“Students embrace the culture of tolerance, respect and opportunity that is embedded across the college.”

Ofsted Inspection Report June 2019
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We are delighted that your son/daughter has chosen to study at Carmel College and we are looking forward to working with you to support them throughout this exciting journey.

This guide provides information about how you can get in touch with the right person at college and the ways we will communicate with you. It also provides an overview of the wide range of guidance and support we can offer your son/daughter whilst studying with us.

10:10
10:10 is Carmel’s Pastoral and General RE Programme, taking inspiration from the teaching of John 10:10 ‘I have come so that they may have life and have it to the full’. As part of their programme of study at college, your son/daughter will attend one 10:10 lesson per week. It is split into two main sections: 10:10 Personal Achievement Tutor and 10:10 General RE.

As a Catholic College, we have a great focus on nurturing the whole person and our 10:10 Programme ensures that our students not only achieve academically, but also personally. The Personal Achievement Tutor sessions focus on careers, applications and personal wellbeing. General RE focuses on ethical issues, moral debates and current events. There are no exams or homework for either session.

Settling into College Life
We understand that the move to Sixth Form College can be a little daunting for some students. At Carmel, we do everything we can to make the transition to further education as smooth as possible to ensure our Lower Sixth students settle in quickly. The unprecedented circumstances this year have made this more challenging, and we are constantly reviewing new and different ways we can support our students. Please do let college know as soon as possible if you think that your son/daughter is feeling overwhelmed and we will do what we can to support them until they feel more settled.

The Future
As you would expect, we continuously monitor the progress of our students and encourage them to fulfil their potential. During the year, there will be a number of Higher Education and Apprenticeship talks/careers events to help guide students in taking the next steps after Carmel.

Thank you for taking the time to read this. Please feel free to contact us if you feel that you require further help.

Best Wishes

Mike Hill
### Enrichment Activities

#### Sport Activity Sample Timetable

- **Monday**
  - Basketball
  - Football
  - Rugby

- **Tuesday**
  - Archery
  - Mixed Basketball

- **Wednesday**
  - Basketball
  - Netball
  - Rugby

- **Thursday**
  - Badminton
  - Table Tennis
  - Basketball

- **Friday**
  - Hockey
  - Basketball
  - Girls’ Rugby
  - 5-A-Side Football

Other usual Enrichment activities to choose from, which can develop additional employability skills include:

- Duke of Edinburgh
- Harry Potter Society
- Student Council
- Book Group
- Chess Club
- Debating Society
- Dalton Theatre Group
- MedSoc
- Philosophy
- MathsSoc
- ChemSoc
- HSK Mandarin
- Social Justice Group
- LGBT Group
- Media Team
- Environmentalist Society

*Activities are subject to change*

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**GYM SESSIONS**

Contact Dominic O’Neill - dominic@carmel.ac.uk
PERSONAL ACHIEVEMENT TUTORS

At Carmel, we are extremely proud of the care and support given to all of our students.

Your son/daughter will have a Personal Achievement Tutor (PAT) who will support them when they first arrive and throughout their time at college. They are your first point of contact to turn to for help and advice. They will support your son/daughter in all aspects of college life including help with study skills as well as careers guidance and help with university, apprenticeship and job applications.

Students will have two compulsory one-to-one interviews with their PAT to check progress but they can also drop in should they ever need anything. There is also a fortnightly tutorial programme where students cover topics including: Prevent, British Values, Careers & Work Experience, UCAS, Mental Health and Drugs & Alcohol Awareness.

ATTENDANCE

We take attendance very seriously at Carmel. We expect all students to have at least 95% attendance.

Your son/daughter’s Personal Achievement Tutor will contact you if attendance falls below this target. For every day of absence, parents/guardians must contact the college reception on 01744 452200.

You will also receive a text message to notify you of any absences. We do not permit students to self-certify their own absence. Some absences can be authorised, such as hospital, orthodontist and funerals. Other medical appointments should be arranged outside of their class time.

We have additional protocols in place for the current COVID19 situation, and will keep you updated on the systems in place.

STUDENT ID BADGE

The health and safety of our students and staff is our number one priority at Carmel.

Wearing an ID Badge is mandatory for everyone who is on site. All students must come to college everyday wearing their lanyard. If they do not have it, they will be asked to get temporary identification from the main reception for that day, even if this means leaving a lesson to do so. Any student who requires temporary ID three times in one year may be issued with an initial warning.

