

## **THE HARROW SIXTH FORM COLLEGIATE – AN OVERVIEW**

This Overview of the proposed Harrow Sixth Form Collegiate defines the Collegiate model in general including the Learner Offer, Quality Assurance, Management and Financial arrangements.

### **The Model**

The Harrow Sixth Form Collegiate is a group of 14-19 providers working in partnership to ensure a high level of participation and success rates for students living in Harrow.

The co-ordinated work of the Collegiate will ensure that:

- There are high participation and success rates for students living in Harrow.
- Students living in Harrow have access to a wide range of curriculum and pathways.
- Opportunities for students in Harrow are maximised and unnecessary duplication avoided.
- Appropriate information, advice and guidance are provided for students at transition stages of education.

The Collegiate will be comprehensive and inclusive, recognising the aspiration of all learners and their families, and provide access to a wide curriculum choice at 14 and post-16 in Harrow that:

- builds upon existing provision and further develops pathways at 14-19 in vocational areas and skill sectors, including improved integration of apprenticeships;
- sustains and further develops a wide range of AS and A level choice;
- continues to strengthen provision for students working at and below Level 1 and to support appropriate routes at 19;
- targets provision to those not in education, employment or training (NEET) or at risk of NEET;
- enables students to access a wider range of curriculum and pathways than available presently in any single setting;
- include all institutions, in an equal partnership as one collective group recognising the interests of all learners and their families, and building upon the schools' and colleges' specialisms and individual distinctive characteristics;
- formalise the collaboration across high schools, special schools, colleges, skills centre(s) and work-based learning providers in order to facilitate access and progression;
- be underpinned by a collaborative management that will seek to co-ordinate aspects of provision for the Learner including:
  - Independent information, advice and guidance including careers education
  - The Harrow Learner Entitlement
  - Curriculum Offer and Planning
  - Meeting Learners Special Education Needs
  - E-Learning

Collaborative management will also:

- Manage the applications to the Collegiate
- Develop appropriate Management Information Systems and ICT
- Develop and implement Quality Assurance across the Collegiate
- Develop and implement a Collegiate Workforce Strategy
- Manage shared Collegiate funding and the submission of applications for additional funding and other projects
- Ensure that other essential policies and logistical issues are addressed for example transport and timetabling

### **Harrow Sixth Form Collegiate for the Learner**

For the Learner the Harrow Sixth Form Collegiate will provide a broad range of learning opportunities, in a variety of institutions and support mechanisms to ensure that their potential is realised from Key Stage 4 to 19. The offer will focus on individual talents, skills and interests whether academic, skill based or vocational. The Collegiate Curriculum will have two strands. The General Offer and Breadth of Choice.

The General Offer will include functional English, Maths and ICT (including through GCSEs), Citizenship, RE, PE etc as part of the KS4 curriculum, Work-related learning, including work experience, Careers education and guidance, Programmes relevant to learners with additional learning needs and independent study skills and study support.

To secure Breadth of Choice there will be a combination of courses available including AS/A Level and GCSE, Level 1 and 2 accredited courses and Specialist Diplomas. The Collegiate will monitor curriculum developments and demand to ensure that course provision meets changing needs. Where it is not possible to provide a course within the Collegiate, it will seek to collaborate with other providers outside of Harrow to secure appropriate provision.

Each Learner will have an Individual Learning Plan that will provide a record of skills and achievement. It will also be developed to assist student tracking across the Collegiate.

The Learners within the Collegiate will be able to access courses at any institution within the Collegiate providing they meet course entry and admission criteria where spaces are available. This may require some travelling. Each Learner will have a 'Home Institution' that will be responsible for pastoral support including Tutorials and Information Advice and Guidance. The Collegiate Core Group have developed proposals for IAG.

Learners will have access to high quality ICT at all sites to support Learning. Each of the institutions will have appropriate post-16 facilities including study areas, resources and informal spaces. Learners with additional needs will be supported as appropriate and in accordance with the Collegiate Special Education Needs policy.

### **Quality Assurance**

To ensure high quality education and experience for the Learner the Harrow Sixth Form Collegiate will undertake appropriate Quality Assurance and Quality Improvement. Each institution will accept primary responsibility for quality assurance, but there will be other mechanisms provided through collaboration. For example, a programme of continuous professional development, access to the London 14-19 Practitioners Web-Site, Collegiate Workforce Strategy and monitoring Value Added between Key Stage 4 and 5.

