



Sixth Form Handbook  
2018 – 2019

## **Introduction**

This handbook is designed to give parents, guardians and students useful information and guidance. It is the first port of call for anyone wanting sixth form information.

The College prospectus provides basic information on individual subjects and you will also receive termly correspondence, and other regular despatches. We advise you to check our website regularly and follow us on Facebook and Twitter for up to date information.

This handbook is by no means comprehensive and if you require further details or clarification, you can contact the College.

## **College details**

<b>Address:</b>	Catcote Road Hartlepool
<b>Postcode:</b>	TS25 4HA
<b>Telephone Number:</b>	01429 273790
<b>Email:</b>	admin@ems.hartlepool.sch.uk
<b>Website:</b>	www.ems6college.org

**School Type:** Catholic Academy

**Age Range:** 11 – 18

**Character:** Comprehensive

**Date of Foundation:** 1973

**Hours of Business: (Term Time)**

0800-1630 (the School Office will be open during these times)

**Hours of Business: (Holiday Time)**

Please see the website for information on Office opening hours

## College Holidays 2018– 2019

5 <sup>th</sup>	September	New Term Starts
29 <sup>th</sup> – 2 <sup>nd</sup>	October - November	Half Term
24 <sup>th</sup> – 4 <sup>th</sup>	December 2018 – January 2019	Christmas Holidays
7 <sup>th</sup>	January 2018	New Term Starts
18 <sup>th</sup> – 22 <sup>nd</sup>	February	Half Term
8 <sup>th</sup> – 22 <sup>nd</sup>	April	Easter Holidays
23 <sup>rd</sup>	April	New Term Starts
6 <sup>th</sup>	May	Bank Holiday
27 <sup>th</sup> – 31 <sup>st</sup>	May - June	Half Term
18 <sup>th</sup>	July	Last Day of Term

### Important Dates

**Year 13 Futures Evening** Tuesday 11<sup>th</sup> September 2018

**Year 12 Information Evening** Thursday 27<sup>th</sup> September 2018

#### **Internal Examinations:**

Year 13 – 19<sup>th</sup> November 2018

Year 12 – 24<sup>th</sup> June 2019

#### **External Examinations:**

Refer to individual student timetables. Contact Examinations Officer, Diane Rutherford for more information.

#### **Parents' Evenings**

Year 13 – Thursday 31<sup>st</sup> January 2019

Year 12 – Thursday 7<sup>th</sup> February 2019

**UCAS deadlines are as follows:**

**15<sup>th</sup> October** for receipt at UCAS of applications to universities of Cambridge or Oxford and applications for medicine, dentistry, veterinary medicine/science

**15<sup>th</sup> January** for all other courses/universities

However, the sooner the application is sent to UCAS the sooner offers are received; one student last year had received all of her offers by the end of October. Years of experience has shown us that it is better to complete the form early then students can concentrate all of their efforts on achieving the necessary grades.

**Due to the above, our college deadlines are as follows:**

**30<sup>th</sup>September** for applications to universities of Cambridge or Oxford and applications for medicine, dentistry, veterinary medicine/science.

**31<sup>st</sup> October** for all other courses/universities

**Members of Staff 2018 / 2019**

**Sixth Form Team**

Head of Sixth Form – Mrs Hogarth

Head of Year 13 – Miss K Knox

Head of Year 12 – Mr D Roberts

**Other Key Sixth Form Staff**

Sixth Form Careers and Welfare Officer – Mrs Beverley Scaife

Attendance Officer – Mrs Tracey Barratt

Exams Officer – Mrs Diane Rutherford

**Leadership Group**

Head Teacher: Mr S Hammond

Deputy Head Teachers: Mr P McMahon and Mr P Dickson

Assistant Head Teachers: Mrs L Ward, Mrs M Chapman, Mr J Devenney, Mrs P Clark.

### **Sixth Form Handbook**

This can be accessed via the internet through the school / college website. It is also available on the shared document area at the College. The handbook is a brief overview of sixth form policies and procedures.

