

Post 16 Parent and Carer Handbook 2026 – 2027

P16 VALUES



We **CARE**
about you



We **BELIEVE**
in you



We **ACHIEVE**
with you

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Welcome to CLF Post 16

Dear Parents and Carers,

A warm welcome to CLF Post 16. We are delighted to welcome you and your young person to our ambitious and inclusive learning community.

At CLF Post 16, we are proud to provide an outstanding educational experience for students aged 16-19, offering a wide range of A Level and vocational qualifications that enable every learner to achieve their full potential. As part of the Cabot Learning Federation, we are committed to excellence, high aspirations and supporting students from all backgrounds to succeed. CLF Post 16 has been recognised as **Ofsted Outstanding**, reflecting the exceptional quality of education, support and opportunities available to our students.

We understand that the transition to post-16 education is an important stage in a young person's life. Our dedicated staff work closely with students to help them develop the knowledge, skills and confidence needed to flourish academically, personally and professionally. Whether their ambition is university, an apprenticeship or employment, we are committed to helping them achieve their goals.

Strong partnerships between home and academy are fundamental to student success. We value the support of parents and carers and encourage open communication throughout your child's time with us. Together, we can ensure they feel supported, challenged and inspired to make the most of every opportunity available.

Thank you for choosing CLF Post 16. We look forward to working with you and celebrating your young person's achievements as they embark on this exciting new chapter.

Kind regards,

Ali Ashman

Head of School

"An Outstanding Post 16 provider where students are empowered to achieve excellence, embrace opportunity and prepare confidently for their future."



Welcome to the Cabot Learning Federation (CLF). Our partnership is sponsored by Rolls-Royce PLC and University of the West of England (UWE).

Our Federation consists of 36 academies in Bristol, South Gloucestershire, Gloucestershire and North Somerset: secondary and primary academies; one all-through academy; overarching Post 16 provision; a Studio School; and a suite of alternative provisions. Together we educate over 12,000 children between the ages of 3 and 19 and the Federation enjoys steady growth.

We are proud that every CLF academy has shown marked improvement, as identified by Ofsted and pupils' outcomes. Our work is changing the educational landscape across the region; in the Federation we believe that pupils come first and that every child can find a route to happiness, prosperity and success.

The Federation was created to enable staff to work more closely together to deliver the best education possible for the students who attend our academies. We are proud of the improvements we have seen in pupil outcomes and more of our students than ever before have qualifications that compare favourably with other young people across the South West. This has enabled us to develop a Federation Sixth Form, with over 800 students staying in full time education after their GCSE courses have finished in Bristol, South Gloucestershire and North Somerset.

As a partner in the Five Counties Teaching School Hubs Alliance and as a National Maths Hub, we are at the heart of a network of over 900 schools across our region. We also have School Centred Initial Teacher Training (SCITT), which means we train and accredit our own teachers, recruiting the best people into the profession and supporting them throughout their careers.

CLF Post 16 is a key partner in our family of CLF schools. Please do take the opportunity to get to know the school, its staff and the Principal, Kath Cooper.

Our vision is simple: we believe that by working together rather than in isolation we can be an Educator of Choice for pupils and their families. Our commitment to high expectations and standards, a joy-filled contemporary curriculum and excellent teaching means that we can create more opportunities for the lifelong success for our pupils as they become young adults.

Sir Steve Taylor

Chief Executive



Mission - What We Do

We place students at the heart of high-quality education, empowering individuals to grow through curricular and extracurricular experiences.



Values - Why We Do It

Our mission is to place students at the heart of high-quality learning, empowering individuals to grow through curricular and extracurricular experiences.

CARE



We Care About You
and make decisions
that place you in the
centre

BELIEVE



We Believe In You
Everything and
anything is possible,
if you work at it

ACHIEVE



We Achieve With You
Reaching your full
potential



Vision - Why We Do It

Our Vision is to be an inclusive hub for our local community, inspiring individuals to believe in themselves, fulfil their potential and achieve in aspirational careers whilst celebrating their successes.