The Collegiate Core Group are developing the Learner Offer, Information Advice and Guidance and Quality Assurance proposals.

### **Management of the Harrow Sixth Form Collegiate**

The Harrow Sixth Form Collegiate Partnership Board will set the strategic objectives for the Collegiate. Membership of the Partnership Board will consist of:

- the headteachers of each of the high schools;
- the headteachers of each of the special schools;
- the principals of each of the colleges;
- a representative of the local education authority.

The Partnership Board will be chaired by members of the Partnership Board with each chair serving for a maximum of two years. The Partnership Board will meet at least six times per academic year. There will be a series of Sub-Groups that report to the Partnership Board. Members of the Partnership Board will chair these meetings. Terms of Reference will be established for the groups including membership, meeting frequency etc. The proposed Sub-Groups are as follows:

- Curriculum Development and Timetable Team (six times per year).
- Pastoral Team (once per month).
- Quality Assurance Team (three times per year).
- Information Advice and Guidance Team (three times per year).

Members of the Collegiate will abide by the conditions of a Memorandum of Agreement. The terms of the Agreement will be developed in consultation with the Schools and Colleges and Legal advisers. It is expected that it will be based on and extend the Compact that has already been signed by the Schools and Colleges to confirm their commitment to the Harrow Sixth Form Collegiate. The Memorandum will formalise institutions' commitment to ensure that:

There are high participation and success rates for students living in Harrow.

- Students living in Harrow have access to a wide range of curriculum and pathways.
- Opportunities for students in Harrow are maximised and unnecessary duplication avoided.
- Appropriate information, advice and guidance are provided for students at transition stages of education.

The Memorandum of Agreement will remain in force initially for a four-year period. Any establishment wishing to cease to be a member of the Collegiate shall give 12 months notice by 1<sup>st</sup> September of the year preceding departure. It is expected that it will be based on and extend the Compact that has already been signed by the Schools and Colleges to confirm their commitment to the Harrow Sixth Form Collegiate.

### **Harrow Sixth Form Collegiate Co-ordinator**

A Co-ordinator will be employed by the Harrow Sixth Form Collegiate. The costs of which, in addition to administrative support and working base and infrastructure, will be borne by the educational providers by an agreed apportionment basis. The Co-ordinator will report to the Partnership Board and service all Partnership Boards and Sub-Group meetings. The Job Description, Person Specification and Conditions of Employment will be developed in accordance with advice from Human Resources.

### **Harrow Sixth Form Collegiate Financial Arrangements**

Financial arrangements will ensure that funding follows the learner and the following principles will apply:

- The total number of students on each course shall be calculated for 1<sup>st</sup> November each year (or a date to be agreed).
- An agreed percentage of the funding per course will be transferred from a student's home institution to the learning institution. The percentage figure shall include all incidental charges.
- No refunding shall occur for subsequent course changes; neither shall additional charges be made.
- The percentage to be exchanged between institutions for each guest student shall be determined annually by the Partnership Board.
- All institutions will contribute to the overheads of the Collegiate through an apportionment mechanism to be agreed.

### **Harrow Sixth Form Collegiate Transport Policy**

The Collegiate will develop its own transport Policy. It will be underpinned by the following principles:

- Learners will access a maximum of two institutions
- Timetabling will ensure that travelling between institutions will be usually during the lunch period.
- The Policy will be developed in consideration of existing School and College Transport Policies
- The Policy will seek to maximise the Council's emerging Policy taking into consideration Transport for London proposals.
- Costs of travel between institutions for courses will not be the responsibility of the learner.

### **Applications and Admissions**

A system will be established to manage Collegiate applications. Admissions will be the responsibility of institutions within the Collegiate, and the current admissions responsibilities will apply. This system will only deal with applications from pupils at Harrow schools (about 2500). Other applicants will apply direct to the institutions. External college applications will not be part of this system. Institutions will act within a code of practice, which will include timelines.

### **Prospectus and Publicity**

The Harrow Sixth Form Collegiate will have a single prospectus and a planned programme of events for students and parents that are marketed together.