



Post 16: An Introduction for Staff and Governors

Please read alongside the FAQs for Students and Parents.

The Partnership was formed officially in 2004 as the collaborative work generated by a DfES 14-19 Pathfinder in Stevenage grew and became embedded. The Partnership includes North Hertfordshire College, all six 11-19 community schools, Lonsdale and The Valley special schools and the Stevenage Education Support Centre.

The Partnership puts the student at the heart of its collaborative planning and its activities. There is an entitlement for all young students to:

- provision at 14+ that promotes opportunity and access for students on to planned, challenging and relevant learning pathways
- guidance that is impartial, universal and informed
- teaching and learning of the highest quality
- be a part of, and contribute to, a culture that promotes and affirms learning and life long learning

Through partnership working across the town students have more choice and more opportunity, in line with the Hertfordshire 14-19 Strategy. The enhanced curriculum offer and partnership arrangements are designed to encourage students to remain in study at 16+ and succeed on courses that best suit their talents and abilities. Year 12 students beginning courses in September 2011 have a large number of personalised learning pathways open to them, including those that mix and match academic, applied and vocational courses, and programmes that combine Level 2 and Level 3 courses.

The detailed information and guidance that underpins the Post 16 collaboration is contained in the Protocols and Procedures document; there are copies in all Centres.

The Post 16 curriculum offer is shared across the town through a blocked timetable organised around five columns, each containing a range of individual Level 3 and Level 2 courses. Each column is timetabled for a full day.

Students are enrolled at their Home Centre: courses are delivered by Teaching Centres. A Guest Student is one who takes a course in a Teaching Centre that is not her or his Home Centre. Several hundred students each year are guests in other Centres.

Enrolment

The timetable for Post 16 enrolment 2011:

	Schools	NHC
Thursday 25 August	GCSE Results Day	
WEEK 0		
Wednesday 31 August	Holiday	Post 16 Enrolment starts
Thursday 1 September	Holiday	Post 16 Induction (including Guest Students)
Friday 2 September	Inset Day	Post 16 Induction (including Guest Students)
WEEK 1		
Monday 5 September	Post 16 Enrolment	Post 16 lessons begin
	Inset Day for Barclay, Nobel, Thomas Alleyne	
Tuesday 6 September	Post 16 Enrolment	
	Inset Day for Barclay	
Wednesday 7 September	Post 16 Enrolment	
	4.00 – 5.00 pm Post 16 Network Group Meeting @ BTC	
Thursday 8 September	Post 16 lessons begin	

The Procedure for Enrolling Guest Students

1. Home Centre decides the student is capable of completing year one of the course satisfactorily
2. On the afternoon of Wednesday 7 September the Post 16 Network Group meets to exchange Guest Student Enrolment Forms, which include transport requirements, and to consider any issues with regard to individual courses and group size. The notional upper limit for a Level 3 class is 20, within the discretion of individual Centres.

Funding Arrangements

The Local Authority provides a formula for funding each Post 16 course, plus a standard student entitlement. Home Centres retain the full student entitlement. Teaching Centres charge Home Centres 75% of the individual programme funding for Guest Students: this charge is called the Learning Fee. Full details and the Stevenage 16+ formula are in the Protocols and Procedures document.

Monitoring Attendance

Post 16 teaching personnel liaise with Home Centres on a daily basis by both shared Management Information Systems and, where appropriate by email. Guest Students, including students in receipt of Educational Maintenance Allowance, can thus be monitored by their Home Centre.

Communication With Other Centres

Each member of staff i/c Post 16 has contact details for all Partnership Centres. Normal contact will be via e-mail. Concerns regarding individual Guest Students should be communicated to the Home Centre, which will respond and advise as appropriate. The Home Centre will make any necessary initial contact with parents or carers.

Monitoring and Recording Student Progress

cf FAQs for Students and Parents, pp 3-4.

Examination Entries

All students are entered by their Teaching Centre. They also sit their examinations in the Teaching Centre. This delivers the following benefits amongst others:

- Centres save on invigilation costs
- Subject staff are available as required
- Students have the security of remaining with their cohort

The entry costs for Guest Students are paid by the Teaching Centre, from the Learning Fee.

Guest Students are entered on the Teaching Centre's management information database as 'Guest Students,' which will not affect the PLASC return. The results are transferred to the Home Centre via Forvus by the end of September.

All AS students are entered for examinations in the summer of Year 12 (or Year 13). In some subjects, students may be entered for January examinations. Teaching Centres will give students full details of the assessment schedule.

Students are able to resit AS examinations in January and/or June of Year 13. Students pay for any resits, except in exceptional circumstances.

Quality Assurance

The Quality Assurance of programme delivery is the responsibility of Teaching Centres. Curriculum managers and Heads of Post 16 observe a selection of Post 16 lessons throughout the year. An analysis of performance is conducted on an annual basis, using town-wide value-added measures.

Any concerns regarding the quality of teaching in a subject should be referred to the staff i/c Post 16 in the Teaching Centre. S/he will work with the senior managers in the relevant institution to resolve the concerns. If this is not possible (eg long term staff absence) new arrangements for teaching the course will be implemented.

14-19 Office
September 2011