### **Student Diary**

Every student in College is provided with an academic diary. This is a valuable tool in helping them to plan time and work.

### **External Examinations**

Most formal A Level examinations will take place at the end of Year 13. From 2016, students will not sit external AS examinations but will have internal examinations which will assess their progress throughout their time at College.

### **Payment for Examinations**

Providing that students have attended College regularly and worked to the best of their ability, they will take their examinations free of charge provided that their entries have been made in accordance with College deadlines. Parents will be notified if attendance and/or work are less than satisfactory and, in some cases, a charge may be made for entry to examinations. It is College policy that students who fail to turn up for exams will be charged for all missed exams unless there are extenuating circumstances.

### **Careers Information**

The College has a well-resourced Careers Library, which is open for student use during the College working day. Students gain primary access to careers education through the PPD sessions. The programme is structured to guide students through the recruitment process for employment and Higher Education. Beverley Scaife our Sixth Form Careers and Welfare Officer also provides tailored advice and guidance as does Mrs Liddell Fisher who is Head of Careers.

### **Parent/College Contact**

We welcome your involvement as parents/guardians in the life of the College and the opportunity to work with you towards the success of our students. If we have concerns about your daughter's/son's progress, we will certainly wish to discuss this with you and, where necessary, will contact you to arrange a meeting.

While your daughter/son is studying at College, you will receive reviews each half term. We will also invite you to a parents' consultation evening and a Tutor evening (Please see key dates at the start of this handbook).

We keep in touch with you through the College website and social media. Letters and emails are also sent home about key events or any issues arising. If there are any changes to your contact details throughout the year, please can you inform the College immediately so that these details can be updated on our system.

If you have any concerns throughout the year, please get in touch with us to share your concerns – in the first instance with the relevant Head of Year. If the matter is serious and you wish to raise a formal complaint, you should contact Mr Roberts.

### **Timetable**

The timetable is designed to provide students with as much flexibility as possible. Students will be invited to attend an interview immediately after their GCSE results and will negotiate individual programmes of study in consultation with a senior member of staff. This timetable may well be different from every other student in the College.

In 2018 in Year 12, it is expected that the majority of students will embark upon a programme of three A Levels or a Double Award Applied A Level and one other A Level. It is important that students embark upon subjects which are suitable for their aspirations as they will be externally assessed/examined on these subjects at the end of two years. Timetables are negotiated with students on an individual basis and according to the circumstances of the student in question. All students who have not gained a grade 4 or higher in English and Maths must attend re-sit GCSE classes in the relevant subject (this includes any additional after school sessions).

In Year 12 and 13 students are also expected to attend one Registration session on a Monday morning, Supervised Study Support sessions, one PPD session (Personal Professional Development) and one lesson of MET (Morals, Ethics and Theology) per week. The number of allocated Supervised Study Support Sessions will vary depending upon the individual student's timetable. Attendance to all timetable sessions is compulsory

The College day is divided into five teaching blocks with a morning break of 15 minutes and a 30 minute lunch period. As well as the designated Supervised Study Support Sessions, most students will have some non-contact time each day during which they are advised to work either in the Library or the Sixth Form Study Room. In non-contact periods, students are permitted to leave the College site but they must sign out at the Sixth Form Reception.

Some additional options are available during lunch time and after College. This applies particularly to revision lessons and the EPQ, as well as recreational activities and extracurricular clubs.

### Tutorial Programme

Every student in the College is a member of a tutor group and, as a member of that group, participates in the Tutorial Programme as part of their programme of study. This means attendance at registration on Monday from 8.45 am.

### Target Grades

In September / October 2018 all Year 12 students will be given target grades for the subjects which they have chosen. Target grades are based on the average grade that students with similar GCSE grades went on to achieve at A Level. They are used as a benchmark to monitor each student's progress throughout the year. Students often achieve higher grades than their target grade in final examinations and we would always encourage students to aim high. Progress reviews are issued three times a year and will monitor how a student is actually performing against their target grade. You will receive a copy of these for your information. If you wish to discuss anything after receiving a review, please contact Miss Knox (Year 13) or Mr Roberts (Year 12).

