



Sixth Form **Handbook**



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General Information: The Sixth Form

Welcome to the Sixth Form Handbook, which I hope will give you a taste of what is on offer both inside and outside the classroom in The Marches School Sixth Form.

Within this handbook, you will find an outline of how we help with study skills, independent learning, careers guidance and university applications. You will find that we also have a wealth of extra-curricular activities and other opportunities on offer, all of which mean that life at The Marches Sixth Form can be extremely fulfilling.

The pastoral and social aspects of Sixth Form life at a school like The Marches are an excellent preparation for life in higher education and employment where learning, cooperation and teamwork, as well as self-motivation and time, are all vitally important. The opportunity to take on wider roles in school exists for those with a passion for leadership and who show that they are able to act as role models for others.

At this key stage in school life, it is good to know that there is plenty of experienced help at hand. All the staff at The Marches School are committed to giving the best and most appropriate advice and guidance to every student, to help each one play to their strengths whilst trying new things.

The Sixth Form Team includes:

Miss Buckle – Head of Sixth Form

Mrs Devismes – Assistant Head of Sixth Form: Curriculum and Tracking Student Progress

Mr Jones – Assistant Head of Sixth Form: Student Support, Enrichment and Higher Education

Mrs Wyatt – Sixth Form Student Support Coordinator

Tutor - Each student has their own Form Tutor for pastoral and academic welfare

AS / A Level Teachers

We nurture relationships with every Sixth Form student to ensure their well-being and development, as well as helping them prepare for the next step in their lives. For most students at The Marches Sixth Form this will involve further education at university. Form Tutors, alongside the Head of Sixth Form, will work hard to assist students to develop themselves academically as well as socially to ensure as competitive a university application as possible during the first term of Year 13.

We are confident that students in The Marches Sixth Form will thrive and go on to achieve their fullest potential.

I am really looking forward to working with all our students and their families. There are many bright futures ahead!

Miss Buckle

Assistant Headteacher: Head of Sixth Form

School Day

P1 Lesson	08:40	09:35
P2 Lesson	09:35	10:30
Academic Mentoring/ Year Group Assembly	10:30	10:55
Break	10:55	11:10
P3 Lesson	11:10	12:05
P4 Lesson	12:05	13:00
Lunch	13:00	13:40
Reading: House Groups/House Assembly	13:40	14:05
P5 Lesson	14:05	15:00

Sixth Form Attendance Guidelines

Year 12 September – October half term

All Year 12 students will arrive for school at 8:30am and be in their lesson/supported study session by 8:40am. Attendance at lessons will be marked electronically by the teacher (if the teacher is absent see the 'Staff Absence Protocol' section of the Sixth Form Handbook). In 6SC (Sixth Form Study Centre) Mrs Wyatt will register students who have supported study sessions. The same expectations of punctuality and attendance apply to supported study sessions as to lessons. Attendance at Tutor Time will be marked by your Form Tutor, these sessions are also compulsory.

October half term onwards

All Year 12 students will have their progress reviewed at the end of the first half term. Those students who are meeting their targets and whose conduct has been exemplary will be given non-contact privileges. These students will be able to select two of their supported study periods to become non-contact periods. A non-contact period means you do not have to be on the school site. You can work from home or have a break from studying in the common room (6CR). During non-contact periods you may not undertake paid work.

Attendance, Illness & Holidays

Lessons are obviously compulsory. You are expected to attend every lesson you are timetabled for and be fully prepared for each lesson; this includes relevant books and equipment. Missing lessons is sufficient justification to ask to see your parents and, in serious cases, ask you to leave (see Sixth Form Behaviour for Learning Policy).

Additionally, if you are not punctual to the start of your lessons this will affect your learning and the teaching in the classroom. We therefore take poor punctuality very seriously and there is a staged approach to help you improve your punctuality (see Sixth Form Behaviour for Learning Policy).

Doctors' or dentists' appointments should not be scheduled in lesson time – except in an absolute emergency; nor is it acceptable to arrange driving lessons or similar appointments to occur during lesson-time.

If a teacher is absent, it is your responsibility to go to the classroom and wait for another member of staff to set you relevant work and register you (see the staff absence protocol).

If you are absent please bring a note to your tutor from your parent/carer explaining your absence with dates, on the day of your return.

