

CDS P16



Community Participation Programme

2022/2023

Contents

1. [Introduction](#)
2. [Expectations](#)
3. [Opportunities](#)
4. [The CDS community](#) – in school opportunities
5. [The Local Community](#) – Volunteering and Work Experience
6. [Special Opportunities](#)
7. [Key Dates](#)
8. [Proposal Form](#)
9. [Review Forms](#)



Introduction

Why Community Participation?

All year 12 students are expected to take part in at least one regular activity that brings them into contact with and supports the wider community of which you are a part. We have given this time over to you and designed the programme because

- a) we value our community and we want you, our post 16 students, to have a positive role in it
- b) we want you to have every opportunity we can provide you to develop as people and explore what the future could offer.

The programme is designed to help you to develop your personal skills outside of your lessons and reap the benefits of being part of a school community. Taking part will open more doors of opportunity for you when you leave us at the end of your academic courses. It gives you a chance to develop a range of wider skills that may not be so easily demonstrated in lessons and provides evidence for future employers, training providers and universities of your skills beyond the classroom which could set you apart from the competition.

It can also be used as an opportunity to try out potential careers and future opportunities, helping you to make decisions about your next steps.

Expectations

What do we have to do?

As post 16 students you have up to 10 hours per week on your timetables which is given over to Independent Study and CPP. At least one of these hours should be used to complete Community Participation activities. Your tutors will be checking and monitoring how you use this time.

A key expectation of the Community Participation Programme is that you take ownership of it and take responsibility for your own personal development by making your own choices around what activities to take up and ensuring you engage fully in what you choose.

You decide what activity you want to do.

You organise your own work experience placements/activities (we will help to facilitate this but being responsible for the organisation is a key part of the experience and your development).

You ensure that you are taking responsibility and acting independently – being reliable, punctual and motivated.



Reflection

To make the most of your experience of the CPP programme we will give you time in tutor period to reflect on your progress and learning.

You will be given time to log your activities on Unifrog, outline what you have been doing and consider what skills and experience you have gained or improved. Doing this will help you to get the most from the activity and also provide you with all the information you need to create really good personal statements for applications to employers, training providers and universities.

The programme

We aim to offer you a range of activities to fulfil this obligation. The next few pages show you what is on offer and how it can add to your CV as well as what skills you might need to bring to the role. It's completely up to you which activity(ies) you choose to take up.

Opportunities fall into two categories:

Academic (A): these activities are more aligned to subject areas and are meant to enhance the skills linked to your learning and allow you to stretch those skills in new ways e.g. supporting lower school lessons, academic mentoring of individual students, EPQ.

Extra (X): these activities are more often outside of the classroom environment and tend to incorporate wider or complementary skills e.g. volunteering in a local school, shop or community project, running a club or sporting activity, supporting student wellbeing or mental health projects.

Opportunities in the CDS community – in school opportunities

Opportunity	Report to	What is involved	What you will gain	What skills you need to bring	Time Commitment
Canteen Support (Start immediately – urgent position)	Mr Lovell	Helping in the canteen with either serving food, operating the tills or managing queues.	Experience of working in food and hospitality industry, including using tills, hygiene rules and people skills. A free lunch or snack on your shift.	A friendly face Reliability Integrity	2 breaks per week – this is a full year commitment and you must attend all your sessions
Wellbeing Ambassadors (X)	Mrs Cooper	You will work as a team to develop and rehearse a workshop which you will then deliver first to year 7 pupils and then take out to our primary feeder schools.	Public speaking skills Confidence Team Work Evidence of your reliability and commitment Experience of working with young people and children	Positivity Willingness to work as a team Courage Sensitivity	Average 1-2 hours per week
Year 11 Student Mentor (A)	YTL	Supporting year 11 students who are struggling either in a specific subject or with managing revision tasks	Experience working with young people Confidence Evidence of your reliability and commitment	Patience Positivity Good study habits	1 hour per week

