



Loreto  
sixth form College

# Student Handbook

2021-2022



  
Ofsted  
Outstanding  
Provider

# PERSONAL INFORMATION

Name: .....

Address: .....  
.....  
.....

Telephone: .....

Mobile: .....

Email: .....

Tutor: .....

Head of Hall: .....



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# Contents

	page		page
Absences	6	Library	10
Academic Calendar	26	Loreto Weekly	10
Attendance and punctuality	14	Mobile Phones	16
Bursary Fund	13	myLoreto	7
Cafeterias	10	Need to Talk?	8
Careers Department	11	Parking	16
Chaplaincy	12	Printer Credits	7
Charter for Students	20	Problems with Studies	9
Code of Respect	17	Reception	16
College Halls	23	Religious Education	11
College Property	15	Resit English and/or Maths	8
Counselling at Loreto	8	Security	15
Course changes	6	Smoking, Alcohol and Illegal Substances	15
Email	6	Storage Space	7
Enrichment Activities	14	Student Complaints Procedure	17
Equal Opportunities	12	Student Council	14
Examination Access Arrangements	9	Student Voice Reps	14
Feeling unwell	6	Study and Part Time Work	7
Fire Drill	16	Study Periods, Breaks and Lunchtime	6
General Information	22	Timetable	6
Heads of Halls	25	Visitors	15
How do I get help?	8	What do I do if I want to leave college?	13
If You Lose Something	7	Wi-Fi	7
If you lose your timetable	6		
IT Acceptable Use Policy	16		

# LORETO COLLEGE TERM DATES

## Autumn Term

Starts	Tuesday 31st August 2021
	<i>Lower Sixth induction is on Monday 6th September</i>
	<i>Upper Sixth lessons begin on Wednesday 8th September</i>
Half-term	Monday 25th October - Friday 29th October 2021
Term finishes	Friday 17th December 2021

## Spring Term

Starts	Tuesday 4th January 2022
Half-term	Monday 14th February - Friday 18th February 2022
Term finishes	Friday 1st April 2022

## Summer Term

Starts	Tuesday 19th April 2022
Half-term	Monday 30th May - Friday 3rd June 2022
Term finishes	Thursday 15th July 2022

# WELCOME FROM YOUR HEADS OF STUDENT SERVICES

**W**elcome to the new year at Loreto College! We hope you'll be really happy here and that you'll soon settle into College life. You will be really well supported by everyone in our community and especially by your Tutor and Head of Hall. The Student Services team encompasses Mrs Pritchard (Deputy Principal), the Heads of Student Services (Mr Leach and Mrs Carr), the twelve Heads of Hall, Mrs Otto our Safeguarding Officer, Miss Nuttall, Mrs Martin and Miss Vaughan our Student Wellbeing Officers, Ciarán in Chaplaincy, our College Counsellors Therese, Kate, Ann, Eilish and Angela, and Mr Pritchard, Mrs Heald and Miss Burnett in our Careers team. We all work together to help you to get the very most from your Loreto experience. If at any point you feel that you need any help or support from us, don't hesitate to ask!

As a Catholic community, we hold our values to be at the heart of everything we do – you'll find out more about these in your Tutorial and RE sessions and through College assemblies. Remember that everyone is part of our Loreto family, whatever your faith, experience, background, culture or interests. We encourage you to be wholly part of our community: you'll share in our mission through things like our charitable events and through your contributions to the wider community we serve.

With blessings for the year ahead!

Mr Leach and Mrs Carr  
Heads of Student Services

# A MESSAGE FROM UPPER SIXTH STUDENTS

Hello and welcome to all new students!

Hopefully, you are excited to join Loreto, but we know it can also be nerve-racking. If you are coming to the College alone, **DON'T PANIC!** You will soon make new friends in your subjects and in tutor group - remember, people are usually friendly!

The College may seem big, but you'll soon learn to find your way around. If you get lost you can always ask a member of staff or another student.

College work is challenging. You will be expected to do more homework than before and you will have to get used to different, more informal styles of teaching than at GCSE. But this is part of growing up and becoming more independent and you do get used to it. If you do find the workload a problem, speak to your Head of Hall, teachers or tutor. You can also access support through our Academic Support and Student Services teams.

If you are finding adjusting to college life difficult, you should try to make new friends - talk to people other than those who came with you from your school, and join some of the many college clubs - this is a great way to meet new people, develop new interests and also get involved in the college community.

Our advice would be to work hard right from the start, get into a good study routine, check your emails every day so you don't miss out on any opportunities and get involved in all Loreto has to offer. Never be scared to ask for help - go to your Head of Hall and also bring ideas, concerns or suggestions to your Student Voice Representative or Student Councillor.

Good Luck!

