

# INDUCTION INFORMATION

July 2021

[www.oakescc.org](http://www.oakescc.org)

## **Introduction from the Head of Oakes College**

On behalf of the Principal, Mr Tooley, and the staff, we would like to welcome you to Oakes College. We hope that you will become involved in the wider life of the school and that you will work with us to ensure that you take full advantage of the opportunities on offer.

We hope that you have found the transition work useful, as we know that you have had unavoidable interruption to your academic studies. We would like to wish you all the very best with your exam results in August and do please contact us if you have any questions.

Students are about to embark on a new phase of their education. Life in college will be very different to the compulsory schooling already experienced up to the age of sixteen. The major change is the transition from teacher-directed learning to self-directed learning. Though students will still receive formal guidance and instruction, you will have to accept personal responsibility for the organisation of your own study pattern. For example, private study periods will be included in each student's timetable and some students may find difficulty in using these wisely. We shall do our utmost to support students and we know that parent/carers will want to do the same. To help you to settle into college and to cope with the new challenges, we will provide each student with all important information that they need to know via their Tutor. We would obviously appreciate parent/carer support in encouraging compliance and in establishing positive study habits.

### **1. Academic Progress and Work**

Since all our students have volunteered for Sixth Form education, serious commitment to their studies is assumed. Students are expected to make effective use of private study periods and to do some homework each night and at weekends. For a student studying three A-level subjects, 15 hours work a week (outside lessons) is a rough target. Students **always** have work to do. If no specific assignments have been set, students should:

- read relevant sections of textbooks without being told
- supplement the notes from the lessons
- continually revise and improve their notes
- prepare revision summaries
- reorganise material, if necessary changing it into a different form for ease of learning,
- learn the work
- examine past examination papers to investigate the ways in which questions have been asked on that topic
- prepare answers to questions not already set by the teachers
- identify their weaker areas and make positive steps to conquer them
- use libraries and watch suitable and relevant TV programmes as well as reading quality, broadsheet newspapers.

As examinations approach, the workload will increase but there is no substitute for regular work and revision during the year. Support for students finding transition challenging may receive support from members of the Oakes College team. This can also be requested.

### **2. Examination Entry Policy**

It is our normal practice to enter all our students, at the college's expense, for all examinations for which we have prepared them. This applies to A-levels and GCSE subjects. Students will only be entered for re-sit examinations at parents/students' expense.

In the exceptional case of a student not achieving our minimum attendance expectation of 95%, or failing to prepare adequately, the school reserves the right not to finance the entry. This will always be discussed with the student and parents who will then have the option to make the entry at their own expense.

The Head of College can agree to enter a student for an additional examination for which the school has not provided preparation; in such a case the entry will normally be made at the parent/student's expense.

All students will be given a comprehensive course of study and coping skills as part of the tutorial programme. Students appreciate support and encouragement from home.

### **3. Assessment**

Our assessment system is based on six reporting points over the two years (one each term). The emphasis is on target setting with actions for improvement. There will be an Introductory Parents' Evening in September and a Subject Consultation Evening in January. In addition, we operate an electronic registration system which provides subject teachers and Group Tutors with an up-to-date picture of student attendance. Excellent attendance often gives excellent exam results. You will be able to access the parental Intranet system for up-to-date student information.

If serious problems arise parents will be contacted and invited to an interview with the Head or Deputy Head of College. If parents wish for a consultation they can contact the Head of College on 01223 868327 between 8.30am and 4.00pm most weekdays.

### **4. The College Day**

The day begins at 8.40am and ends at 3.00pm. Students will meet with their Tutors as a registration group for the first week of Year 12. At other times students will meet with their Tutor for regularly scheduled mentor sessions to discuss progress and target setting.

Students are expected to attend **all** timetabled lessons, including Enrichment sessions.

Attendance at all timetabled lessons is a minimum requirement. Failure to comply will result in a review of the student's position with us. Students should not make dental or doctor appointments or take driving lessons during school hours. Should your son or daughter be absent for any reason, please telephone our designated attendance number or email on the first day of absence before 10.00am in the morning - Tel: 01223 868358, Email: [attendance@oakescc.org](mailto:attendance@oakescc.org).

### **5. Part-time Employment**

Many students feel the need to work part-time to help support themselves and to ease the financial burden on the family. We appreciate the value of these jobs and the feeling of independence that they bring, along with experience in the world of work. However, parents should recognise that it is not possible to do justice to being a full-time student, and to take a demanding part-time job in addition. We feel, for instance, that it is too much to expect 30-35 hours of Sixth Form (often including travel) per week, 15 hours of homework and 15 hours of part-time work. However, this is what some students try to undertake. Inevitably it is the homework that suffers. We would ask that parents bear this in mind when requests for part-time work are made by students. It is, of course, unacceptable for students to take paid employment during the college day.

### **6. Food and Drink**

Students may purchase food and drink from the Atrium servery or the school cafeteria. They are also welcome to bring packed lunches. We operate a "Cashless Catering" system which is described on a separate information sheet. There are social events organised by the Student Council, where food and soft drinks may be available. **In no circumstances** must students bring their own alcohol to any college activity. Failure to comply with this rule will be viewed most seriously. A similarly serious view will be taken by the college if any student should attend the college having consumed any alcohol.

## **7. Parents' Evenings**

There will be an Introductory Parents' Evening hosted in **September** when the college pastoral team will be on hand to explain our procedures and deal with any initial problems. There will be a full Parents' Evening in **January** when teaching staff will be available for individual interviews on students' work and progress. We wish you and your son/daughter a close and happy association with The Oakes College.

## **8. Information**

The college strives to provide regular and high quality communication of information to parents/carers. In recent years the college has made increased use of modern technologies such as email and text messages to deliver information more rapidly and reliably than traditional paper based methods.

To ensure that you receive information from the college via these channels, please ensure that we have the details of the Priority 1 contact for the student, including a working email address and mobile telephone number. If it is the case that you wish such messages to go to a second contact in addition, please ensure that you request both contacts to be marked as joint Priority 1.

If you wish to notify the college of a change of address, telephone number, email or any other alterations to your contact details, please contact the Student Records Officer by telephone on 01223 868352 or email: [studentrecords@netherhallschool.org](mailto:studentrecords@netherhallschool.org).

We also ask students to make a **contribution of £40 to their college fund**. This covers their two year subscription to the college and includes a range of things (please see our website for full details) Payment for this is made on Enrolment Day either by cash or cheque (payable to Netherhall School). Contributions are voluntary and no student will be treated differently according to whether or not their parents have made any contribution in response to this or any other request.

We look forward to a happy association with you and your son/daughter.

**Karim Marsaoui**  
**Head of Oakes College**

## TRANSPORT

**Please Note:** Any information contained here may be subject to change. Please check the relevant websites for up-to-date information.

*Students travel to The Oakes College from a wide area, and sometimes cover long distances. For many, this can be a significant difference from their experience at secondary school.*

### **BUS**

The Oakes College is served by the Stagecoach Citi1 bus route which stops directly outside the college and runs every 10 minutes from the City centre and Railway Station. Please see the Stagecoach website for further information and timetables: [www.stagecoachbus.com](http://www.stagecoachbus.com).

Some students may qualify for a concessionary bus pass. Financial support is only available for students living in low income households who meet Cambridgeshire County Council's qualifying criteria. For further information please visit the Cambridgeshire County Council website: [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk).

### **TRAIN**

Student Connect Cards – a third off rail travel for 16-18 year olds. Thameslink Great Northern offer students the opportunity to get Student Connect cards which entitle 16-18 year olds in full time education, one third off Season Tickets for their specified journey on certain routes. To check whether your journey qualifies and to apply, please visit: [www.thameslinkrailway.com/tickets-and-fares/student-connect/](http://www.thameslinkrailway.com/tickets-and-fares/student-connect/). This card is free. The offer has been available for the last few years but we cannot guarantee that it will continue.

There is also the **16-25 Railcard**, which is very flexible and can be used at any time during the week and out of term time. To apply go to: [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk). Please note: This card is NOT free. Please also check for any other offers that may be applicable.

### **WALK AND CYCLE**

Many local students walk or cycle. Students who are eligible for a bus pass but who wish to cycle to college may apply for a grant of £40 per term to subsidise their costs.

### **CAR PARKING**

The college has **NO** available parking for college students, unless there is a medical need or disability.

## OTHER INFORMATION:

### **Examinations – Special Access Arrangements**

The Examinations Officer is able to make special arrangements for some students to help them during their exams. If you think that you are eligible or have previously received any support for examinations or lessons i.e. 25% extra time, use of a laptop, working or printing in larger font, **please ensure that you complete the Examinations Access Arrangements form** which can be found on our website and make an appointment to see the Examinations Officer and SENCo **before 30 September**.