Study Café (A)	TBC	Helping out after school in the canteen to support students with revision.	Experience working with young people Confidence Evidence of your reliability and commitment	Patience Positivity Good study habits	3-4pm one day per week.
Homework Support Group (A)	Mrs Carew	Working with teachers and TA to support students completing homework in school.	Experience working with young people Confidence Evidence of your reliability and commitment	Patience Positivity Good study habits	3-4pm one day per week.
Bus Monitor (X)	Mrs Sutherland	Monitoring and supporting good behaviour on school buses. To do this you must travel to and from school by bus every day.	Confidence Leadership skills		Every day before and after school
School Shop (X)	Mr Brown	Running the school shop at break times	Evidence of reliability working with money Organisation skills People skills Leadership skills	Honesty Reliability A smile	At least three break times per week
Inclusion support (A)	Mrs Dulson	Supporting students in inclusion on a one to one or small group basis	Experience of working with people with emotional or learning needs Leadership skills	Positivity Sensitivity Professionalism	Minimum 1 hour per week

P16 Office assistant (X)	Mrs McDowall	Supporting in the post-16 office with administrative tasks such as copying, filing, creating displays, running errands	Admin experience Evidence of team work Evidence of organisation skills	Honesty Integrity Professionalism A positive attitude	Minimum one hour per week
Break time support (X)	Mrs Sutherland	Supervising an area of school (with support from staff) during break or lunch	Leadership skills Evidence of reliability and integrity	Calm Observant Professionalism Patience	2 breaks per week
Student/department teaching assistant (A)		Working in classrooms to support teaching and learning either with individual students or to support teacher with resources etc.	Leadership skill Team Work skills Experience of teaching/learning roles Evidence of reliability and integrity Experience working with young people	Calm Positive attitude Initiative Willingness to work hard Ability to work with others A desire to help	1 hour per week
Maths IT English Music Geography	Mrs Wainwright Mr Gorvin Miss Snow Mr Kay Mrs Husband	History Life Skills/RE Sport D and T Food Tech	Mrs Carew Mr Bellamy Mr Bellamy Mrs Kirtley Mrs McLean	Art Business Science MFL	Mr Gardner Mrs Kirtley Mr McDermott Mrs Koehler-Lewis
Library Assistant (X)	Ms Davey	Supporting with the administration of the library – organising shelves, collating reading packs etc.	Admin experience Evidence of team work Evidence of organisation skills	Honesty Integrity Professionalism A positive attitude	1 hour per week

Existing School Clubs (please say what) (X)	-	Supporting/leading a school club or activity involving students from lower years	Leadership skill Team Work skills Experience of teaching/learning roles Evidence of reliability and integrity Experience working with young people	Calm Professionalism Reliability Positive attitude	At least one break per week plus 1 hour planning time
Support Young Carers (X)	Mrs Koehler-Lewis	Working with the YC team, running lunchtime sessions, helping organise events and deliveries	Leadership skill Team Work skills Experience of teaching/learning roles Evidence of reliability and integrity Experience working with young people	Calm Professionalism Reliability Positive attitude	At least one break per week plus 1 hour planning time
Support Bereavement Group (X)	Mrs Granville	Working with Mrs Granville to run the mental health support group, supporting young people with a safe and friendly space when they are experiencing mental health and emotional barriers	Experience of working with people with emotional or learning needs Leadership skills	Positive attitude Patience Honesty Confidentiality Professionalism Sensitivity and caring	1 break per week plus occasional longer sessions
Mental Health Group (X)	Mrs Osborn	Working with Mrs Osborn to run the mental health support group, supporting young people with a safe and friendly space when they are experiencing mental health and emotional barriers	Experience of working with people with emotional or learning needs Leadership skills	Positive attitude Patience Honesty Confidentiality Professionalism Sensitivity and caring	2 breaks per week

Other If you have an activity you would like to do or are already doing that you believe would be suitable, please discuss with your tutor now.

Opportunities in the Local Community – Volunteering and Work Experience

- Primary School Sports (A)
Speak to the PE team about opportunities to support with primary school sports and clubs
- Primary School Reading Support (A)
Speak to Mrs McDowall, she will be organising a group to support reading in primary schools for one hour per week.
- Volunteering in the community (X)

Giving something back to the local community and helping those less fortunate than yourself is one of the most valuable uses of your time that you can find. You could volunteer at a local charity organisation such as charity shop or a community centre. For example: Oxfam, Devon Air Ambulance, St Luke's Hospice, Animal Shelters, local theatres or museums, your local library ...

You should aim to complete a minimum of one hour a week – most students do more. It's completely up to you where you want to do this, but do take into account how you can manage transport to and from your volunteering placement and how it will fit around your academic timetable.