# SETTLING IN

## Timetable

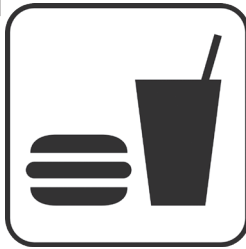
The normal College timetable starts with Period 1 at 9.00am. Your timetable can be viewed on your myLoreto profile.

## If you lose your timetable

During the first week of lessons in September, staff will be available all day in the foyer to answer your questions. Office staff are also willing to help.

## Study periods, breaks and lunchtime

We recommend that you use most of your study periods for private study. The library will provide a quiet atmosphere.



The three study centres - 2nd floor in Ball; ground floor in Ward, and 3rd floor in Ellis and Kennedy are also useful places to work. Cafeterias are available for relaxation.

## Course changes

Make sure you give yourself time to settle down in a subject or course. Chat to your teacher, tutor and your parents about any problems you are facing. If you still feel you want to make a change, you should see your Head of Hall sooner rather than later to discuss the possibility

of a course change. If this is then agreed, your Head of Hall will make the changes that will then be updated on your timetable. You will need to catch up on all work missed in your new subject.

## Absences

Parents/carers are required to notify College of *all absences be they authorised or unauthorised* for safeguarding purposes. Notification can be given by telephoning College or via the Parent Portal.

## Feeling unwell

If you feel unwell, go to the First Aid Room in Ball Building (BG32). If you feel that you need to go home, go and see your Head of Hall or Reception who will sign you out. If you sign yourself out, please get a parent/carer to call the college. It is expected that you will have informed the member of staff whose lesson you will miss. **Do not simply miss a lesson.** Remember, once a lesson has been taught it won't be repeated. You must take responsibility to collect and complete any missed work.

## Email

Every student is given an email account at Loreto. **You must check it daily** or you will miss important information! The easiest way to



do this is to set up your email to forward to an email account you check regularly. There are easy instructions to follow on myLoreto.

### **myLoreto**

You will find a wide range of personalised information on myLoreto, such as your Individual Learning Plan, including:

- your daily timetable notices and announcements
- access to your network home drive and shared areas
- exam timetables and the results of exams taken
- student reviews, and details of target grades in each subject
- attendance and punctuality records
- access to subject resources, like handouts, and information on Loreto's many clubs and societies
- sign up forms for special events like revision classes and Mary Ward Day.

### **Printer Credits**

Your printer credits are topped up at the start of every half term. The amount you will get free will depend on your courses - look on myLoreto for more information. If you run out, you will need to purchase more from the Finance Office (BG33). You can check your balance on myLoreto and it will appear whenever you log into a college PC or Mac.

### **Storage Space**

If you run out of storage space, you can request to have your storage capacity increased by asking the IT technicians available in each building. Try to ensure that you remove old files you no longer need to save space. Do not store non-work related music or videos; extra space will only be given if you have filled your allocation with actual work.

### **Wi-Fi**

Wi-Fi is available for students to use when in college, just join your device to the loreto\_staff+student network, enter your college username and password to login. Remember that all access will go through the college web filters and all access will be logged.



### **If You Lose Something**

Ask at Reception in Ball Building.

### **Study and Part Time Work**

Succeeding at College is as much about your studying outside of timetabled lessons as within them. You should dedicate between 12-18 hours of private study each week. You cannot do this if you work too many hours at a part time job. A national survey has pointed out that a student working more than 7 hours a week will see their grades drop sharply as a result Don't take too much on.



## Resit English and/or Maths

Any student wishing to re-sit a Maths or English GCSE must register their intention during the first two weeks of the autumn term by collecting the appropriate form from the Examinations Officer (in room BG44), completing and returning it to them by the date stated on the bottom of the form. ***A candidate entrance and centre fee must be paid by each student.***

## STUDENT SUPPORT and FACILITIES

**Need to talk?**

**If you feel anxious or worried and would like to talk to someone about it,**

all the staff in the college are happy to help, particularly:

- your Head of Hall
- your Tutor
- Student Support and Wellbeing Officer
- College Counsellors
- the Chaplain

We may not be able to help you personally, but we may be able to advise you where to get help from. ***Don't worry about taking***

***up our time - that's what we are here for.***

## How do I get help?

- See your tutor or Head of Hall
- Arrange an appointment with one of the college counsellors (read on to find out how)
- talk to one of the Chaplaincy team
- Speak to our Student Support and Wellbeing team, in our Student Services area (BG19).

## Counselling at Loreto

Counselling is a one-to-one type of support which can help with a wide range of problems both straightforward and complex. It can give you the chance to reflect and understand yourself and your feelings better.

Counselling can help with a range of issues affecting your life inside or outside college. This can be an exciting time of your life, but there are also a lot of challenges and pressures! If the counsellor is not the most appropriate person to help you, they will try to help you find the right person or service.