### Progression from Year 12 to Year 13

In order for students to progress from Year 12 to Year 13 there are certain stipulations to ensure the best chance of success for the student. Firstly, students are expected to continue with three full A Level subjects. Secondly, all students will sit examinations in the final weeks of the summer term in Year 12. If a student achieves one or more E grades in these summer examinations, we will need to carefully consider whether or not progression to A Level and Year 13 is the best pathway for them. Each student will be considered individually and this will be done in consultation with teaching staff and Heads of Department in relation to the performance of the student throughout the year and by looking at their individual scores in the examinations. The new linear A Level specifications mean that, without students having a strong grasp of the foundation material that will be covered in Year 12, their chances of success at the end of the two years is questionable. **Students will also need to demonstrate satisfactory attendance - minimum 90% - and commitment to their studies.** Because of the choices made after these end of year examinations, students may be in different teaching groups for A Level.

## **Bursary Fund**

Bursary schemes provide help to young people who face financial barriers to participating in education, providing they meet the agreed standards of attendance and behaviour.

The type of help you could receive includes:

1. Help with transport to and from college for qualifying students.
2. Help with the cost of meals.
3. Help with the cost of equipment, trips and expenses incurred in connection with your chosen course.
4. Loan of iPads and laptops (subject to terms and conditions).

## **Bursary Eligibility**

### **Targeted Bursary**

The Targeted Bursary offers financial support for students who are in care, a care leaver, in receipt of income support or disabled and in receipt of Employment and Support Allowance and Disability Living Allowance. For eligible students the award provides funding to the value of £1,200 per year (£120 over ten months).

### **Discretionary Bursary**

If you are under 19 on 31st August 2018 and:

- living in a household where the income is below £25,000
- Enrolled onto a full time programme of FE learning.

...you may be eligible for a bursary.

Details of the evidence required to support an application are found on the bursary application form.

Priority will be given to learners with a household income of less than £17,000 applying for the standard bursary.

Benefits available to learners with a household income between £17,000 and £25,000 may be subject to a reduction depending on funds available.

Further information on the Bursary is available from Miss Tait, the Finance Director, at the college.

## **Transport Bursary**

The Transport Bursary is available to students qualifying for the General Bursary to meet the costs of a bus pass if the student lives outside a 3 mile radius of college.

## **Extreme Financial Problems**

If you do not fall into either of the categories but are experiencing financial hardship, the College may still be able to offer some financial help. Please speak to Miss Tait to find out more.

## **Pastoral Matters and Discipline**

### **Pastoral Care in College**

We wish to work closely with parents to ensure the success and well-being of our students. The College maintains a strong commitment to the support and guidance of the individual student, primarily via the Personal Tutor with the support of senior staff. In addition, Beverley Scaife, Sixth Form Careers and Welfare Officer, meets with individual students by appointment on a basis of self-referral.

Beverley Scaife is our Sixth Form Careers and Welfare Officer who provides independent information, advice and guidance to sixth form students. One aspect of her role is to support students when it comes to career progression routes after sixth form. This could be university, vocational training, apprenticeships or employment.

We have excellent links with local universities, and those further afield, and encourage students to participate in as many events as possible during their time in College. This could be anything from attending a master class workshop at a university in a subject of their choice, to attending a week long residential, staying in Halls of Residence. There is also extensive advice and guidance given on financial issues, such as: student support, bursaries and scholarships which may be available.

As a college we have good relationships with key regional employers who provide work experience placements to our students. Those students who decide employment is the route for them will be given guidance when completing application forms and may choose to have a mock interview to ensure they are fully prepared. All of our students are given the opportunity to participate in numerous activities to develop key transferable skills that will help them in their future careers. Mrs Liddell – Fisher our Head of Careers is also available for support with this.