It is vital that your parent/carer contact school by 10.00am on your first day of absence and explain that you are ill and when you hope to return by. Please call 01691 664 476 to report an absence.

If you become ill during the day you must see Miss Buckle before taking any action.

The Sixth Form Team

Miss Buckle heads up the Sixth Form team dedicated to student support.

Mr Gareth Jones and Mrs Liz Devismes work as assistants to Miss Buckle. Gareth Jones co-ordinates pastoral care, student enrichment, student council and University open days. Liz Devismes co-ordinates curriculum matters including data tracking and intervention.

The Marches School also has a Sixth Form Student Support Coordinator, Mrs Wyatt. The entire focus of her role is to support Sixth Form students in every aspect of their lives both academic and personal. Each Sixth Form student has their own Personal Tutor, a member of staff who has demonstrated their ability to work closely and effectively with students at Post-16 level.

Code of Conduct

The Student Code of Conduct sets out our general expectations of students.

Students in The Marches School Sixth Form Learning Community are expected to:

- Work hard, attend lessons and tutorials, and be on time
- Behave responsibly and considerately, towards each other, towards staff and visitors, and towards our neighbours in the community
- Obey the law
- Follow policies designed to protect the school community e.g. zero tolerance on alcohol, drugs and bullying
- Have due regard to their own and people's health and safety
- Respect the environment, including school property and resources

What this means in practice:

Positive Attitudes to Study

Make the most of your learning opportunity, know what is required and be ready for lessons:

- Switch off your mobile phone/MP3 player before lessons (do not use digital devices anywhere other than the Sixth Form areas)
- Come to lessons with everything you need to learn - e.g. books, pens, notes, files, equipment
- Be attentive in lessons and work hard on tasks
- Follow instructions and take advice seriously
- Take an active part in class and group activities and answer questions when asked
- Do homework and research ready for deadlines
- Expect to remain in the classroom for the whole lesson
- Explain any absences and arrange to catch up on missed work
- Use the Library/Study Areas when not in lessons

Positive Attitudes to Yourself and Others

Treat other people as you would like others to treat you:

- Be considerate and polite - to other students as well as staff, visitors and neighbours
- Behave appropriately, with consideration for others
- Value each other's opinion and use language that does not cause offence

Recognise other people have different values and concerns:

- Respond positively to instructions from any staff
- Be sensitive about how your behaviour or dress code might affect other people

Look after yourself:

- Wear your lanyard visibly at all times
- Follow the expectations of school policies designed to protect you
- Eat healthily - including breakfast - but not in class
- Develop a sustainable lifestyle ensuring the right balance between study, paid employment and socialising

Look after the environment you work and relax in:

- Leave areas as you would expect to find them i.e. clean, tidy, no litter, graffiti or any other damage
- Avoid unnecessary waste: adopt sustainable practices - e.g. recycle litter and minimize printing and copying
- No smoking

Our expectations of you

Attendance

Students are expected to attend and be punctual to all timetabled lessons including supported study. If a student is absent a parent/carer must contact the school by 10.00am. Medical appointments must be made outside of the school day and no holidays will be authorised.

Students in Part-Time Employment

We encourage students to either work part-time or do voluntary work as this will broaden their life experience but we ask that they limit this to no more than 8 hours per week. Research has shown that just two or four more hours per week reduces students' achievements by a grade in each subject.

Praise

For any student who has excelled in any area of work or school life, a Praise Certificate will be sent home to parents from the teacher awarding the Certificate by way of a commendation to recognise this effort.

Homework Commitment

Each student will be given a timetable unique to them. On it there will be timetabled lessons and time for private study, as well as time for supervised study. For every hour spent in a lesson, students should expect one hour of homework. We encourage students to make good use of their study periods, either at school in the LRC or study areas, or at home. Students should expect to be detained if they fail to meet deadlines.