## **Arranging an appointment**

There are two types of appointment: brief 5-10 minute 'drop in' appointments on:

- Mondays: 12pm-1pm
  - Thursdays: 1pm-1.50pm
  - Fridays: 1.15pm-1.45pm
- or a planned 30 or 50 minute appointments.

You are welcome to just turn up at the 'drop in' to discuss

an issue briefly or to find out more about counselling before arranging a regular appointment. If there is a 'Do Not Disturb' sign on the door, please wait a few minutes until a counsellor is free to see you.

The planned appointments can be arranged by contacting a member of staff to refer on your behalf or by emailing the counsellors yourself at [counsellor@loreto.ac.uk](mailto:counsellor@loreto.ac.uk).

The counsellors will always try their best to arrange an appointment for you as quickly as possible, but during busy times there might be a waiting time of a few weeks for the planned 50 minute appointments. However, the counsellors will always offer you an assessment appointment or invite you to attend a drop-in on referral.

### **The Counsellors**

There are five counsellors at Loreto: Therese Gorton, Kate Dickenson, Ann McClure, Eilish Gallagher and Angela Bousfield, who are all based in St Vincent's building. They work their hours flexibly to try to meet the need for appointments, and there is usually a counsellor in college every day.

*Please note that the Counselling Service is **NOT AN EMERGENCY SERVICE**. If you feel that you need urgent emotional support in college, you need to let a member of staff (ideally your*

*tutor or Head of Hall) know as soon as possible. Outside college you need to let a parent/carer or somebody else who can help you know as soon as possible (e.g. another member of your family or close family friend) or you can go to the nearest Accident and Emergency Department for help, where you will be assessed by a mental health practitioner.*

### **Examination Access Arrangements**

If you previously had any additional entitlements, such as extra times or rest breaks, or feel that you may need exam access arrangements, please let the Faculty of Academic Support team know during enrolment. Alternatively, please discuss this with your tutor, Head of Hall or subject teacher as soon as possible. They can put a referral on myLoreto on your behalf. The Faculty of Academic Support team will contact you via email to follow up on the referral, as you will need to be re-tested in college to ensure your entitlement is up to date for the exam boards.

### **Problems with Studies**

Ask for help if you are struggling, don't leave it too late, your teachers and tutors want to help. Our Academic Support team



and Student Services team can also give you more specific support. It can help you with such things as:

- Time management
- Organisation
- Essay writing
- Revision
- Confidence building

If you'd like more support, ask your tutor how to access this or go to the Ellis and Kennedy Study Centre and there will be someone there to help you. They will set up an appointment for you with a member of the Academic Support team. There may be a waiting list, so please ask for help as soon as possible.

### Loreto Weekly

There are lots of things happening at Loreto and many opportunities to get involved in: visits, trips, enrichments activities, careers events and initiatives in and out of College. You'll receive Loreto Weekly to your college email address each Monday morning. Keep a look out for it to find out what's happening in College.

### Cafeterias

The cafeterias are situated on the ground floors of Ball and Ellis and Kennedy buildings, and our Coffee Pod is also available in the College gardens outside Ward building, all run by our in-house catering team, Loreto's.



**The cafeterias are open from 8.30am-3pm, with lunch served from 11.30am - 1.50pm.**

### Your Library and Study Centres

The College provides a fantastic Library and three dynamic study



centres, each offering a unique environment to meet your learning needs. Inside, you will find a wealth of technology, books, and DVDs to support your research and studies. In addition to this, we have educational journals, general reading magazines and lots of fiction!

You can manage your own library account, and make 'click and collect' reservations via the 'MyCirca' App. Alternatively, you can access your account and our online resources - including eBooks and academic databases - via the Library tab on MyLoreto.

We are open from 8.30am - 4.00pm Monday to Friday, and provide a late-night service around internal and external exams to support your revision. We ask that you always work quietly and purposefully when in these areas, and respect our no food or phones policy.

Our knowledgeable and friendly team are always on hand to help with your requests and enquires. To keep up to date with our events and new resources, follow us: Insta and Twitter @loretolibsc and check out our blog on WordPress @loretolibsc.

### **Careers Department**

At Loreto, we are committed to giving you lots of support, information and advice about making your future career choices. You will be given the opportunity to develop your employability skills and prepare for your future.

We look forward to seeing you in the Student Services area on the ground floor of Ball building (BG19) where we have dedicated careers advisors who you can make an appointment to see and will help you with CV writing, planning and give careers advice. The Careers Department has books, HE prospectuses, course leaflets and information about computer-based guidance programmes for you to do your own research.

These can provide personalised information to help you with your career choices.

Each term the Careers Department organises numerous talks from universities, employers and apprenticeship providers. We have specialists visiting from a huge range of jobs

and professions to give very individual advice about entry requirements, how to apply and the opportunities for progression. We also host a large careers fair every year, which is attended by many universities from across the country, a range of local and national employers and apprenticeship providers - just for Loreto students. We also organise trips to university Open Days and to visit specific subject departments. **Please see Mr Webb in BG19B** and check your emails and LoretoDaily for information and opportunities.