Special opportunities

- Extended Project Qualification (A) (students who are already taking the Extended Project Qualification as an addition to 3 full time BTEC or A Level courses, may choose to forgo additional volunteering in acknowledgement of the additional strain on their working week)
- Sports Leadership (A) Speak to the PE team about getting involved in a Sports Leadership Qualification.
- TEFL (A) This opportunity will arise later in the year. Students taking this up can be released from their existing volunteering role(s) in order to make time for the TEFL qualification.
- Set yourself a CHARITY CHALLENGE (X) Research and propose an activity or do something for charity. Keep a record of what you've been doing and let your tutor know what you've raised.

Key Dates

- ✓ Volunteering launch: 5th September
- ✓ Final deadline forms in to tutors 19th September
- ✓ Volunteering begins week beginning 26th September (at the latest)
- ✓ CPP review 1: 17th October 2022
- ✓ CPP review 2: 9th January 2023 deadline for completion 16th January
- ✓ CPP final review and references: final deadline 3rd March

Work Experience

- ✓ Work Experience Letters home: Autumn Term
- ✓ Deadline for handing in Work Experience Forms: Term 3 - February 2023
- ✓ Work Experience Week: 10th-15th July .

CPP Proposal Form

Name:
Tutor group:
Proposal: To fulfil my wider community participation obligation I would like to:
I would like to do this because:
I believe I would be good at this because:
Time commitment: I am able to give _____ hour(s) per week to this activity.
Details
Time and day:
Signature of Student:
Signed by supervising teacher/member of staff:
Tutor sign off:

Tutor: please record volunteering onto the central sheet by Friday 23rd September

Review 1 – 17th October

Name:

Tutor group:

CPP activity: what CPP activity are you doing?

How often do you do this activity?

How much time have you spent in total doing this activity so far?

I chose this because:

What have you gained through doing this?

What has the wider community gained through you doing this?

Review by supervising teacher/member of staff: This is based on employability skills and will be used to help us write your references next year.

Please ask the member of staff who supervises this activity to circle the appropriate options below:

		Excellent	Good	Satisfactory	Requires development
Reliability	Attendance	1	2	3	4
	Punctuality	1	2	3	4
	Organisation	1	2	3	4
Working with others	Communication	1	2	3	4
	Team working	1	2	3	4
	Problem solving/ decision making	1	2	3	4
Willingness to Learn	Adaptability	1	2	3	4
	Resilience	1	2	3	4
	Enthusiasm	1	2	3	4

Signed by supervising teacher/member of staff:

Signature of Student:

Signature of Tutor:

Review 2 – 9th January

Name:

Tutor group:

CPP activity: what CPP activity are you doing?

How often do you do this activity?

How much time have you spent in total doing this activity so far?

I chose this because:

What have you gained through doing this?

What has the wider community gained through you doing this?

Review by supervising teacher/member of staff: This is based on employability skills and will be used to help us write your references next year.

Please ask the member of staff who supervises this activity to circle the appropriate options below:

		Excellent	Good	Satisfactory	Requires development
Reliability	Attendance	1	2	3	4
	Punctuality	1	2	3	4
	Organisation	1	2	3	4
Working with others	Communication	1	2	3	4
	Team working	1	2	3	4
	Problem solving/ decision making	1	2	3	4
Willingness to Learn	Adaptability	1	2	3	4
	Resilience	1	2	3	4
	Enthusiasm	1	2	3	4

Signed by supervising teacher/member of staff:

Signature of Student:

Signature of Tutor:

Final Review – 26th June

Name:

Tutor group:

CPP activities completed this year:

Overall, what have you gained through your wider involvement in the community this year?

What has the wider community gained from you?

What transferrable skills will you be able to mention in your personal statement?

Review by supervising teacher/member of staff: This is based on employability skills and will be used to help us write your references next year.

Please ask the member of staff who supervises this activity to circle the appropriate options below:

		Excellent	Good	Satisfactory	Requires development
Reliability	Attendance	1	2	3	4
	Punctuality	1	2	3	4
	Organisation	1	2	3	4
Working with others	Communication	1	2	3	4
	Team working	1	2	3	4
	Problem solving/ decision making	1	2	3	4
Willingness to Learn	Adaptability	1	2	3	4
	Resilience	1	2	3	4
	Enthusiasm	1	2	3	4

Signed by supervising teacher/member of staff:

Signature of Student:

Signature of Tutor: