



Alderman Knight Post 16 Centre



Information Booklet

Post 16 Ethos and Vision Statement

It is our aim to ensure that our students will be provided with a curriculum that builds on their current knowledge, skills and understanding as well as their strengths and interests. The curriculum will ensure progression and include opportunities to further develop essential life skills, vocational skills, academic learning and personal qualities that will help them towards employability and independence at a level suited to their needs.

Entry Criteria

Post 16 students aged 16 – 19 years

The Post 16 provision at Alderman Knight School will provide for young people aged 16 to 19 with EHCPs and statements of special educational needs which identify they must:

- Have complex communication and interaction special educational needs usually associated with an autistic spectrum disorder including Asperger's syndrome, and complex needs including anxieties, emotional, social and mental health needs, and:
- Have the cognitive potential to attain a range of accreditations at Level 2/ GCSE equivalent Grade 4 and above (previously A* - D grades)
- Require a specialist setting to access a further education curriculum

The Local Authority will assess children and young people on a case-by-case basis against the criteria as given. It is recognised that children and young people often have needs that cross over different areas and their needs can change over time. Therefore, these areas give an overview of the range of needs that could be catered for within this specialist setting.

Post 16 Centre

The length of time students will stay at Alderman Knight Post 16 is dependent on their individual needs. Students will have a personalised pathway that enables them to move on at the most appropriate point. Some may simply need a bridging year before moving to a local provider college. Others will study in the Post 16 for two years and may not access another further education setting at all. They may enter employment or employment scheme directly from Alderman Knight Post 16.



Key to success is that the curriculum will give them the opportunity to plan and review their own skills and achievements, working with staff and other agencies as necessary to ensure their needs are addressed and that they are supported to develop in a holistic way.

In order to do this, the curriculum provision will:

- Provide educational learning opportunities from Monday to Friday in line with the school's academic year calendar
- Enable all students to be involved in planning and developing their own curriculum offer designed around their needs that will include a wide range of opportunities.
- Provide a range of accreditations for all students that demonstrate genuine, meaningful progress. The model offered is similar to the main school's current model of curriculum pathways. Young people follow a pathway underpinned by life skills with a focus on communication and interaction as well as academic and vocational learning at an appropriate level.
- Include a specific and very clear focus on extending the independent living skills of all students. This is achieved through a Preparation for Adulthood Pathway. This pathway will include units on money management, independent travel, keeping themselves safe and healthy, and developing a social life outside school as well as modules linked to their EHCP outcomes.
- Develop the work skills of students to improve their ability to secure paid employment or support their local community through voluntary work. This may include regular opportunities to work within the community.
- Develop ability and confidence in communicating and interacting with peers who do not have additional needs. The Post 16 Centre offer will provide curricular and extra-curricular opportunities with the students from Tewkesbury School to improve social interaction and develop friendships.
- Prepare students for the next stage in their transition to adulthood.

General Information

TERM DATES

Term dates will be exactly the same as the rest of Alderman Knight School. A copy of the term dates are available on the school website: www.aldermanknight.gloucs.sch.uk

INSET dates will be the same as the rest of Alderman Knight School and will also be included in the copy of the term dates that are made available via the website.

TIMINGS OF THE DAY

The start of the day at Post 16 begins at 8:40am. Students are welcome to arrive to the Post 16 building from 8:15am each day. The day finishes at 14:50.

Students will enter and exit the building through the Post 16 main entrance. Students are given access fobs on their lanyards to open the main doors to the building.

Time	Lesson
08:40 – 08:55	Tutor Briefing
08:55– 09:45	Lesson 1
09:45 – 10:30	Lesson 2
10:30 – 10:50	Break
10:50 – 11:35	Lesson 3
11:35 – 12:20	Lesson 4
12:20 – 13:10	Lunch
13:10 – 13:55	Lesson 5
13:55 – 14:40	Lesson 6
14:40 – 14:50	Tutor Time

TIMETABLES

The Post 16 curriculum will be based on a two-week timetable in most cases, with 6 lessons per day.

Students who are enrolled on a course at Tewkesbury School will be given individual timetables which may differ to the above timings to accommodate those lessons. Bespoke timetables are explained to students to ensure they understand their schedules in these instances.

Dress Code

Students attending Post 16 will be expected to be smart in their appearance and follow a Business Dress Code. This mirrors the expectations of the smart and tidy appearance necessary in working life and allows our students to become role models to other members of Alderman Knight School.

A dress code for Work Experience will be dependent on the placement and discussed on an individual basis.

Post 16 Dress Code

- White, blue or grey smart or collared shirt (rather than polo or T-shirt)
- Charcoal grey trousers or skirt (no jeans, tracksuit style trousers or shorts)
- V necked grey jumper or cardigan (no sweatshirt or hoodies/zoodies)
- Smart black shoes (no trainers, flip-flops or backless sandals)
- Optional tie (students may opt to wear a suitable, Post 16 appropriate tie)
- No hats or beanies should be worn in the Post 16 building.



Jewellery

Students should limit the amount of jewellery that they wear. Students may:

- Wear one small stud earring or small sleeper earring in each ear.
- Wear a watch (we ask that smartwatches are avoided if possible, but should be silenced if worn)

We respectfully ask that students do not wear any visible facial piercing or have multiple ear piercings. Please note that there may be occasions where it will be necessary for students to remove all earrings and watches for health and safety reasons.

Hair

We respectfully ask that hair is also considered into our business dress code. Hair should not be shaved below a grade 1 and no patterns should be shaved into the hair or eyebrows. Hair colouring is only allowed if it appears natural; no unnatural colours please. Hair extensions are not allowed.

Make up

Any make up worn must be modest and discrete. Lipstick, false eyelashes and acrylic nails are not allowed.

PE Kit

There is no set PE Kit for Post 16. Students can wear their own clothes that are suitable for exercise and appropriate for Post 16.

There may be some occasions where uniform is not required, such as educational trips or charity days. These will be announced on an ad hoc basis. Students should ensure that they continue to be respectfully dressed with no offensive or inappropriate items of clothing worn.

Behaviour Expectations

The following 'Rules for Success' are a brief summary of what is expected of students at Alderman Knight School in both classes and around the school. They are clearly displayed in all classrooms and have been written in a way that will hopefully make them more accessible and memorable to the students.

At the start of the academic year, all students and form tutors will sign a learning agreement that outlines the expectations of students and staff in Post 16 relating to their Conduct, Study and Attendance. All incidents of absence, missed deadlines and failure to meet the expectations of Post 16 study will be pursued by the teaching staff, tutor and Post 16 Manager where appropriate.

The expectation at Post 16 is that you take responsibility for your learning and the learning of others.

Rules for Success	
Attendance	We aim for all our students to achieve 100% attendance, and will challenge those who fall below our minimum target of 93% attendance.
Uniform	Correctly following the post 16 dress code at all times.
Attitude	Arrive on time for your lesson, follow instructions straight away and complete work to the best of your ability.
Equipment / Environment	Look after school property, be responsible for equipment that you use. Recycle whenever you can, follow the rules in different areas.
Respect	Give everyone respect, show respect to others in class discussions.
ICT	Responsible and appropriate ICT use at all times including use of school email.
Deadlines	Hand in excellent work on time, speak to your tutor if you have any concerns over achieving a deadline.
Study Time	Use this time for meaningful work towards your qualifications.
Engagement	Every session counts, take an active part in all opportunities offered to you

In Post 16 students have responsibility for their learning and the learning of others. Post 16 staff will make students aware of the consequences of their actions and use real-life scenarios to get them ready for their next steps. It is the student's responsibility to make good positive choices and learn from situations. Any student causing concern will start a 5-stage sanction system to ensure high standards in Post 16.

Attendance Policy

We expect all students will:

- Attend school regularly (Above 93%)
- Attend school punctually
- Attend school appropriately prepared for the day, dressed in Post-16 school uniform and with any additional equipment or clothing required for the day
- Discuss any problems that deter them from attending school promptly with their form tutor or the Post-16 Manager

We expect all parents and carers who have day to day responsibility for the young person will:

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their young person arrives at school punctually and prepared for the school day
- Ensure that they contact the Attendance Officer via Weduc or telephone whenever the young person is unable to attend school. Contact the Attendance Officer by 9 am on the first day of the absence and each morning thereafter
- Contact the Attendance Officer promptly whenever any problems occur that may keep the young person away from school

The school attendance target is 93% (Reasonable adjustments and consideration for reasons will be taken into account), the impact on learning of a lower attendance rate can be seen below.

Attendance Rate	School Days Missed
98% attendance means	4 school days missed
95% attendance means	10 school days missed
93% attendance means	12 school days missed
90% attendance means	19 school days missed
80% attendance means	38 school days missed

Homework Policy

Introduction:

At Alderman Knight School we work with parents and carers to support learning at home. We understand the difficulties some students will have completing work at home and as a result, we have developed a flexible homework approach in collaboration with parents and carers. The School recognises that homework may take many forms and may include reading, written work, observations, research and practice of other skills as appropriate.

Practices and procedures

In Key Stage 5, students can expect one piece of homework which should take about 45 minutes to complete per subject each week. Students may also be given a theme to investigate in their study time as additional reading in preparation for future lessons. There are times, particularly for exam students, when we set homework especially as they approach exams. We might use revision sheets, workbooks, and websites such as Bitesize in Maths, English and Science, Seneca Learning, My Maths or Purple Mash. Alderman Knight School has purchased subscriptions to a number of online resources to aid the development of literacy and numeracy skills. Links to these resources are located on the Alderman Knight School website. These resources can be accessed from home and are used routinely for homework.

Logins for each of these online resources will be sent out in the Autumn Term. If you need logins sent home again, please contact your student's tutor.

Alderman Knight School holds sessions for parents and carers to come into school to find out more about how students are taught, how they can support at home as well as how to use homework-based resources. Information on these sessions will be sent home with students and posted on the school website.

