenticeship route.

As part of our Guidance programme, we introduce students to the world of apprenticeships including what an apprenticeship is, the benefits and drawbacks of apprenticeships and the different levels (intermediate, advanced, higher and degree). Since our students are already completing Level 3 qualifications with us, we encourage them to focus on higher and degree level apprenticeships, though for certain job roles there is a specific level at which students must begin their training.

During Progression Week, we invite a wide range of different apprenticeship providers into college to deliver workshops to our students. Many of these employers will have live vacancies at the time of their visit and can further explain the roles available and the application process to our students. In addition to this, we host a number of careers events and talks throughout the year.

Finally, through our Cowley Conversations programme, we are proud to welcome back alumni students now studying for a higher or degree level apprenticeship to give a first-hand account of their experiences.

Keeping informed

We keep both our students and their parents/carers up-to-date with opportunities and events related to careers and aspirations (both inside and outside of college) through our careers bulletin and our bi-weekly college newsletter. Look out for this!

The following websites are excellent sources of careers information and advice as well as labour market information:

- General careers information, advice and guidance – National Careers Service
- University Information – UCAS
- Apprenticeships Information – Amazing Apprenticeships

Key Dates and Events

Date	Event
Friday 4th September 2026	Y13 Induction
Monday 7th September 2026	Y12 Induction
Tuesday 8th September 2026	Enrichment Fair
Tuesday 15th September 2026	Y12 Parent Conference
w/c Monday 21st September 2026	Y12 Diagnostic Assessment
Friday 25th September 2026	Mental Health Awareness Walk to Victoria Park
Friday 9th October 2026	Senior Maths Challenge
w/c Monday 12th October 2026	Y13 Progress Check 1
Thursday 15th October 2026	UCAS Early Entry Deadline 'Swap It, Don't Drop It' Deadline
Tuesday 20th October 2026	Excel Programme - Parent Information Evening
Friday 23rd October 2026	Rewards Trip
w/c Monday 2nd November 2026	National Green Careers Week
Wednesday 11th November 2026	Remembrance Day
Friday 20th November 2026	Children in Need Fundraiser
w/c Monday 7th December 2026	Y13 Progress Check 2
Friday 18th December 2026	Christmas Celebration and PJ Day
w/c Wednesday 6th January 2027	BTEC external exams commence
Monday 11th January 2027	Presentation Evening
Wednesday 13th January 2027	UCAS Equal Consideration Deadline
w/c Monday 25th January 2027	Y12 Progress Check 1
w/c Monday 8th February 2027	National Apprenticeship Week Y13 Progress Check 3
w/c Monday 1st March 2027	National Careers Week
Friday 19th March 2027	Red Nose Day Fundraiser
w/c Monday 12th April 2027	BTEC Graphics & Textiles External Exam Project Window
w/c Monday 10th May 2027	A-Level Exams begin
w/c Monday 14th June 2027	Y12 Progress Check 2
Friday 18th June 2027	Y13 Vocational Coursework Submission eadline
w/c Monday 21st June 2027	Y12 Progression Week
Friday 2nd July 2027	Y13 Leavers' Celebration
Friday 16th July 2027	Y12 Graduation Trip
Wednesday 21st July 2027	Last Day of the Academic Year



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