Behaviour Management

LEVEL	CRITERIA	RESPONSE	NOTES
GREEN STATUS	<ul style="list-style-type: none"> On target in all subjects All work up to date Attendance above 95% No punctuality issues 	<ul style="list-style-type: none"> Letter sent home celebrating success Student success celebrated in tutor base and assemblies All privileges in place First refusal on any enrichment opportunities 	Sixth Form Committee will meet and discuss rewards ideas for Green Status students
YELLOW ALERT	<ul style="list-style-type: none"> Below target in one or more subjects Unacceptable behaviour in class Failure to wear an ID badge repeatedly Failure to return borrowed equipment on time Breach of the school's ICT Acceptable Use Policy Persistent poor, low-level behaviour Being in college but absent from a lesson Poor attendance below 95% 	<ul style="list-style-type: none"> Conversation with member of staff affected Yellow alert logged on student record (Subject Director, Head of Department, Tutor and Head of Sixth Form notified) Tutor to give verbal warning and arrange restorative action Review of student status after 2 weeks 	If all parties concerned are satisfied that the necessary changes/actions have taken place within a two week period, the student will return to Green Status. If not, the student will move to Orange Alert.
ORANGE ALERT	<ul style="list-style-type: none"> Failure to make necessary changes following Yellow Alert Poor attendance - below 90% Repeated lateness Repeated failures to look after borrowed equipment and return it in good condition Failure to comply with reasonable request of member of staff Failure to hand in work/meet coursework deadlines Persistent rowdiness and/or inappropriate playing of computer games within Sixth Form Breach of the ICT Acceptable Use Policy causing serious inconvenience to others or damage to the Sixth Form systems/services 	<ul style="list-style-type: none"> Formal written warning from Head of Sixth Form Orange Alert logged on student record (Subject Director, Head of Department, Tutor and Head of Sixth Form notified) Orange alert letter sent home Student to have a formal interview with Head of Sixth Form - targets to be set and reviewed by tutor 	If all parties concerned are satisfied that the necessary changes/actions have taken place within the planned time period, the student will return to Green Status. If not, the student will move to Red Alert.

<p>RED ALERT</p>	<ul style="list-style-type: none"> • Failure to make necessary changes following Orange Alert • Repeated minor misconduct • Persistent breach of Code of Conduct • Failure to disclose identity when reasonably requested for it or giving incorrect information • Swearing or verbal abuse directed at students or staff • Failure to comply with Health and Safety regulations including smoking regulations • Failure to comply with the driving to school policy • Viewing inappropriate material on the computer, including pornography 	<ul style="list-style-type: none"> • Possible fixed term exclusion • Letter home informing parents/carers of red alert • Appointment for formal meeting of students and their parent/carer with senior staff • Learner Agreement put in place with time scale for change • Learner, parents/carers & school given clear targets and responsibilities • Review date agreed 	
<p>FINAL WARNING</p>	<ul style="list-style-type: none"> • Failure to make necessary changes following Red Alert Learner Agreement • Physical abuse or threat of physical abuse • Harassment or discriminatory behaviour • Victimisation and criminal activity including drugs, alcohol, theft and violence • Deliberate damage to School property • Serious violation of the school's rules and procedures concerning Health and Safety • Serious violation of the ICT Acceptable Use Policy • Damaging the reputation of the School • Repeated failure to comply with School Sixth Form rules, policies, warnings or code of conduct 	<ul style="list-style-type: none"> • Investigation by Head of Sixth Form • Referral to Headteacher • Offer student opportunity to leave voluntarily • Consider permanent exclusion 	

Permanent Exclusion

When a student fails to meet the terms of a final warning, the Head of Sixth Form will offer the student the opportunity to leave Sixth Form voluntarily, or will recommend permanent exclusion to the Headteacher.

Monitoring, Tracking, Assessment and Mentoring

Academic progress is monitored rigorously by the Head of Sixth Form, Form Tutors and Subject Leaders. At the beginning of term, all students will be given individual target grades, against which all work will be assessed. Subject Leaders closely supervise the academic progress of students using target grades and the Sixth Form tracking system. Students who are underachieving are identified by the Sixth Form tracking data and by Subject Directors. Targeted students are then monitored closely by the Head of Sixth Form and Form Tutors. Parents/Carers will be informed accordingly and invited to discuss their child's progress with members of the Sixth Form Team.

Supported Study and Homework

Homework will be set most lessons and will need to be completed appropriately by the deadline. Illness should not be seen as an excuse to not complete homework; you should find out what was set and complete the work as soon as you can after your return to school.

One difference between Year 11 and Year 12 is that you will find you have time in school when you do not have a timetabled lesson. We expect you to use this time to study. You will have time designated in your timetable for Supported Study. At these times you register in the Supported Study Centre and use the facilities at your disposal to study on your own; by reading round your subject, making notes, researching, planning or drafting work etc. Ultimately, how you use these times can have a significant impact on your ability to work independently and on your progress.

Applying to University – UCAS

Almost all students at The Marches Sixth Form are expected to go on to higher education. Advice on all matters relating to higher education is available from the Head of Sixth Form as well as from the careers advisor.

A full range of university prospectuses will be available in the Supported Study Centre and all information is also readily available through university websites and the UCAS website. In the spring, Year 12 students and parents are invited to a "Pre-UCAS" evening for initial information on this process, whilst potential Oxbridge and Medical applicants are also identified. During the summer term of Year 12, careful thought needs to be given and preliminary research carried out into possible courses and university entrance requirements. Some universities require candidates to sit entrance papers specific to the course in addition to A levels. Many universities expect potential Law and Medical undergraduates to do so whilst other subjects may well be added to this list. Students need to think about these tests well ahead and seek advice where necessary.

We will also hold a Student Finance information evening for students and parents.

Dress Code

Sixth Form Dress Code

Appropriate For School	Not appropriate For School
<p data-bbox="97 427 256 472">For Boys</p> <ul data-bbox="140 517 751 730" style="list-style-type: none">- Collared Shirt- Smart subdued coloured trousers- Jumper, cardigan, jacket- Smart shoes suitable for work (no canvas shoes or trainers) <p data-bbox="97 775 252 819">For Girls</p> <ul data-bbox="140 864 751 1366" style="list-style-type: none">- Smart tops which maintain modesty (shoulders covered, no visible underwear)- Smart, plain coloured trousers, skirt or dress of a modest length (no more than 3cm above the Knee)- Unpatterned leggings only if worn under a skirt or dress- Jumper, jacket, cardigan- Smart shoes suitable for work (no canvas shoes or trainers)	<p data-bbox="815 427 1098 472">For All Students</p> <ul data-bbox="858 517 1453 1335" style="list-style-type: none">- Casual round neck t-shirts / polo shirts- Denim Jackets- Obvious logos on any item of clothing- Jeans of any description (i.e. trousers made of denim or with studs)- Hoodies- Shorts- Hats or Caps- Visible underwear- Flip flops- Jeggings- Short and or stretchy, elasticated skirts or dresses- Extreme hair styles/full head colours- Ostentatious jewellery

Child Protection

It is a legal responsibility of any institution that caters for young people to ensure they are safeguarded against harm. As such every adult or student who is not identifiable by a uniform must wear a lanyard with their picture on.

Digital Devices

Movement around the main school site - Mobiles, MP3s, etc.

The school has a policy of not allowing digital devices to be used in lessons or corridors. Please comply with this. You may choose to use equipment like these in the Common Room but do not use them around school, in corridors or class rooms. Please set an example of what we expect as you move around school, so younger students see sensible role models.



The school does not allow eating or drinking in corridors or classrooms and we ask for your co-operation with this also.

Cyber Safety

New technologies have now become integral to the lives of all young people in today's society, both within schools and in their lives outside schools. It opens up new opportunities and is now an essential part of everyday life whether using it for homework, to talk or to share material with friends. Students should have an entitlement to safe internet access at all times and it is important that students know how to keep safe when using new technology.

Students need to be aware that Social Networking Sites (such as Twitter and Facebook) are regularly viewed for any mention of The Marches School, Sixth Form and Staff. If inappropriate content is found, which is derogatory to the institution, this will be followed up with students and their families, in line with the Behaviour For Learning Policy.

You can learn more about internet safety by visiting the following sites:

www.ceop.gov.uk www.thinkuknow.co.uk www.getnetwise.org www.childnet.com

Alcohol, Drugs and Smoking

The Marches School is a public place and smoking is therefore illegal for everyone, including staff and all visitors. The School therefore forbids smoking at school. If students have earned the privilege to leave site during their non-contact periods we would strongly discourage them from smoking.

No students may enter licensed premises during the school day. Alcoholic drinks must not be brought onto the School premises, nor consumed on the way to or from school.

16 – 19 Bursary

If you are eligible for Free School Meals then you can apply for extra funding to help with the costs incurred through learning. Applications for extra funding have to be made by October 2014 and, if successful, you will only receive the funding if you attend school and perform well. If you are not in receipt of Free School Meals you are still entitled to apply for extra funding in times of hardship. Please speak to the Head of Sixth Form for further details.

EMA

If you live in Wales, you may be eligible for Education Maintenance Allowance (EMA). Go to www.studentfinancewales.co.uk/ema or call 0845 6028845 for an application form.

SMSC

“Not everything that counts can be counted” Albert Einstein

At The Marches School Sixth Form, we recognise that the personal development of our students plays a significant part in their ability to learn and achieve their full potential. As such, the spiritual, moral, social and cultural (SMSC) enrichment of our students is at the heart of the school’s ethos.

We believe that our students cannot and will not learn effectively unless:

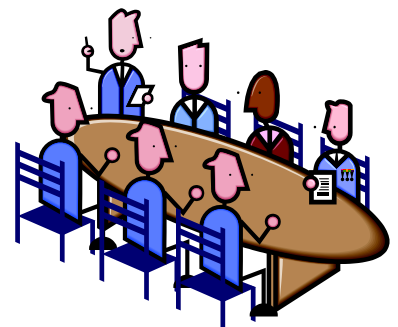
- They are happy and secure
- Their individuality is respected
- Their differences are celebrated
- Their difficulties are understood
- Their interests are extended
- Their talents are developed

For this reason, the SMSC development of our students is as important as their academic development. We aim to provide an education that provides students with opportunities to ‘shine’ in any way they can and enables them to explore and develop their own:

- Values and beliefs
- Spiritual awareness
- Personal behaviour
- Positive and caring attitude towards others
- Understanding of their social and cultural roots
- An appreciation of the diversity and richness of other cultures

Sixth Form Committee

At the beginning of the school year the Sixth Form Student Leaders form a student committee. The Sixth Form Committee hold key responsibilities and their role is valued by Sixth Form students and the School Leadership team. The Committee gives Sixth Formers a voice and is pivotal in amending any Sixth Form policy and organising events.



Exams

Examinations take place during the months of January, May and June.

Before this time you will be given a printout stating which examinations you have been entered for. It is your responsibility to check that you have been entered for the correct examinations; you must sign this printout and return it to the exams office. Your signature on this printout is confirmation that the exam entries are correct. If you do not spot a mistake but sign the form you will incur a cost.

If you are resitting an examination, you have to pay for this yourself and you will not be allowed to re-sit more than two exams without Miss Buckle's authorisation.

When you have an examination you must be in the common room at least 20 minutes before the start. There will be notices in the common room informing you where you are sitting and in which room the exam is.

Whilst in the common room, use the time to relax, go to the toilet and mentally prepare. Your teacher may want to speak to you during this time. You will be collected by an examination officer when the exam invigilators are ready to start.



Purchasing Core Texts

It is not a requirement that all students must buy the core texts for A-Level in order to complete the course.

However, core texts offer tremendous support in helping students to study more effectively on their own. A levels require a huge commitment to extended study at home and the purchase of core texts will allow for greater independent learning. Core texts may also be useful items for students to own after they leave Sixth Form as

preparation for university life or for later study. Therefore, the school strongly advises students to purchase the core texts which accompany their A Level Courses. The Library will have reference copies of all core texts, but students will not be given a textbook by their teacher and there will not be class sets of textbooks for use in lessons. It is expected that students will be properly prepared for lesson and organised.



Useful Websites

Higher Education	
Information on HE Courses	www.ucas.com
All about qualifications	www.qca.org.uk
League Tables	www.educationguardian.co.uk www.thetimes.co.uk
Open Days	www.opendays.com
Finding the right university	www.push.co.uk
Student Opinions	www.unistats.co.uk
Finance/Student Life	
National Union of Students	www.nusonline.co.uk
Student Life	www.studentszone.org.uk www.studentunion.co.uk
Financial Support	www.dfes.gov.uk/studentssupport
Student Loan Company	www.slc.co.uk
Student Accommodation	www.bu7nk.com
EMA (students living in Wales)	www.studentfinancewales.co.uk/ema
Employment/Careers	
Vacancies	www.monster.co.uk www.targetjobs.co.uk
Graduate Careers	www.prospects.ac.uk
Modern Apprenticeships	www.realworkrealpay.info
Gap Year	
Gap Year with BUNAC (USA)	www.bunac.org.uk
Year in Industry	www.yini.org.uk
Volunteering Opportunities	www.csv.org.uk www.worldwidevolunteering.org.uk
Year Out Ideas	www.gapyear.com
Planning a Gap Year	www.gap.org.uk

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