### **Religious Education**

At Loreto College we are committed to helping you achieve academic excellence. This commitment also extends to helping you develop socially, morally and spiritually; we are interested in you as a whole person. Whether you come from a faith tradition or not, RE offers a safe, encouraging and enjoyable environment in which to consider and discuss a whole range of important issues that have an impact on people across the world. Students attend one RE lesson each week and also take part in our special Mary Ward Day, which commemorates and celebrates the foundress of Loreto and her values, which our college is based upon. It also gives you a fantastic opportunity to get to know new people and to do

something completely different. We look forward to helping you explore some of life's biggest questions and hope that you will make the most of this vital aspect of college life.

Attendance at RE, like all timetabled lessons, is compulsory across your years of study.

## **Chaplaincy**

The Chaplaincy area can be found on the red floor of



Ball Building (B122) and it is a space for all Loreto students, whether you are striving for a better world, need a break from the hustle and bustle of life; want to make time for God and the spiritual in your life; need someone to chat to if times are hard; or just need a quiet space to go where you don't have to worry about exams and other stresses.

The aim is to help you flourish, and while the Chaplaincy supports the academic side of the college, it is a place where you can grow in other ways, and where they will help you to become the person you're meant to be.

The Chaplain, Ciarán, are around to help and support you, so please do come to the Chaplaincy area.

Here are some existing chaplaincy activities, but we are always open to new students'

ideas:

- Justice and Peace Group
- Hall Masses in Chaplaincy
- Weekly College Mass
- Fairtrade Group
- Tea and biscuits at break
- Morning prayer
- Support for parish/ diocesan activities you may already be involved in.

The Chaplaincy activities are firmly rooted in our Catholic Christian spirit and while some have grown from this shared heritage, other activities are specifically developed so that all students can feel welcome in the Chaplaincy, whatever background they're from.

The Chapel is also open for quiet reflection and prayer; our prayer room is available for students of all faiths to pray throughout the day.

## **Equal Opportunities**

Loreto College is a Catholic college that welcomes students from a diverse range of faiths and those of no faith at all. Loreto College is an inclusive community. We value all of our students and staff and all students have an equality of opportunity. This means we ensure that no group receives less favourable treatment on the grounds of gender, ethnic origin, race, class, nationality, religion, disability or sexual orientation. We also provide support for students with learning differences and provide access to appropriate programmes and courses.

We expect that all of our students are respectful of each other, the college and the college's ethos so that everyone at Loreto can be safe, happy and have the opportunity to thrive. You can find copies of the Equality of Diversity Policy for Students and Harrassment Policies on myLoreto. The Single Equality Scheme and the college's Equality Objectives can be found on the college website.

### **Bursary Fund**

The Bursary Fund is a Government grant designed to help support those young people whose access to, and completion of, education might be inhibited by financial constraints.

Students who enrol at Loreto College, who are under the age of 19 as of 31st August 2021 will be eligible to apply for a bursary. You must have been living in the UK for at least three years (or provide written confirmation that you satisfy the Government's residency criteria, if not already held by the College) and must be able to provide sufficient evidence to enable us to process your application. The Bursary Fund will be prioritised as follows:

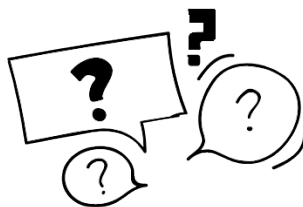
a) any young person in care, care leavers, in receipt of Income Support/Universal Credit (UC), Employment and Support Allowance (ESA) or UC and Disability Living (DLA) or Personal Independence

Payments (PIP) in their own right

b) young people eligible for free college meals or from households with annual income below £23,000

c) other young people in financial hardship may receive a bursary at the discretion of the college.

### **What do I do if I want to leave college?**



During the course of study, many students will feel unsure or overwhelmed at times. Ask for help to see if there is something we can do to make things easier for you. If you feel you may want to leave College, please talk to your Head of Hall, Tutor or subject teachers. You should also discuss the matter with your parents/carers. If, after due consideration, it is decided that it would be in your best interest to leave college, your Head of Hall, in consultation with your parents/carers, will be happy to offer you advice and arrange a careers appointment for you.

# ENRICHMENT and OPPORTUNITIES

## Student Voice Reps (SVRs)

Each tutor group will appoint a Student Voice Rep early in the new term. SVRs meet regularly to share any information, issues and suggestions from the tutor group and help to organise events such as CommuniTuesday. The SVRs will also pass information to and from the Student Council.

## Student Council

The Student Council meets at least once every half term to look at concerns and suggestions made by the students, through the SVRs, in tutor groups.