As an Academy, we use email and Bromcom to communicate with our parents and carers. Please check your emails regularly and let us know if you change any of your contact details. We also ask parents and carers to register for, and download the My Child at School app (MCAS)

Post 16 email: info@p16.clf.uk

Website: <https://post16.clf.uk/>

Absence email: attendance@clfp16.org

Post 16 phone: 0117 988 2525

Safeguarding phone number: 07702821721

Term dates: <https://post16.clf.uk/academy-information/term-dates/>

Daily Timetable

8:40 - 9:30	Session 1 (50 mins)
9:30 - 10:20	Session 2 (50 mins)
10:20 - 10:40	Break (20 mins)
10:40 - 11:30	Session 3 (50 mins)
11:30 – 11.50	Session 4a (20 mins)
11.50-12.20	*Session 4b (30min) Tutor or subject
12:20 - 1:00	Lunch (40 mins)
1:00 - 1:50	Session 5 (50 mins)
1:50 - 2:40	Session 6 (50 mins)
2:40 - 3:30	Session 7 (50 mins)

*Academic Tutor runs during Session 4, 11:50 – 12:20, once per week.

Lanyards

When students enrol with Post 16, they receive a lanyard with a student card.

Lanyard must be worn at all times.

The lanyard acts as ID, but also gives access to rooms, printing and many other facilities.

If students forget their lanyards, they will need to speak to their Head of House to get a temporary pass for the day.

1st time in one term: Temporary lanyard

2nd time and other times in one term: Student sent home and Head of House calls parents/carers

If the student has not got a lanyard following being sent home, £10 is charged for new lanyard.

Please support us in making sure that students are bringing their lanyards to the academy.

Absence

Good attendance is very important. Missing lessons will impact learning, grades, references, and future opportunities.

Minor illness should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, but feels worse during the school day, they can let a member of staff know and we will contact you if we think your child needs to go home. If you aren't sure whether to send your child to school, please contact CLF Post 16 Attendance on 0117 988 2525 Option 2 and we will be happy to talk this through with you. If your child is too ill to attend, you must contact the academy before 8.15am on every day of absence.

- Phone 0117 988 2525
- You can also email attendance@clfp16.org.
- You should give the student's name, tutor group, and reason for being absent.

If a student is absent and we have not heard from a parent/carer, we will contact you and may visit home to check that the young person is safe.

Some absences may be authorised, including:

- Hospital appointments.
- Emergency medical treatment.
- School activities.
- Driving theory or practical tests.
- Work experience in special circumstances.

Please do not arrange routine medical appointments during academy hours.

In cases of ongoing poor attendance, we will meet with you and the student to understand the barriers to attendance, discuss the support that we can provide, and set targets to improve attendance.

Lateness

We expect students to be punctual to all lessons. By making sure they are on time, they maximize learning time, minimise disruption to lessons and prepare themselves for work. Please encourage your child to be on time every day.

If they are repeatedly late, this will be logged as an attendance concern and trigger our punctuality procedure. This involves attending attendance intervention with a member of the attendance team. This is designed to support them in improving their attendance. We will meet with you if lateness continues to be an issue.

Punctuality is important, as regular lateness can have a significant impact on academic performance, impacting students' future life chances:

5 minutes late every day is equivalent to 3 days absent

15 minutes late every day is equivalent to 10 days absent

30 minutes late every day is equivalent to 19 days absent

Bursary

The Bursary Fund is available to support eligible students financially to ensure that all students can access education without any barriers. It is used to help eligible students with costs for travel to Post 16, books, course materials, University visits and other Post 16 related expenses.

Students will receive information about applying for bursary during enrolment and at the start of the Academic year. Please remind your young person that they will need to keep receipts for their costs to be reimbursed. All applications and claims will be made through an online portal <https://clfp16bursary.applica.com/1>

Please contact bursary@clfp16.org if you have any queries.

Pastoral support

Heads of House are the first point of contact for staff, students and parents regarding student praise, conduct and concerns.

Head of House: Malala House (Yr12)	Katy Dodd (KDO)	Katy.dodd@clf.uk
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Head of House: Parks House (Yr12 Foundation)	Katherine Woodward (KWO)	Katherine.woodward@clf.uk
Head of House: Mandela House (Yr 13)	Laura Osborne (LOS)	Laura.osborne@clf.uk

Students belong to an academic tutor group based around houses.

The academic tutor sessions will provide an opportunity to explore some of the broader areas of learning that are not encompassed in subject curriculum, such as careers, skills for learning, skills for life and personal growth and development.

Safeguarding Team

Post 16 Designated Safeguarding Lead is Alice Livingstone supported by Lana Crosbie as Assistant Principal.



Lana Crosbie
Assistant Principal



Alice Livingstone
Designated Safeguarding Lead

Our Safeguarding Team are there to support students with any concern that is not linked to their Academic progress. This includes issues such as bullying, abuse and mental and physical health issues.

If you have any safeguarding concerns, please email P16Safeguarding@clf.uk or telephone 0117 988 2525 during school hours and ask to speak to Lana Crosbie or Alice Livingstone.

