



Loreto
sixth form college

STUDENT HANDBOOK

2024-2025


Ofsted
Outstanding
Provider

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LORETO COLLEGE

TERM DATES

Autumn Term

Starts	Tuesday 27th August 2024
	<i>Lower Sixth induction is on Wednesday 4th September and lessons start on Monday 9th September.</i>
	<i>Upper Sixth induction is on Thursday 5th September and lessons also start on that day.</i>
Half-term	Monday 21st October - Friday 25th October 2024
Term finishes	Friday 20th December 2024

Spring Term

Starts	Monday 6th January 2025
Half-term	Monday 17th February - Friday 21st February 2025
Term finishes	Friday 4th April 2025

Summer Term

Starts	Tuesday 22nd April 2025
Half-term	Monday 26th May - Friday 30th May 2025
Term finishes	Friday 11th July 2025

Lower Sixth students' last day of lessons is Tuesday 1st July 2025.

WELCOME FROM YOUR HEADS OF STUDENT SERVICES

Welcome 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 of: Mrs Pritchard (Deputy Principal), the Heads of Student Services (Miss Taylor for Lower Sixth and Mr Leach for Upper Sixth) and the fourteen Heads of Hall, Mrs Otto our Safeguarding Manager, supported by Ms Mullen, Assistant Safeguarding Manager, Mr McCullough and Ms Cox, Safeguarding Officers, Mrs Martin and Miss Jordan-Stewart our Student Wellbeing Officers, Mrs Harris, Emma, Mr Silcock and Miss McGinn in Chaplaincy, our College Counsellors Therese, Kate, Ann, Eilish and Jonathan, and Mr Pritchard, Miss Riley, Miss Anwar and Ms Brough-Jones in our Careers team. We also have our First Aid Officer, Ms Syed. 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 Core RE sessions, College assemblies and through opportunities for collective worship and reflection across the year. 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!

Miss Taylor and Mr Leach
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 there 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, 3rd floor in Ellis and Kennedy and ground floor in Ward (used for Directed Study Periods only) are also useful places to work. Cafeterias are available for relaxation until 3pm.



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. Course changes are not possible after 16th October.

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 to Reception where you will be signed 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!



If you want to forward your College emails to a personal account, please follow the instructions 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 (BG13). You can check your balance on myLoreto and it will appear whenever you log into a college computer.

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 Ball and E&K. 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_byod 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/Find Something

Ask at Reception in Ball Building if anyone has handed anything in, similarly if you find something please hand it in at Reception.

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

Loreto Extra

As part of your Guided Learning Hours, you may be allocated an additional period from a range of 'Loreto Extra' options at enrolment. This might include: Subject Support Programme, Remote Study Programme, Directed Study Period or an enrichment activity. These sessions, like everything on your College timetable, are compulsory and excellent attendance, punctuality and engagement in these classes are essential.



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 Chaplaincy team

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
- Tuesday, Wednesday, Thursday, Friday: 1.05pm-1.50pm

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.

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.

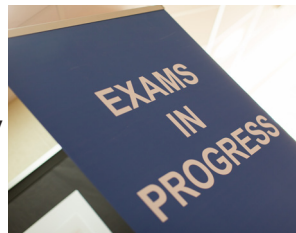
The Counsellors

There are five counsellors who are all based in Ball 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 Additional Learning Support (ALS) 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 ALS 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 ALS 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 ALS team. There may be a waiting list, so please ask for help as soon as possible.

LoretoWeekly

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. Keep a look out for it to find out what's happening in College.

Cafeterias

There are two cafeterias: the Lower Sixth cafeteria is in Ball Building, ground floor and the Upper Sixth cafeteria is on the ground floor of Ellis and Kennedy building. The Coffee Pod is also available in the College gardens outside Ward building.

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



Library and Study Centres

Loreto College offers four fantastic study spaces - a traditional library, a learning resource centre (LRC), a directed study hub, and a study centre - each designed to support different learning styles and needs. As well as lots of study desk space, we provide PCs and laptops in our centres, all of which can be used on a first-come, first-served basis. We are open Monday to Friday



during term-time, and over exam periods we provide an extended hours service in the Library to support revision.

From our website, LOLLI (Loreto's Online Library and Learning Information Portal), you can search our extensive collections of textbooks, books and eBooks, manage your library account, and reserve items for collection. From LOLLI, you can also access our brilliant collection of high-quality online resources, including journal and magazine archives, databases, news subscriptions, and our digital Manga and comic collection. You'll also find our handy LOLLI Subject Pages, which bring together all the physical and digital resources you'll need to support success in your course. To keep up to date with our events and new resources, follow us on Instagram @loretolibsc or check out our WordPress blog: loretolibsc.wordpress.com.