It also helps to support college activities, clubs and charities, and in general ensures the college is a happy place to be. If you have any thoughts or ideas which you want to raise, then you should speak to your representative, ask your Head of Hall for their name.

You can email the Student Council at:  
[studentcouncil@loreto.ac.uk](mailto:studentcouncil@loreto.ac.uk).  
Lower Sixth students are eligible for election to the council in October/November.

## Enrichment Activities

All students are encouraged to take part in an enrichment

activity at Loreto. It will either complement your studies, provide exercise, or give you a break from academic courses.

The activities on offer fall into 4 categories:

- Representative Sport
- Recreational Sport
- Personal Development
- Subject Support Programmes

You will receive further details about these activities in the first half term of college.

# REQUIREMENTS

## Attendance and punctuality

Punctuality is a key skill! Factor enough travel time to get to College to make sure you arrive to every lesson on time every time. Regular and punctual attendance at all lessons and tutorials is essential if you are to succeed as a sixth form college student; it also gets you into good employability habits. You can monitor your own attendance and punctuality record on myLoreto. Your subject teachers will keep a class record and any absence will be noted and reported on your student log. If you do need to be genuinely absent, then please ensure a parent or carer notifies college on the morning of each absence. ***A regular check is made on attendance and punctuality with texts***



**and phone calls to parents.** Remember, good attendance and punctuality are essential to your academic success!

### **Security**

***Once you have been given an identification card, you must have this with you and be ready to show it to security personnel at the gates and to any other staff member when asked. Refusal to show your ID Card to a member of staff could result in suspension. If you do not have your ID card, you may be sent home.*** Please look after your ID as there is a £5 charge to replace it. In the interest of student safety, we have CCTV cameras throughout the college (internal and external) which record activity. It is therefore very easy to see and quickly deal with any student whose behaviour is in breach of college rules whilst also identifying and removing intruders. ***Hoods are not to be worn inside College buildings.*** For your security and safety, please ensure that all personal property is secure. Please keep any valuables with you at all times.

### **Smoking, alcohol and illegal substances**

Loreto is a non-smoking college. Smoking is therefore restricted to the designated area and ***is not***



***permitted anywhere else in the college.*** Any student smoking outside of the designated area risks suspension. Vaping is not allowed anywhere on the College campus.

***The Principal has responsibility to ensure that non-smoking staff and students are not vulnerable to passive smoking.***

***Alcohol is not permitted on to college premises and may not be consumed during college hours, including lunchtimes. Alcohol may not be consumed at any time on a college visit. Possession of alcohol and the consumption of alcohol is forbidden at Loreto and will result in permanent exclusion.***

***The possession or consumption of illegal substances, or substances known as legal highs, is strictly forbidden*** (please note the College Code of Respect on page 17 and the Code of Conduct) ***and will result in permanent exclusion.***

### **Visitors**

***College premises are for students and staff only. Students are not permitted to have visitors at any time, including lunchtime, unless they have prior approval from their Head of Hall.***

### **College Property**

We aim to keep the college and the surrounding areas clean, tidy and free of litter, to make it a pleasant place for you and the staff to work in and for our



local neighbours. Please use the litter bins provided and make every effort to encourage others to do so. Please clear up after yourself in the cafeterias and remember all food and hot drinks must be consumed in there too.

### **Mobile Phones**

*Mobile phones must be switched off during lessons and exams. This rule also applies to the Library and Study Centres.*

Students can use their mobiles around campus. Please make sure we have your mobile number and let us know if you change it during the year.



### **Reception**

Reception in Ball Building is the official entrance for all visitors, so please help to keep the atmosphere a welcoming one. Please do not congregate there; use the cafeterias and the college ground to meet with friends.

### **Parking**

The College parking spaces are restricted to staff and visitors. *For your safety, please do not stand or congregate in parking areas.*

### **Fire Drill**

Fire drill procedure notices are pinned up in every room. Please read them and be ready

to act on the instructions if the need should arise. First Aid equipment is kept in the specialist rooms and is also available from reception.

## **POLICIES**

### **IT Acceptable Use Policy**

Loreto College benefits from high speed connection to the internet, which you will use on a daily basis either in lessons or when working in the Study Centres or Library. Loreto's policy to protect students by minimising the risk of the internet being abused or students gaining access to undesirable material, is achieved by:

- monitoring and recording the use of the computer network at all times
- filtering Loreto's access to the internet
- placing all computers used by students in public areas where staff and other students circulate freely
- Loreto staff have been made aware of the potential misuse of the internet so that they can oversee students using it nearby.

Students using the college network must follow the Code of Conduct as defined in the **Acceptable Use Policy**, which you will have to agree to follow prior to using the myLoreto portal and systems. You can find the policy on myLoreto and on posters in every computer

room. Misuse of computers will lead to disciplinary action. The college will monitor your use of the network, the internet and your Loreto email account.