Part of the Learning Mentor's role is to provide support to any students who may need guidance which is not directly related to their education; this could be social, financial or housing issues. She is able to provide one to one support and refer students on to agencies that may be best placed to help them.

### **Communication with Parents**

In a complex organisation it is very important that there should be good communication. The school/college bulletin and the website [emshartlepool.org](http://emshartlepool.org) aim to keep students and parents informed about what is going on in the College. We also have a Facebook page – **English Martyrs Sixth Form College** and a Twitter account: **@EMS6college**. Letters and emails are also used to update parents or to inform them of particular events or developments.

If problems occur during a student's time in College, parents will generally be contacted by telephone or letter, as appropriate.

### **Use of Non-contact Time / Supervised Study Support Periods**

All students in the College will find that they have a certain number of lessons when they are not timetabled for classes. These "study periods" offer them a chance to organise their own work and to study in College. The College provides a number of areas for private study, primarily the Library and a dedicated Sixth Form Study Support Room. Practical subjects also provide areas for students to continue with their own work or to practise outside of lesson times.

If a student has a non-contact period in the morning on a Tuesday, Wednesday, Thursday or Friday they do not need to attend college until their first timetabled session. Furthermore, if a student has a non-contact period at the end of the day and no further commitments, he/she may go home early.

Timetabled 'Supervised Study Periods' will also appear on a student's timetable. These are compulsory sessions where students will be registered and asked to study in a quiet, supervised setting. Every student will have at least two double periods a week dedicated to a 'Supervised Study Period' but may have more depending on how many subjects they are studying. Mr Roberts, Mrs Coulter and Miss Knox may introduce additional study periods onto a student's timetable if they feel that a student would benefit from such support. In the past, this has helped our students achieve greater

success and encourages them to use their time in college effectively and efficiently.

### **Part Time Work**

We recognise that many students have part-time jobs and may gain personal and financial benefit from them. However, research shows that 5 hours part time work per week can impact upon A level grades to the extent of one UCAS point per subject. Part time work should not conflict with studies and definitely must not be undertaken during College hours. We strongly advise students not to undertake paid work on Monday to Thursday evenings in order to minimise the impact on academic work.

### **Trips and Visits**

A range of educational and recreational visits are offered for which your consent is required. A consent form is issued at the beginning of the academic year and parents are requested to complete this and return it to the College via their sons/daughters.

The College will keep costs to a minimum. Parents will be informed of any trip or visit, regardless of the age of the student, and students are expected to undertake any missed work.

### **Attendance and Absence**

All students are expected to attend registration at 8.45 am every Monday. This is the major point of contact for Personal Tutors and is the main route used for College communications. Absences are checked regularly and parents will be contacted if a student fails to attend registration either through absence from College or lateness to College on a regular basis.

If students are absent we ask the student or their parent to telephone the College before 9 am and speak with Mrs Tracey Barrett in the office. College is a full time commitment and students are required to attend every week day for registration and to attend all timetabled sessions. Absence must always be explained. Prolonged absence or unexplained absence will involve contact with parents and can result in discontinuation of a student's programme of study. The absolute minimum attendance required is 90%, although we would become concerned if it fell to this level, and students must account for any unexplained absences. We do take attendance to all aspects of the college day – including registration, any PSHE events, Supervised Study and MET - extremely seriously and we will challenge persistent absence.

Absence from College, when known in advance, should be indicated by the completion of a green absence slip, signed by a parent and by any

teacher whose lesson they will miss due to the absence. This green slip must be given to Mrs Barrett in the main office prior to absence.

### **Acceptable Absences**

- Observation of a religious holiday. Application must be made in advance.
- Genuine sickness. Phone College by 9 am at the latest. Students absent for more than 1 day will need to report to the main office or the relevant Head of Year on their return.
- Driving test but not driving lessons – these should be arranged in a student's own time.
- Work Experience which is an integral part of the course and for which a student does not receive a wage. Confirmation from the subject teacher is needed in advance.
- Medical appointments which cannot be made outside of lesson time.
- University Open Day visit or interview. (Up to a maximum of 5 visits).
- Job Interview.
- Interviews with College staff.
- Funeral.
- Lessons cancelled for any reason.
- An emergency situation involving a family member or another person for whom the student has caring responsibilities.