The role of the Subject Leader/Tutors – Monitoring homework set by class teachers

It is expected that the Post 16 Manager and tutors will check to see that the teachers are regularly setting, marking and providing feedback to students and parents/carers. The senior leadership team (SLT) will ask subject leaders at different points throughout the year for samples of homework from the different teachers within their departments. This type of homework scrutiny will be used as a means of ensuring that homework is of the highest standard at Alderman Knight so it continues to inform the teaching and learning of our students.

Role of Parents/Carers

The School views the support of parents/carers as very important to the effective use of homework. All parents will be acquainted with the School's homework policy. If you find the homework inappropriate for your young person, if they lack interest, if it becomes a battleground or if you are concerned that homework is given inconsistently please talk with the personal tutor in the first instance.

Destinations

Our students have gone on to enrol in courses and programs of study in other further educational provisions, applied to join apprenticeships, or voluntary work placements and part-time employment.

We are so proud of our students, both past and present, and we endeavour to catch up with our students even once they have left us to see how they are getting on.

2024 LEAVERS

- One leaver has enrolled onto BTEC Diploma courses at Gloucestershire College to study Arts & Media.
- Three leavers have enrolled onto Supported Internship courses at Star College Greensteps and SGS.
- Three leavers have enrolled onto courses at Pershore College.
- One leaver has enrolled onto BTEC Diploma courses at Bridge Training to study Arts & Media.
- Three leavers have moved onto specialist colleges.
- One leaver has gained employment with the NHS.

2025 LEAVERS

- Eight leavers have enrolled onto Supported Internship courses at National Star College Greensteps
- Three leavers have enrolled onto courses at Gloucestershire College in Music Production, Media and Construction.
- One leaver has enrolled onto a media course at South Gloucestershire & Stroud College.
- One leaver has moved onto a specialist college.
- One leaver is looking to start an apprenticeship in Catering.
- One leaver has enrolled onto a Criminology and Forensics Foundation Degree at Birmingham City University.

Student's Voice

We understand that the voice of our students should be one of the loudest. One of the best ways that you can make your decisions and get ready to join our Post 16 Centre is to hear from the other young people who have studied with us. Here is a small selection of some of the things that our students think about Alderman Knight Post 16 Centre.

"I really enjoyed my time in Post 16 at Alderman Knight because of all the help and support that I received. I was taught many different skills that are now helping me on my new course at Gloucestershire College. I particularly enjoyed work experience as doing this gave me a lot more confidence."

"I'd recommend Post 16 because it is quiet and is a nice calming environment"

"The lessons and people are very interesting."

"Post 16 is a great place to just be yourself. You get to meet and hang out with lots of lovely people and teachers. You learn a lot and get set up for the big world."

"The staff treat you with respect and like adults."

"Post 16 is one of the best places to be. It is so quiet and the people are very lovely. Your voice is heard and you get to make an input in important decisions. The atmosphere is so mellow and the students are so nice and supportive. The lessons are so relaxing and if you're struggling then you can go to any staff and they will listen to you. If you're looking for a place to go after year 11, go to Post 16!"

FAQs

We understand that you may have some questions that you would like to ask us about what life at Alderman Knight Post 16 Centre is like. Here, we have provided some quick answers to some frequently asked questions from our students.

BREAKS AND LUNCHES

Where will we eat? Can we have hot dinners?

You can bring in packed lunches or have a school dinner. In the Post 16 Centre, students eat in the common area.

What kind of activities can you do during break and lunch times?

Ultimately, the choice is yours! Staff are around during breaks and lunchtimes to support you, but our students often like to spend the time catching up with their friends, playing games of pool or table tennis, or using the opportunity to do a bit of extra studying. You are not allowed to leave the Post 16 building during your breaks and lunch times.

ASSEMBLIES

Do we still go to assemblies?

You will attend some special assemblies such as those at the end of the term.

Do we have a leavers assembly when we leave Post 16?

Yes! We celebrate your success and wish you good luck in your destination

TUTOR AND REGISTRATION

Will we have a form tutor and registration time?

Yes, you will have registration time and a Tutor.

MENTORING

Will we still have mentoring?

You will receive support from the Post 16 Staff whenever you feel you need to talk to somebody. We are all here to help and support you whenever you need it.

INDEPENDENT STUDY TIME

Can we go off-site if we don't have a lesson? Can we skip lessons as people do in college?

No, You are expected to attend all lessons and study periods to keep up to date with coursework requirements.

ABSENCE

If I am ill, do I have to now call the school, not our parents?

The school will expect your parents to contact us directly via the main school office.

DRIVING

When we learn to drive can we drive to school?

This is to be discussed with you on an individual basis when this becomes a possibility. No decisions will be taken at this stage.

PHONES AND VALUABLES

Are we allowed to bring in our phones and other electronics to Post 16?

At Post 16, we do allow students to have their phones and other electronics. However, it is an expectation that you should store these away during lesson times and **do not** use them during lessons. You are permitted to listen to music through headphones with permission, but earphones and headphones should **not** be worn during your tutor or lesson time.