## **Student Complaints**

### **Procedure**

The Loreto staff wish to ensure that the Student Charter is fully implemented. If you do have a query or matter of concern, you would normally do this by going through the stages of the complaints procedure below:

- Approach your tutor or subject teacher if that is more appropriate.
- If the issue is not resolved, you may voice your concern to either your Head of Hall, the Head of Department or Head of Faculty.

Should you wish to register your concern and have it followed up formally, you should use the following procedure:

- Write to either Mr Leach (Assistant Principal: Head of Student Services - Lower Sixth) or Mrs Carr (Assistant Principal: Head of Student Services - Upper Sixth) using the query/concern form available at Reception or from your Head of Hall. Mrs Carr/ Mr Leach will contact you within 10 working days to discuss what action is to be taken.
- If you are still not satisfied, the Principal may be approached

at this stage.

- The final group to whom an appeal may be made are the Governors. This appeal must be made with your parents, carer or guardian.

### **Code of Respect**

Loreto College Charters explain what students can expect from the staff. The Code of Respect describes students' responsibilities as proactive members of the college community:

- what students can expect from each other; what staff can expect from students
- how the tutorial system of the College will develop, support, mediate and, in the last resort, enforce this
- code for the good of the College community
- the procedures that will be followed – supportive and punitive- when this code is not observed by Loreto students.

This Code is about students playing an active part in shaping the Educational Community and themselves giving expression to love, freedom, justice, sincerity, joy, internationality and excellence. The Code of Respect is a guide to their active participation in creating the Loreto Community. If students follow the code, they should never be charged with a breach of our Behaviour Policy. Loreto College aims to provide

all students and staff with:

- the chance to create and be a part of a college community, sharing the values of Loreto Colleges and schools world wide
- a college where everyone shows each other respect, care, consideration, friendship and loyalty
- an atmosphere in which individuals support
- and encourage each other and show special concern for those with different talents and special educational needs
- a College environment and a place to learn that is safe, calm, non-threatening, pleasant and clean

For this reason, members of the College are expected to observe the following Code of Respect.

### **Respect for students and staff**

1. All members of the college should treat other members of the College and authorised visitors with respect, courtesy and good manners. Courteous behaviour and respect require that no one should intimidate anyone else in any way, spoken, written, online, physical or any other form. Consideration should be given to how we treat others.

2. All members of the Loreto community should respect the beliefs, rights and feelings of others as identified in the College Equal Opportunities Policies.
3. Harassment or bullying in any form will not be tolerated at Loreto. The Harassment and Anti-Bullying Policies and Procedures explain how the College will respond if harassment or bullying occurs. Harassment may consist of unwanted conduct, an act or series of actions directed toward an individual. Bullying is behaviour with a desire to hurt, frighten or threaten someone else. It can be physical, verbal, taunting with names, gestures, mocking dress styles, taking goods from others or isolating people by ignoring them.
4. Physical violence including fighting is forbidden. If students are involved in any such incident, they will face permanent exclusion.

### **Respect and conduct in the classroom work areas**

The College wishes to continue to be an environment conducive to learning and personal growth. In order to realise this, appropriate behaviour is expected.

1. Students have the right to

learn to the best of their ability. Lessons must be free from disruption and all students should be punctual.

2. Staff must be treated with courtesy and good manners. Confrontational behaviour is not permitted.
3. Please respect the silence in the Library. Students failing to do so may be banned from the Library.
4. Remember that in the Study Centres people are working and students are asked to keep the noise from discussions to a minimum.

### **Respect for the environment**

1. Loreto College does not allow alcohol on the College premises nor the consumption of it in College hours or on College visits. Possession of alcohol and the consumption of alcohol is forbidden at Loreto and will result in permanent exclusion.
2. In the interests of health, students are not permitted to smoke within the college buildings - only in the designated area. Vaping is not allowed on site.
3. Loreto College has an anti-drugs policy and procedures. Possession of drugs or legal highs and use of drugs or legal highs is forbidden at Loreto and will result in permanent

exclusion.

4. Students will find written safety procedures in all places which are potentially hazardous, e.g. workshops and laboratories. Teachers will discuss precautions that need to be taken. Please read and listen carefully. Failure to follow these procedures may put yourself and others at risk.
5. In the interests of the College community students are not allowed to have visitors on site.
6. Everyone is entitled to a safe and ordered environment and all members of the College Community should respect the property of others. Dangerous and expensive objects should be left at home.
7. Loreto is committed to protecting the environment. Please take pride in having a clean and tidy college, including cafeterias.

### **Respect outside of College**

1. Loreto students are asked to act courteously in public to preserve the good name of the College.
2. Students are asked to show respect for the local community and the local environment.
3. Fighting or physical violence in the area of the college will result in permanent exclusion.