### **Electronic communication with Parents**

The Oakes College uses an electronic communication system.

The system will email to the address given for the Priority 1 contact on the Admission Form (you may choose for two contacts to be registered as Priority 1) – please advise the School's Student Records Officer (see below for email address) if you wish to do this.

If you have provided an email and are not receiving communications, please check your Spam Filter in the first instance, and thereafter contact Student Records Officer at [studentrecords@netherhallschool.org](mailto:studentrecords@netherhallschool.org) or telephone 01223 868352.

### **Holidays in Term Time**

A-level studies require consistent application and hard work. Any interruption to the term can affect the progress of the students. At The Oakes College we encourage students to be involved in a range of enrichment activities which can mean a small amount of time out of the classroom. The benefits of this outweigh any potential difficulties. However, I must emphasise that unless there are exceptional circumstances, students should not take holidays in term time.

### **Cashless Catering**

The Oakes College operates a cashless catering system which enables us to deliver a more efficient, faster service and to continue to provide wholesome, healthy and enjoyable meals at the lowest cost.

All students will be registered using the Biometric Fingerprint Recognition System. **NO CASH** will be accepted at the food counter 'Till Point'

### **Bio – what?**

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes, these include fingerprint, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has

been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.

### **Data Handling**

Certain data will be held on the system to enable accurate operation. This will include the student's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the Data Protection Act. It will only be used by parties directly involved with the implementation of the system and for the purposes specified. If you have any concerns please contact the Data Protection Officer. For further information please visit our website: [www.netherhall.org](http://www.netherhall.org)

Contact Finance: [finance@netherhallschool.org](mailto:finance@netherhallschool.org)

# Financial Support for Students

## Post-16 Free School Meals

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To be eligible to receive free meals, the Government has identified that students or parents need to be in receipt of one or more of the following benefits:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under the part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit but who are not entitled to working tax credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed £16,190
- Working Tax Credit during the four week period immediately after your employment finishes or after you start to work less hours per week
- Universal Credit with an annual net earned income of no more than £7,400 (as from 1 April 2018)

A student is only eligible to receive a free meal when they or a parent/carer have made a successful application (evidence of benefit entitlements will need to be submitted with the application form). Please visit the [Cambridgeshire County Council website](#) for further information.

Funds for free meals will be uploaded at regular intervals onto the student's Wisepay account. Meals can then be purchased at the catering outlets in college.

## 16-19 Bursary Award

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### What is the 16-19 Bursary Fund?

The Bursary Fund has two parts:

- a statutory element which is for a restricted category of young people in defined vulnerable groups
- a discretionary part, enabling post-16 providers to give support to other young people according to their needs and circumstances

### Who is eligible for the Bursary Fund?

Young people who fulfil the following criteria:

- who are under 19 on 31<sup>st</sup> August in the academic year in which they start the programme of study
- who satisfy the residency criteria laid down by the Education Funding Agency (EFA)
- who follow a programme of study funded by the Education Funding Agency (EFA)



## Who might receive money from the Bursary Fund?

The college will pay a guaranteed bursary to students in the following circumstances:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The college will pay Discretionary Bursaries to students based on household income (please see our website for updated information). The amount of the bursary will depend on the money available to the college and the number of students applying.

Students who have been affected by a sudden exceptional change in financial circumstances, which brings them into the categories above, may also apply for financial support.

## How much money will be available for Discretionary Bursaries and how can this money be used?

The amount of money available to each eligible young person will depend on the number of applications and the level of individual need.

The college will assess the extent of the likely need at the beginning of the academic year, before deciding how much money to allocate to young people. Students will be provided with an application form which **must be submitted to the College Office before an agreed deadline.**

Money from the Bursary Fund could be used to support essential expenses such as meals or the cost of files/paper/computer printing etc, as well as course-related costs which will support post-16 participation, including:

- specialist materials relating to courses studied e.g. Art/Photography
- additional course costs e.g. **essential** educational trips/visits or **essential** music tuition
- transport costs
- essential exam/test expenses required for post-18 progression (e.g. Bio Medical Admission Test BMAT, National Admission Test for Law LNAT, UKCAT, STEP, etc.)

We regret that we are unable to provide financial support for college trips which are not essential to the academic programme.

## How will Applications be assessed?

Students applying for a bursary will need to provide, in confidence, evidence of benefit entitlement such as Universal Credit, Working Tax Credit, Child Tax Credit, Income Support, JSA, Tax Statements or other similar documents. We will also require proof of income such as a recent P60. Students applying for targeted financial support will be asked to state what they might need to spend for their course, as well as the evidence of total household income.