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 Mrs Cross in B120** and check your emails and LoretoWeekly for information and opportunities.

Core 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, Core 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 enjoy one Core 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 Core 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 Chaplaincy Team - Mrs Harris, Emma, Miss McGinn and Mr Silcock 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 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 Harassment Policies on myLoreto.

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 2024 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.



SCAN ME TO FIND
MORE INFO ON OUR
WEBSITE ABOUT
HOW TO APPLY FOR
THE BURSARY FUND
AND ELIGIBILITY.

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.

Lower Sixth students are eligible for election to the council in October.

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:

- Arts and Culture
- Sports, Health and Wellbeing
- Education, Science and Technology
- Environment, Sustainability and Charity

You will receive further details about these activities in the first half term of College and at the Freshers' Fair.

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, and students who do not then maybe subject to the College's disciplinary procedures and could ultimately risk their place at College!

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. ID cards are non-transferable and must not be shared. 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 18 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. Bringing non-Loreto visitors onto site results in suspension.

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.

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.



Personal Property

Please note that students are

personally responsible for their own items and equipment on the College campus, including items such as mobile phones and computers or tablets. The College does not claim any liability for loss or damage to items on site.

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 grounds 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 displayed 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

Using IT at College

When accessing the internet at College, please beware of the College's IT Acceptable Use Policy. Loreto's policy is there 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.

Artificial Intelligence and Plagiarism

Artificial Intelligence (AI) can be a very useful tool to support aspects of your learning, including in the creation of revision resources, and teaching staff may advise you on how to use this effectively and appropriately in lessons. However, Generative AI, such

as ChatGPT and other such services, must not, in any circumstances, be used to generate work for homework, assignments and assessments. Plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own) is strictly forbidden both by College and all examining bodies, and can lead to a student facing disciplinary procedures and being withdrawn from their qualifications.

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 Miss Taylor (Assistant Principal: Head of Student Services - Lower Sixth) or Mr Leach (Assistant Principal: Head of Student Services - Upper Sixth) using

the query/concern form and they 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 truth, 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

anyway, 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 across campus

The College welcomes the variety of appearance brought by individual student styles and choices. The wearing of items arising from particular cultural/religious norms (including, for example, saris, turbans, skullcaps, hijabs and kippahs) is seen as part of this welcome diversity.

Loreto College is a professional place of work. We do not insist on any particular dress for its employees or students, except where there are health and safety or security concerns, or where a job or placement requires a uniform or protective

clothing to be worn.

Clothing obscuring an individual's face is not allowed on the college campus, except when required for health and safety or work-related reasons. To help ensure identification, employees, students and visitors must not wear clothing in such a way that it obscures the face, this includes items such as, but not limited to, face snoods, niqabs, balaclavas, face masks* etc.

Full details of Loreto's Statement on Dress can be found on our website.

*Medical face masks will be permitted with evidence of requirement from a medical professional.

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, this includes

putting any litter in the bins provided or bringing it back to College.

3. If dropped off outside College, being mindful of road restrictions and do not idle.
4. 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 and carers 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.

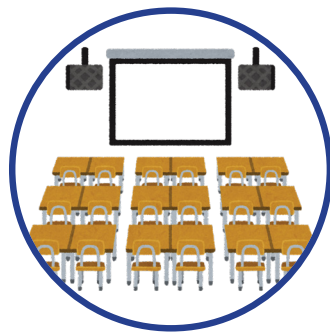
NB. The more detailed operational guidelines for the college's disciplinary action are available upon request.

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.

CLASSROOM MANNERS



YES TO WATER

YES TO PENS AND PENCILS



YES TO FOLDERS/FILES



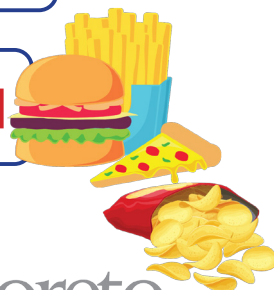
REMOVE COATS, HATS AND HOODS



NO MOBILE PHONES



NO FOOD OR CHEWING GUM



NO DRINKS



Loreto
sixth form college

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 core 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 13. 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 the 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 or faculty leaflets.

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 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
- 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 on 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 our website.

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

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 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. There are 14 Halls, each with their own unique history and character.

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 his 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.



Blessed Otto Neururer

1882 - 1940

Otto was a priest from Austria who was taken to the concentration camp in Buchenwald, where he was hanged after baptising a fellow prisoner.



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.



Mother Teresa Ball

1794 - 1861

Teresa founded the Irish community of the IBVM sisters and gave it the name 'Loreto'. She's credited with setting up schools across the world, including our own College here in Manchester.



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.



**Where to find your
Head of Hall**



**Alphonsa
Mr Squires
JG01**

**Bakhita
Mr Harrison
B134**

**Campion
Mrs Cross
B120**

**De Porres
Ms Gettings
E409**

**Gonzaga
Mr Maddix
EG08**

**Kizito
Mr Leach
WG03**

**Loyola
Mr Griffiths
E114**

**Otto
Mrs Rehman
W105**

**Poyntz
Miss Taylor
BG43**

**Rookwood
Mr Harnell
B244**

**Teresa
Mrs Boon
BG42**

**Vaz
Mr Webb
E307**

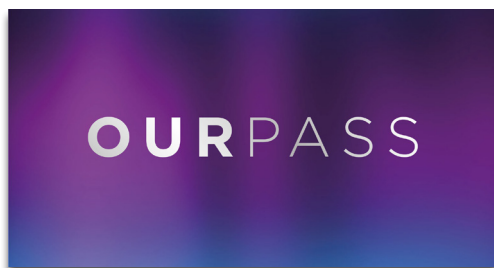
**Wigmore
Ms Moore
J207**

**Xavier
Mr Carberry
W205**

Heads of Student Services
Lower Sixth:
Miss Taylor in BG43
Upper Sixth:
Mr Leach in WG03

TRANSPORT TO AND FROM COLLEGE

There are various fares, passes and College buses available if students are planning to use public transport as a means to travel to and from Loreto College.



Our Pass - ourpass.co.uk

This is primarily a membership scheme for young people living in Greater Manchester. Those eligible can become a member and have access to:

- free bus travel across Greater Manchester. After paying a one off £10 fee, members can travel on most local buses any day of the week and get half-price off peak 1 day and weekend travelcards on Metrolink.
- have access to Our Pass Exclusives, such as discounts, special offers and free tickets.

Who can apply and when?

- 16-18 year olds who live in Greater Manchester and you can apply NOW and start using it from 1st September 2024.



Scholar's Permit

If you are aged 16-19, live in Greater Manchester and in full-time education, you could be eligible for this permit. It allows you to pay child fares on buses, trams and trains in Greater Manchester when travelling to College. This permit can only be used in term-time, from Monday to Friday up to 9pm. The Our Pass is free and can be used any day of the week, so it's well worth checking to see if you qualify for that before applying for Scholar's Permit.



BEE NETWORK

Powered by  Transport for Greater Manchester

Buses

Although Loreto College does not run it's own college buses, there are a number of Loreto dedicated buses that take you directly to the campus:

Service 742 - from Burnage, Heaton Chapel, Levenshulme and Longsight.

Service 743 - from Heald Green via Gatley, Northenden, Didsbury and Withington.

Service 744 - from Eccles, Monton Green, Patricroft and Stretford.

Service 745 - from Walkden, Swinton, Pendlebury, Irlams o'th'Height and Pendleton.

The following commercial bus services stop close to the College:

15, 53, 85, 85A, 86, 250, 253, 256 and 263

All transport information is correct at the time of printing.



Values *of a* **Loreto** **Student**



Aim for **Excellence** in everything we do

Use our **Freedom** to bring about
positive change for ourselves
and our Loreto family



Treat one another with **Sincerity**,
recognising our individuality

Advocate for **Justice**,
honesty and mutual respect



Be seekers of **Truth:**
engage with and question our world

Find **Joy** in our learning
and in those around us



Celebrate our **Internationality**
as a diverse and dynamic community of faith

Loreto College Academic calendar 2024/25

August 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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			
2024	26 December – Boxing Day	2025	21 April – Easter Monday
26 August – Summer Bank Holiday		1 January – New Year’s Day	5 May – Early May Bank Holiday
25 December – Christmas Day		18 April – Good Friday	26 May – Spring Bank Holiday
HALF TERMS			
Autumn Half Term: Monday 21 October – Friday 25 October 2024		Summer Half Term: Monday 26 May – Friday 30 May 2025	
Spring Half Term: Monday 17 February – Friday 21 February 2025			

Loreto Sixth Form College Chichester Road South, Manchester M15 5PB
0161 226 5156 | office@loreto.ac.uk | loreto.ac.uk