## **Disciplinary procedures**

The College has disciplinary procedures in order to have a high standard of conduct, which is in the interests of everyone at Loreto. The procedures are used if staff have concerns about a student's progress, attendance, work rate, attitude or behaviour. It is anticipated that throughout this procedure college staff will offer every support and encouragement to assist any student in changing their behaviour pattern to one that conforms with established rules and the code of conduct. The whole purpose of the exercise is to bring to a student's attention to the fact that their behaviour pattern is unacceptable and to achieve a change of attitude and/or performance. It is not in anyone's interest for this procedure to be applied to its conclusion. Where there has been a breach of the Code of Respect or an act of misconduct by a student the following procedures are applied:

1. The student will be referred to their Head of Hall
2. A letter may be sent home/ phone call made to parents informing them of the incident and action taken
3. Where there has been a continued or serious breach of the Code of Respect or a student has committed an act of gross misconduct, the student will be reported to their Head of Hall who will refer the

matter to the Heads of Student Services. The Heads of Student Services may initiate the College disciplinary procedures.

**NB. The more detailed operational guidelines for the college's disciplinary action are available upon request.**

## **CHARTER FOR STUDENTS**

*This Charter should be read in conjunction with the College's Safeguarding Policy.*

All who come into contact with staff at Loreto College have the right to expect to be dealt with in a way that demonstrates a Christ-like respect for the person.

### **The Religious Dimension of College Life**

The Governors, teaching and enabling staff are members of an educational community which strives to be guided by the teaching of Christ and to guide its Catholic young people in their faith journey and to provide all its members with the opportunity of living, working and worshipping in a Christian community. From this it follows that we hope students will experience.

- a Christian community that permeates all aspects of college life
- a religious education programme and chaplaincy

work that offers Roman Catholic students the opportunity to develop the religious and spiritual dimensions of their lives and strives to support the needs of students coming from other Christian denominations and other world faiths.

### **Equal Opportunities**

The college will ensure that at entry all students will experience equality of opportunity in which no one is treated unfairly because of race, sex, age, disability, sexual orientation, gender reassignment, religion or belief, marriage and civil partnership and pregnancy and maternity which are protected characteristics as outlined in the Equality Act 2010. A copy of College's Equal Opportunity policy can be found in the Student Handbook on page 12. Details of progresses made in encouraging students to enrol from under-represented or disadvantaged groups and steps taken to make such enrolment easier can be obtained from Head of Student Services.

### **Teaching and Learning**

Teachers at Loreto College are well qualified, professional people who are committed to helping their students achieve to the limit of their capability. Full details of teaching and learning facilities available and the courses and qualifications offered by the college are

published in our prospectus. Individual subject leaflets contain additional information about our courses.

We endeavour to provide:

- the specialist teaching you need to help you achieve your goal
- the individual learning support you require
- any help you need with academic support
- qualifications that have value outside the college itself
- courses which contribute to your spiritual, moral, intellectual, personal and social well being
- an introduction to each course which informs you of the aims, objectives and content of the syllabus, the nature of the assessment requirements, and the of what will be expected of you as a student on that course at Loreto
- an ease of transfer between course in the first few weeks of study and accurate information about any transfer of credit to other courses
- weekly setting of work, informative and helpful marking and the return of work within an agreed time to enable progress
- courses which employ a variety of learning and teaching methods
- courses which meet the assessment requirements for the qualifications you are

- seeking
- internal assessments which are consistent and fair
- suitable work placements for courses where this is appropriate
- support from your Tutor and Head of Hall following review procedures
- subject specific advice on applications to Higher Education, and where appropriate, advice applications for employment, apprenticeships and Further Education, to assist you in making well informed choices about your future for each course
- a physical environment for teaching that encourages learning and the enjoyment of learning
- an opportunity for you to express your views on course provision and response to your comments.

### **Guide and Support**

We pride ourselves on our responsive and effective student support network.

We will endeavour to provide:

- a personal tutor and a Head of Hall to work with you to support your learning and personal development
- the opportunity to meet with your personal tutor twice a week
- tutorial sessions to help you with time-management, note-making, essay and assignment writing and

- other study skills
- a student handbook which gives details of the College's rules, disciplinary and other procedures, advice on security and safety, and information about the College Council, catering facilities, sporting, dramatic and musical facilities and clubs and societies
- tutorial sessions that are devoted to careers guidance, including talks by apprenticeship providers, careers officers and higher education admissions tutors
- personal guidance from your tutor, Head of Hall and the careers department and the careers service on applications to employment, apprenticeships, Further and Higher Education
- help with personal difficulties to be available when you need it
- support from the College Chaplaincy
- a reference from the College
- an opportunity for you to express your views on tutorial support and a response made to your comments.

### **General Information**

#### **Performance**

Details of the college's most recently available examination results are available on request from reception from the end of October.