The Sixth Form and Finance Teams will assess each application, consulting with the student's Tutor, as appropriate.

If a student considers that an application has not been assessed fairly according to the principles laid down by the college, an appeal can be made to the Head of College who will review the assessment of the application. The Head of College's decision will be final.

If a claim is proved to be fraudulent, no award will be given and any money already allocated will be reclaimed.

## How will the Bursary be paid?

This will depend on the nature of the award. It may take any of the following forms:

- a payment into a student's Bank Account in the case of a guaranteed bursary or a discretionary bursary, normally paid in instalments
- a payment onto the student's Wisepay Account for free meal entitlement

## Are there conditions attached to the receipt of a Bursary payment?

Students receiving an award will be expected to meet the normal expectations of students at the college, as outlined in the Learning Agreement. Failure to do so may lead to the student's eligibility for an award, whether current or future, being reassessed by the College Management Team.

## How do I apply?

You need to:

- Complete an application form (available from the College Office or on our website) – **Please do not apply before a student has enrolled at the college.**
- Return it to the College Office together with the supporting evidence of financial circumstances. Examples of evidence are Universal Credit, Child Tax Credit Award Notice, Working Tax Credit Award Notice, Income Support, Jobseekers Allowance, Employment Support Allowance and a recent P60.

## **Deadlines for Applications**

Students are asked to apply by **Monday 20<sup>th</sup> September 2021** so that an initial assessment of demand can be made by the college. However, applications can be made throughout the year as needs are known, subject to funds being available. The outcome of applications will be advised in writing within two weeks of the application, including any conditions for the payment.

Appeals against unsuccessful applications may be made to the Head of College via the College Office, in writing, within two weeks of notification being received. Appeals will be settled within two weeks and advised in writing.

For emergency or temporary financial difficulties, please contact Mr K Marsaoui, Head of College.

## **Confidentiality**

Please be assured that all applications will be kept confidential.

If you have any queries please contact the College Administrator:

Email: [office@oakescc.org](mailto:office@oakescc.org)

Phone: 01223 868327

## The Oakes College Cambridge - General Information

### Term Dates 2021-22

(Please Note: the start of Autumn Term 2021 may be subject to change – students will be advised in advance if there are any changes)

<b>Autumn Term Commences</b>	<b>3 September 2021 (Year 12 – 8.40am)</b>
<i>Teacher Training Day</i>	<i>8 October</i>
Half Term	25 – 29 October
<i>Teacher Training Day</i>	<i>26 November</i>
Autumn Term Closes	17 December
<b>Spring Term Commences</b>	5 January 2022
<i>Teacher Training Day</i>	<i>11 February</i>
Half Term	14 – 18 February
Spring Term Closes	1 April
<b>Summer Term Commences</b>	19 April 2022
May Day	2 May
Half Term	30 May – 3 June
Summer Term Closes	21 July

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### The Current College Day

**Registration/Tutor Consultation:** 8.40am – 9.00am

**Period 1:** 9.00am – 10.00am

**Period 2:** 10.00am – 11.00am

***Morning Break: 11.00am – 11.30am***

**Period 3:** 11.30am – 12.30pm

**Period 4:** 12.30pm – 1.30pm

***Lunch Break: 1.30pm – 2.00pm***

**Period 5:** 2.00pm – 3.00pm

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### Contact information:

#### ***Address***

The Oakes College Cambridge  
Queen Ediths Way  
Cambridge  
CB1 8NN

***Telephone:*** 01223 868327

**General Enquiries (College Office):** [office@oakescc.org](mailto:office@oakescc.org)  
**College Attendance** [attendance@oakescc.org](mailto:attendance@oakescc.org)  
**College Pastoral** [hdavis@netherhallschool.org](mailto:hdavis@netherhallschool.org)  
**Student Records:** [studentrecords@netherhallschool.org](mailto:studentrecords@netherhallschool.org)  
**Exams Officer:** [exams@netherhallschool.org](mailto:exams@netherhallschool.org)  
**Website:** [www.oakescc.org](http://www.oakescc.org)



***Contact Information:***

Mr Karim Marsaoui - Head of College

Mr Rob Syposz - Deputy Head of College

Mrs Emma Hayward - Deputy Head of College

Mr Tom Watkins - Deputy Head of College

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