**Evidence of all appointments in the form of emails, letters, appointment cards etc must be submitted with the completed green slip.**

### **Some examples of absences which will not be authorised:**

- Sixth Form students **may not** take holidays during term time as these will not be authorised
- Looking after siblings
- Work
- Birthday celebrations
- Shopping
- Driving lessons
- Leisure activities

### **Holidays during Term Time**

Sixth Form students' programmes are demanding and the time available to prepare for A Levels is relatively short (around 30 weeks). Because of this, students **may not** take holidays during term time and holidays will not be authorised. If students require leave of absence during term time this request must be supported by parents. It will also involve consultation with Head of Sixth Form and the completion of a Holiday Request Form. In the

majority of cases, absence will be recorded as unauthorised but at least we will be aware of why the student is absent.

It should be noted that Year 12 students do not have study leave prior to their end of year exams. It will be a condition of progression into Year 13 that students attend any lessons and satisfactorily complete the work.

### **Returning to College**

All students will receive a 'Year 12 Review' at the end of Year 12 which will allow them to review the year, their end of year examination results and discuss their plans for Year 13. Following this, students will be invited to complete the enrolment process. Students who have experienced difficulties or have had concerns raised by their teachers are interviewed by a member of the Sixth Form Management Team to discuss their future options and parents may be invited in at this point if appropriate.

It is essential that students sit the examinations in the summer term and are able to attend this enrolment meeting. Examination results will be considered alongside progress throughout the year, attendance and any unresolved concerns when making decisions about a student's eligibility to continue into Year 13.

### **Learning Support**

Students must take responsibility for their own learning and special learning needs. We want everyone to succeed and do their best. We encourage them to access all of the help that is available to them. We need to know if students received support of any kind in school – particularly in terms of examinations.

If you think that your son / daughter is entitled to support, extra time in exams or has a condition that would mean that they need support with their learning, please let us know as soon as possible.

The link that we have with the school means that sixth form students can offer to support too. In the past, students have found this experience invaluable and it has been looked upon favourably by employers and universities. If students are interested in getting involved, please ask them to go and speak to our Senco, Mrs Sue Irvine, the Head of Sixth Form or the relevant Head of Year.

### **What we expect of students**

As well as appreciating student rights and opportunities, it is important that students have a clear understanding of our requirements, which will enable

them to make a success of their time with us. Students will be expected to sign the 'Sixth Form Contract' before they begin their studies. We therefore expect that all students will:

- Accept responsibility for their own learning and academic progress with the support of their Tutor and subject teachers.
- Complete all set work to the best of their ability and by the required date, as well as giving appropriate time to background study, wider research and examination revision.
- Attend punctually all designated activities and explain any absences.
- Maintain an acceptable, courteous standard of behaviour at College and while engaged in activities associated with the College.
- Ensure that their behaviour and attitude never have a detrimental effect on the academic progress of other students.
- Follow the College Equal Opportunities Policy with regard to all students, members of staff and College visitors.
- Abide by the College policies including those on Health and Safety, ICT, Safeguarding, Illegal Substances, Smoking and Consumption of Alcohol and never knowingly endanger the health and physical well being of others.
- Respect, and thus help to maintain, the condition of the College buildings, property and general environment.
- Abide by any code of conduct issued during a College trip or visit.
- Follow any instructions and guidelines issued by the College.

*Students should accept as necessary any appropriate actions taken by the College if the above conditions are not fulfilled. Such action will obviously depend upon the nature of the transgression and is likely to involve discussion with parents/guardians. A severe breach of discipline may result in students being dismissed from College for a given period or being permanently required to leave the College.*

### **Potentially dangerous or Illegal Substances**

No one is allowed to consume or possess illegal substances on College premises, or at any stage during the College timetabled day whether on or off site. Any student found using or dealing in illegal substances will be suspended pending an investigation. Students who are found to have been involved in anything of this nature, risk permanent exclusion as a result. This includes, but is not exclusive to, items such as drugs, alcohol, offensive weapons. The police will be informed according to our legal obligations.