If a student is in immediate danger, please call 999 or:

South Gloucestershire Children's Social Care 01454 866 000
Access and Response (out of hours) 01454 615 165

Bristol Children's Social Care 0117 9036444
First Response (out of hours) 01454 615 165

Signposting

As well as our college support systems, there are many other avenues of support. If you are in a mental health crisis, in the first instance contact:

- The Samaritans – phone 116 123 (this is a free call)
- CAMHS – Free 24 hour daily mental health response line – 0800 9539599
- Your doctor or out of hours service on 111 – this also includes medical support.

If you are concerned that you or someone else is in immediate danger, call the police or ambulance service on 999. There is also lots of support out there in the form of helplines, text support and online:

- Calm – dedicated to preventing suicide, call 0800 58 58 58 or they have a webchat service.

- Bristol Mind – call 0117 9800370 or 0808 8080330 (Wednesday to Sunday 7pm – 11pm)
- Sane – call 0300 304 7000.
- Young Minds “Shout” Service– text YM to 85258 for 24/7 support
- Young Minds – Parents’ helpline 0800 802 5544, Monday-Friday 9:30am – 4pm. They can also provide a webchat service.
- Off The Record Bristol – Main switchboard 0808 808 9120 – Monday to Friday 2pm – 5pm or email hello@otrbristol.org.uk
- Brook (sexual health and wellbeing) call 0117 9290090.

SEND

Our Special Educational Needs Coordinator (SENCo) is Lana Crosbie and Deputy SENCo is Alexandra Wollacott. The inclusion team is led by Colleen Litchfield.



Alexandra Wollacott
Deputy SENCo

Our SEND Team supports students who have Special Educational Needs and Disabilities. We create bespoke support for each student based on their needs and desires. Our SENCo also supports students who need to request additional Exams Arrangements to support them to access exams.

Please do not hesitate to contact our SENCo if you have any questions or concerns at info@p16.clf.uk

Student Support Team

Our Student Support Team are here to help all our students to achieve their very best.

The team can be found in lessons offering bespoke one-to-one support, running small group sessions to support students with similar needs or covering sessions in the absence of staff members.

They will collaborate closely with teachers and Heads of House to help identify if students require support and to create a bespoke package to meet individuals’ needs.

They also provide cover to ensure that students are taught by a known individual who understands their need, ensuring that precious learning time is not lost.

Counselling

We have a Student Counsellor who supports students in need of a safe space to talk.

This service is free and confidential and can be accessed via a referral from bromcom to our inclusion team.

Wellbeing

Student wellbeing is particularly important to us at CLF Post 16, and we understand that change and joining a new college can be a worrying time for some. We are here to support our students when they may need it.

All students will have an Academic Tutor and a Head of House who they can speak to regularly for support. In addition to this, we have our own in-house counselling service which students can self-refer to for support if needed through their Head of House.

Throughout the year we collect student voice on a range of subjects and look to act on feedback to provide the best provision for students. This includes a student wellbeing survey designed to highlight areas where we can improve our wellbeing support.

Students will also be signposted to celebrations and support, throughout the year, regarding well-being and identity. We welcome the chance for students to develop, run and participate in wellbeing groups, as we know that students may want to help us to shape what we do at CLF P16.

We also work closely with external agencies who will share their knowledge of how to keep students safe and look after their own well-being.

Food

At lunchtime, students can buy food from the John Cabot Academy canteen. Students who receive free school meals can collect them there.

They may also:

- Bring food and drinks from home.
- Eat in The P16 Eye.
- Leave the site at lunchtime to buy food elsewhere.

Food Provided Through FareShare Services

CLF Post 16 is a member of the FareShare Food Community. FareShare works to reduce food waste by redistributing surplus food from leading UK food companies to almost 8,000 charities and community groups for a small annual fee.

While we can request certain types of food, we do not have full control over the items we receive. Typical deliveries may include bread, cereals, fruit, vegetables, cheese, and yogurts.

All FareShare items are placed in the student and staff kitchen area for anyone to help themselves. We do not monitor or restrict what students choose to take. It is therefore each student's responsibility to check product labels and ensure the food is safe and suitable for their own dietary needs, including allergies, intolerances, or other requirements.

Should you have any concerns, please contact the Academy.

Further details about FareShare can be found here:

<https://fareshare.org.uk/fareshare-centres/south-west/>

Behaviour

The Cabot Learning Federation (CLF) Post 16 is committed to providing an environment where all people can feel safe, happy, accepted and integrated. Bullying is not accepted and is defined as deliberately hurtful behaviour repeated over a period of time where it is difficult for those being bullied to defend themselves.

Please refer to the Conduct Policy on the CLF Post 16 website.

Parking



There is no parking provision for any student in staff or visitor car parks across all CLF sites. Students will be asked to move their cars if they do not follow this rule.

A limited amount of on-road parking in the area surrounding the school is available, although we do ask students to respect our neighbours and our community.

Students travel to Post 16 via public transport, walking or parents/carers may drop their young person off in front of the school. We also have bike sheds available for use by Post 16 students, although students will need to bring their own bicycle lock.

Personal electric scooters are not permitted on site.

Mobile phones

- No phone use in learning buildings (JCA and central) unless directed by staff
- No phone use in lessons unless directed by staff
- Phone use outside and in the eye is allowed (unless in lessons)

Dress Code

We want students to express themselves while also preparing for the expectations of the workplace.

Students should:

- Wear suitable clothing for study.
- Avoid clothing that is very revealing or has offensive words or images.
- Wear safe, covered shoes.
- Remove hats and hoods inside buildings.
- Remove coats during lessons.

Support Policy

We want every student to succeed. If attendance, behaviour, punctuality, or progress become a concern, we will provide support as early as possible.

Stage 0

All students start here. Teachers and tutors provide normal support.

Stage 1

Students will meet with Heads of House to discuss concerns and agree targets for improvement. Parents or carers will be informed.

Stage 2

Student and parents or carers will meet with staff to discuss any barriers to success and agree a support plan.

Stage 3

Student and parents or carers will meet with a member of the Senior Leadership Team. Additional support and monitoring will be put in place.

Stage 4

Student and parents or carers will meet with the Head of School. Final support and monitoring will be put in place.

Final Review

If there is still not enough improvement, a meeting will take place with the Head of School. A decision will be made about whether continuing courses/remaining at Post 16 is the best option for the student.

The aim of the support policy is to help students get back on track and achieve their goals.

If a student meets targets at stage 4, they will be placed on a stage 3 for further monitoring. At lower levels, the student will be removed from the support policy once targets are met.

Every time the student is referred to the support policy for missing coursework deadlines, the stage will increase.

Teaching and Learning

Curriculum

The curriculum at CLF Post 16 is actively taught to **engage and inspire** students. We have **high expectations** of all students and help them gain the knowledge and skills to succeed. We promote deep learning through **discussion and decision-making**, relating our curriculum to **progression** routes and real-world scenarios.

Our curriculum aims to develop a deep connection with subjects which becomes part of a **student's identity**, increasing their **self-agency** and opening doors to their future. Our investment in each individual student develops a sense of **belonging** and **achievement** so that they fulfil their potential.

We **empower** our students to develop an understanding of their **own values, beliefs and cultures** and those of others and we actively challenge all forms of racism. We ensure that the Post 16 learning environment is **safe and inclusive** for all students.

To deliver this intent, we need to work in partnership with students. We expect students to take ownership of their learning by:

- Attending all lessons and arriving on time
- Completing all work set in lessons and all independent study.
- Communicating with teachers/Heads of House if there are any barriers to attending lessons or completing set work.
- Engaging in wider subject-related opportunities such as work experience placements.

By enrolling at Post 16, students are agreeing to uphold these academic expectations.

Student reports

Student progress will be monitored throughout the time at Post 16. You will receive 3 reports in year 12 and two reports in foundation and year 13. These follow each mock exam period. Not all courses sit mock exams in each period.

Mock exams 1: early November

AP1 (Report 1): late November

Mock exams 2: late February/early March

AP2 (Report 2): late March

Mock exams 3 (year 12s only): late June

AP3 (Report 3 – year 12s only): early July

Reports will include:

- Current performance
- Predicted grade
- Target grade

There will also be a parents' evening each year. If students are struggling in a subject, staff may arrange additional meetings with parents or carers to help support.

Exam timetables and procedures

External exam timetables are set by the awarding organisations. We run external exam periods throughout the year:

- **November:** GCSE resits
- **January:** Vocational qualifications
- **May to June:** Vocational qualifications, GCSEs, AS and A Levels

We also run **Mock exams** (as shown above), alongside regular classroom assessments.

A general exam timetable showing all exams taking place during each exam period will be shared with students and parents at least **three weeks before exams begin**. This timetable will also be available online.

Students will receive a **personalised exam timetable** through the Student Portal. This will include the date, time, room and seat number for each exam. Students can access their timetable through the Student Navigator at: <https://post16.clf.uk/>. Parents and carers can also view exam timetables through the **My Child at School** app.

Students and parents/carers should check all timetable details carefully and contact the school immediately if there are any concerns or errors.

If a student wishes to enter an optional exam, such as a vocational resit, they must follow the published guidance and submit any required forms and payments by the stated deadlines. Likewise, if a student wishes to withdraw from an exam, Post 16 must be informed promptly to avoid additional fees.

Exam Access Arrangements

Parents and carers are encouraged to contact the school early in the academic year to ensure that any **Exam Access Arrangements (EAs)**, such as extra time, a reader or the use of a word processor, are in place where required.

The school will write to parents/carers in **Term 1** to confirm arrangements for the year. Please check these details carefully and contact the school if you have any questions.

Coursework Deadlines

Coursework deadlines will always be communicated to students and must be met.

Staying Informed

To avoid missing important information or incurring late fees, students should regularly check their school emails. Parents and carers are encouraged to do this with them and ensure that their contact details are up to date.

If you do not receive the weekly school email update, please contact the school to check that your contact information is correct.

A Level/Level 3 Results Day : Thursday 12th August 2027

GCSE Results Day : Thursday 19th August 2027

Careers and work experience

The intent of CLF Post16 Careers curriculum is to raise aspirations, give students the skills to achieve their full potential and provide them with the opportunity to experience different career pathways. We will offer a bespoke provision that considers the needs of the individuals that we have before us. We will empower students to take ownership of their student experience through volunteering and academy event days. We will do this, and more, to ensure students fulfil their potential and achieve positive next step destinations.

This will be achieved through opportunities to discover themselves, discover careers, and by bridging any gaps so that we can help students to look at where they are now and how to get to their career goal.

Our Careers Coaches are there to support students with planning for their next steps after Post 16. Students will have 1-2-1 meetings with our Careers Coach as well as receiving regular information about careers events, trips, and opportunities (including apprenticeship opportunities).

Throughout the year we offer a range of opportunities to arrange work experience. We encourage all students to set up a work experience placement as it gives them experience of careers they may be considering and offers skill development, which is well considered when applying for university, apprenticeships, and jobs.

Careers, Education, Information, Advice and Guidance (CEIAG)

CLF Post 16 invests heavily into the advice and guidance to help all students prepare for their future. Students are encouraged to attend a range of events and guidance meetings, such as:

- Careers Officer 1:1 meetings to discuss and agree an action plan and next steps.
- Careers sessions run by the careers team.
- Drop down sessions included in academic tutor programme.
- [UCAS support and guidance](#), including personal statements and applications.
- Career Events: Meet the employer, company seminars, mock interviews and celebration of national events.
- Trips and Work Experience (WEX) is supported throughout the year.
- Destinations support through university visits and apprenticeship workshops.
- Pop-up shops of company visits within an industry or career route.
- Seminar workshops around a chosen interest or career option, such as Renishaw Engineering or NHS apprenticeships. You can find more on the [apprenticeship pages](#) of our website.

Whether a student wants to pursue an apprenticeship route, university, or employment as their next step, CLF Post 16 gives the same commitment to the guidance, support, and opportunities available to all students in researching and making the right choice for their future.

Enrichment

Opportunities are available every week for students to experience something new, hone their skills or explore their passions. Students will be given a full menu of activities and opportunities to engage with which students can sign up for. We encourage and welcome any student led groups.

Please note that students will need their lanyards to be able to access these activities.

Students will also be invited to social trips and events throughout the year. Please watch out for further communications about these.

Part-Time Employment

Many students take up part time jobs whilst in education at Post 16 but working long hours after school and at the weekend may seriously affect progress and exam results.

We recommend students should not work more than 12 hours per week at a part-time job.

Such jobs should be in the evenings and/or weekend and not during the school day, as it may be necessary to reschedule sessions where appropriate. If students work a part-time job, they must continue to put their studies first.

Voicing Concerns

We take your concerns very seriously and will act swiftly once a concern is received. Please use the following email addresses to contact us.

If you are concerned or worried about yourself or someone else, please speak to the Safeguarding Lead, Lana Crosbie, or email safeguarding@clfp16.org. You can also text or call 07702 821721.

If you have concerns about how other students are behaving, please speak to your young person's Head of House or their academic tutor.

If you have any concerns about the quality of teaching that your child is receiving or if you would like to make a complaint, please email info@p16.clf.uk.

Any complaints will be addressed quickly in line with our [Complaints Policy](#)