## Fees

Full-time students aged 16-18 who have been resident in Britain for 3 years and over are entitled to free tuition. College practice about charging for examination entries, enrolment fees, books, equipment and other material for study is published in the letter sent to all applicants during the summer holiday preceding entry.

## Student Queries and Concerns Procedure

The staff of Loreto wish to ensure that the Student Charter is fully implemented. If you do have a query or matter of concern you would normally voice your opinion by going through the stages of the queries and concerns procedure which is published in the Student Handbook on page 17.



# COLLEGE HALLS

At Loreto, all students join a Hall community. Each Hall has its own unique history and character. The 12 Halls are listed below:

## St. Alphonsa Muttathupadathu

19 August 1910 -  
28 July 1946

First saint of Indian origin. A dedicated teacher in her convent school, she showed great fortitude and strength in a life of ill-health and pain.



## St. Josephine Bakhita

1869 - 1947

A Sudanese-born former slave who became a Chanson Religious Sister in Italy, living and working there for 45 years. In 2000 she was declared a saint by the Roman Catholic Church.



## St. Edmund Campion

24 January 1540 -  
1 December 1581

A Jesuit priest and martyr. As Catholicism was illegal at the time in England, Campion was arrested by priest hunters, convicted of high treason and executed.



## St. Martin de Porres

9 December 1579 -  
3 November 1639

Born in Lima, Peru. He is the patron saint of mixed-race





people and all those seeking interracial harmony. He was noted for work on behalf of the poor, establishing a children's hospital.

### **St. Aloysius Gonzaga**

9 March 1568 -  
21 June 1591

An Italian aristocrat who became a member of the Jesuits. He died as a result of caring for the victims of an epidemic whilst still a student.



### **St. Kizito**

from 1872 - 3 June 1886

The youngest of a group of martyrs from Uganda persecuted by King Mwanga II.



### **St. Ignatius of Loyola**

27 October 1491 -  
31 July 1556

A Spanish knight from a local Basque noble family, who became a priest and founded the Society of Jesus (Jesuits). Jesuit spirituality heavily influenced Mary Ward.



### **Mary Poyntz**

1593 - 1667

Mary lived and worked alongside Mary Ward. She accompanied her on several journeys between England and Rome from 1609-1627. She helped write the first biography of Mary Ward and became Chief Superior of the order.



### **Susanna Rookwood**

1583 - 1623

Mary Ward stayed with Susanna and her family in their home in Suffolk. Susanna, who was 26 at the time, was struck by the enthusiasm and faith of her younger cousin, and felt too, that she wished to become a Sister.



### **St Joseph Vaz**

21 April 1651 -  
16 January 1711

A Catholic priest from Goa in south India, who set up Christian communities in Sri Lanka.



### **Winifred Wigmore**

Winifred Wigmore joined Mary Ward and her companions in 1609.

In 1619 she became novice mistress in Liege. Later in 1631 she went to Rome to set up a community on the Esquiline. In 1650, she went to Paris and became headmistress of a school and novice mistress. She died in 1657.



### **St. Francis Xavier**

7 April 1506 -  
3 December 1552

A Roman Catholic missionary born in Xavier, Spain and co-founder of the Society of Jesus (Jesuits). He was a study companion of St. Ignatius of Loyola and one of the first seven Jesuits.



# HEADS OF HALLS AND WHERE TO FIND THEM



**Alphonsa**  
**Mr Squires**  
**JG01**



**Bakhita**  
**Miss Mullen**  
**B243**



**Campion**  
**Miss Moss**  
**W205**



**De Porres**  
**Ms Gettings**  
**E409**



**Gonzaga**  
**Mr Maddix**  
**EG08**



**Kizito**  
**Mr Leach**  
**WG03**



**Loyola**  
**Mr Griffiths**  
**BG43**



**Poyntz**  
**Mr Trahar**  
**J207**



**Rookwood**  
**Miss Taylor**  
**E307**



**Vaz**  
**Mr Webb**  
**BG19B**



**Wigmore**  
**Miss Appleby**  
**BG42**



**Xavier**  
**Mr Carberry**  
**W105**

# Loreto College Academic Calendar | 2021 - 2022

August 2021						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BANK HOLIDAYS			
<b>2021</b>	26 December – Boxing Day	<b>2022</b>	18 April – Easter Monday
30 August – Summer Bank Holiday	27 December – Substitute Day	1 January – New Year's Day	2 May – Early May Bank Holiday
25 December – Christmas Day	28 December – Substitute Day	3 January – Substitute Day	2 June – Spring Bank Holiday
		15 April – Good Friday	3 June – Platinum Jubilee
HALF TERMS			
Autumn Half Term: Monday 25th October – Friday 29th October 2021		Summer Half Term: Monday 30th May – Friday 3rd June 2022	
Spring Half Term: Monday 14th February – Friday 18th February 2022			

# NOTES

# NOTES

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