CHAPLAINCY

We are proud of our Catholic tradition whilst also welcoming students and staff of all faiths and none. As a Catholic college, the Spirit of the Gospel is at the centre of our way of life, relationships and community. We want to accompany each student on their journey through college, offering support and opportunities to develop spiritually and morally, as well as intellectually. The Chaplaincy provides opportunities for prayer, reflection and spiritual growth for everyone and our Chaplain, Kath, is available for support each day in college.
PARENT LOGIN

Carmel Connect, the college intranet site, allows you to log in using your son/daughter’s reference number and personal details.

With Parent Login you can access information such as attendance, timetable, student notes, student subject reviews and exam Information.

PARENTMAIL

Parentmail is a simple online payment service that parents can use to pay for trips, visits, exam resits and stationery.

There is also the facility to add money to your son/daughter’s account so they can buy food and refreshments from the restaurant and coffee bar.

You should have received an instruction email to set up your account. Please speak to our Finance Team if you experience any difficulties.

Please note: Parentmail and Parent Login are different.

You can access them both from the college’s website homepage - www.carmel.ac.uk.

BURSARY FUNDS

The General Bursary is available to full-time students who meet the necessary criteria.

If your annual household income is £25,000 or below, you may be entitled to financial support of up to £700 per year*

The Targeted Bursary offers financial assistance for students who are in care, are care leavers, are in receipt of income support or disabled and in receipt of Employment and Support Allowance and Disability Living Allowance.

Details of how to apply can be found on the college website – www.carmel.ac.uk

Transport Bursary – if you live outside a 3 mile radius of college, we will contribute towards transport costs for eligible students who qualify for the General Bursary.

*Bursary awards remain subject to availability of funds and the number of eligible applicants.

SARAH COWLEY AWARD

To qualify for this award, students need to be a St Helens resident. This could be used to purchase essential college equipment. For more information please visit www.sthelens.gov.uk

STUDY SUPPORT

Study support is available for any student who feels they need some assistance in the following areas:

- Organisation and time-management
- Effective revision strategies
- Stress management
- Exam technique
- Writing presentations
- Improving essay writing skills
- Report writing
- Proof reading and coursework

Students can make an appointment with an Additional Study Support Tutor by dropping into the Study Centre or by speaking to their Subject Tutor who will refer the student for support.

CHILD BENEFITS

This continues to be paid whilst all students are at college and under the age of 19 - www.gov.uk/child-benefit-16-19

PARKING

We have student parking on West Park Rugby Club, next door to the college. This is FREE for Carmel students.

NHS

Students under 19 are entitled to free medical prescriptions and free dental and optical treatment whilst in full time education.
HEALTH & WELLBEING

We encourage all of our students to prioritise their physical and mental health. Doing so helps them to make the most of their potential and take a fulfilling role in all aspects of their life; with family, local community, college, workplace and among friends. At Carmel, we hold numerous events throughout the year across the college to promote health and wellbeing. If you have any concerns about your son/daughter’s wellbeing whilst they are studying at Carmel, please do not hesitate to get in touch with their Personal Achievement Tutor.

SAFEGUARDING & CONFIDENTIALITY

We provide a safe environment for all of our students and we take our legal safeguarding requirements very seriously. In our recent Ofsted inspection, Ofsted described Carmel as having a Safeguarding Culture. All safeguarding concerns are dealt with by our team of Safeguarding Officers in a sensitive manner and where appropriate, will involve parents/guardians.
CAREERS

Students can make appointments with our Careers Manager, Joanne Billington. Drop-in sessions are also available daily for students wanting advice on their options after college or for support with applying for jobs, apprenticeships and the process for applying to university. Other support can include help with writing a CV, completing application forms and preparing for interviews.

The college subscribes to Unifrog, an online destinations platform. It provides a one-stop-shop for finding and comparing opportunities at universities (both in the UK and abroad) as well as for apprenticeships and much more! Not only will students have their own login for Unifrog, but parents can have a login too enabling you to browse all the opportunities available and help your son/daughter find the best options for their future.

WORK EXPERIENCE

Our Work Experience Co-ordinator, Victoria Moran, can help students find bespoke placements throughout the year. Work experience is becoming more important as all employers and many university courses expect candidates to have some form of practical experience. In 2019, over 450 of Carmel's students benefitted from a work experience placement.
HIGHER EDUCATION

We strongly recommend that students attend university open days during the summer term in their first year. All students will be expected to complete the first draft of their personal statement before finishing for the summer. Personal Achievement Tutors offer support and guidance on this.

HIGH ACHIEVERS’ PROGRAMME

Students are automatically enrolled onto the High Achievers’ Programme based on their GCSE results and their academic performance at Carmel. Being part of the programme enables students to work alongside other high achieving students. We provide a structured programme of activities, events and support for our high achievers. Our Programme offers the best possible preparation for students applying to Oxbridge, Russell Group and other prestigious institutions as well as onto Medicine, Dentistry and Veterinary Science (MDV) degree courses. As a high achiever, students will be supported, encouraged and challenged by our highly qualified and committed team of HA Coordinators and HA Personal Tutors.

Students following the High Achievers’ Programme will receive support through:

• Talks, workshops and events
• Visits to Oxford & Cambridge universities
• Help with university applications
• Dedicated High Achiever Tutor Group
• A monthly newsletter
• Admission test preparation and mock interviews
• Careers / UCAS advice and presentations
• The chance to experience university life on the Cambridge University Shadowing Scheme
• Enrichment activities and societies to develop skills and support applications to prestigious institutions
• The opportunity to study for the Extended Project Qualification. All students have the opportunity to study EPQ. They will start this in the first year and complete it in the first term of their second year.
Beyond the Classroom

TRIPS & VISITS - SAFETY ADVICE

A number of educational visits take place throughout the year, both at home and abroad. These have included trips to China, New York and Iceland, as well as trips to universities and businesses. Each trip will require parental consent and in some cases attendance at a parent meeting if the trip is residential. Most trips will require payment, please see the Bursary section for more information.

Whilst we carry out extensive risk assessments and satisfy ourselves that there are no health and safety risks posed to our students, we do rely on common sense and good behaviour from our students, especially as some trips include the students being unsupervised at times. Students may also travel alone to work placements and university open days. On occasions, this may involve making their own travel arrangements. The college cannot take any responsibility for trips and visits that we have not organised or supervised. If you are in any doubt, please contact the college.

*Trips/visits may not run if Covid restrictions are in place

STUDENT COUNCIL

Carmel’s Student Council is an elected body that represents the students at the college. It is elected every year by students at the end of their Lower Sixth year and those elected serve in the Upper Sixth year.

The Student Council's main job is to seek and listen to student opinion and reflect this back to the college's Senior Management Team. The Student Council also runs awareness campaigns regarding sensitive social issues and also fund raises for notable causes, both global and local.

EQUALITY & DIVERSITY

As a Catholic College for the Community we believe that every individual is important and has the right to be valued and treated with respect.

Our E&D Committee is made up of representatives from the Senior Management Team, teaching staff, support staff, students and the Governing Body. The group meets twice every term to discuss E&D issues that may be affecting the college, and to find ways to promote E&D across the college.

GOVERNANCE

Information about the college's governance can be found on our website – www.carmel.ac.uk

If you wish to enquire about any vacancies or have any general governance queries, please email Ruth Potter, the Clerk to the Governors – clerk@carmel.ac.uk

The academic achievement of Carmel’s students is widely recognised. However, there is more to life than exams!

We encourage all of our students to take advantage of the numerous clubs and societies on offer both across the college and within specific subject areas.

Carmel students leave college with a range of qualifications and skills that allow them to make valuable contributions to our wider communities.
IMPORTANT DATES 2021-22

11th-15 October 21
Internal Exams

10th-14th January 22
Internal Exams

21st January 22
Internal Exam Results Released

7th February 22
Lower Sixth Consultation Day/Evening

22nd June 22
Lower Sixth Progression Evening

For calendar updates please check your emails via Parentmail and our website - www.carmel.ac.uk
Lower Sixth Personal Achievement Tutors:

- **Mark Hutton**
  mark@carmel.ac.uk

- **Helena Hanlon**
  helenah@carmel.ac.uk

- **Julie Saunders**
  julies@carmel.ac.uk

- **Leigh Forbes**
  leigh@carmel.ac.uk

- **Emma Case**
  emmaca@carmel.ac.uk

- **Andy Houghton**
  andrewh@carmel.ac.uk

- **Emma Smith**
  emmajo@carmel.ac.uk

www.carmel.ac.uk

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**Tel:** 01744 452200 (Reception)
01744 452214 (Admissions)
**Email:** info@carmel.ac.uk

A Catholic College for the Community