### **Smoking**

In accordance with current legislation smoking is not permitted within College buildings or any other part of the College site.

### **Fixed Term Dismissal**

The College is committed to the provision of first class learning opportunities for all students. It may be necessary, in a very limited number of cases, to exclude a student from the College as part of the College disciplinary procedure. This would normally follow discussion with the student and parents, but the College will act in the best interests of all students and staff at the College.

### **College Environment**

In the interests of the whole College community, we request and expect students to maintain high standards of care for the physical environment at all times. In particular we ask students to observe restrictions regarding consumption of food and drink outside of designated areas.

College students have set high standards of care for their environment in the past. In instances where students do not take due care of the College environment, it is College policy that individual students and their parents will be asked to pay for any repairs or corrective action necessary.

### **Dress Code**

The dress code for Sixth Form students was introduced after extensive consultation with students, staff, parents and governors. The code is appreciated by students and the College expects students to adhere to its agreed provisions.

Students' dress should be:

- ✓ Inoffensive
- ✓ Clean
- ✓ Appropriate within an organisation which has students aged from 11 to 18 years
- ✓ Appropriate to a working environment
- ✓ Appropriately smart if the occasion demands it eg Awards Night

The following specific points should be noted:

- Hairstyles must not be extreme
- Outside coats must not be worn in lessons
- Hats must not be worn in College

- Students must not display any visible body piercing with the exception of ear piercing
- Slogans or logos which cause offence e.g. FCUK, must not be worn
- See-through tops, vest tops, crop-tops, low cut tops – none of these should be worn
- Students should not wear very short skirts or low slung trousers which are too revealing

Students who fail to dress appropriately will be spoken to by their Head of Year.

### **Insurance**

Students are covered for accidental injury whilst at College or on a College sponsored activity. Further cover is automatically taken when a trip is organised. Details of cover are available on request.

Students and parents are advised to ensure they have personal insurance arrangements for personal property. All College students can apply for a locker; it is the students' responsibility to look after the key.

### **Catering in College**

Food and drink are available from the Bistro in the Common Room. Meals and snacks are of good quality and are good value for money when compared to other local options. Vending machines for snacks and drinks are also available throughout the day in the Common Room. The College is committed to promoting healthy eating.

### **Contacting students**

In an emergency, students may be contacted via the College switchboard [01429 273790]. It should be stressed that this provision is made for **emergency use** only and whilst every effort will be made to contact the student as speedily as possible, we cannot guarantee to be able to relay a message.

### **Security**

Lockers are available at College for the storage of inexpensive personal property. A charge of £10 is made, refundable on the return of the key. Students will be required to sign a locker contract, accepting the terms and conditions of use. All exit doors can be opened from the inside but entrances are limited. Visitors to College must sign in at the main school office. Students will be issued with a College lanyard. All students are required to wear this form of photographic identification at all times so that

they can move around the school and College freely and be identified easily as students of the College.

### **Mobile Phones and Social Networking Policy**

To comply with child protection legislation, members of staff are not allowed to give their personal mobile phone details, private e-mail address, home address or social networking sites to students.

Any student found using these sites to bully, intimidate or harass other students will be dealt with by the College. The College takes bullying seriously and will inform the relevant parties, such as parents, the Head teacher and police as necessary.

### **First Aid**

The College and School has several members of staff who are qualified First Aiders. Students who are feeling unwell may seek assistance from any member of staff who will refer then to the appropriate and qualified staff. Students leaving the College because of illness should inform relevant staff by the use of the green absence slip, available outside of the Common Room.

### **Safety Procedures**

The College has a full set of safety rules and procedures. Students are instructed to follow these rules and in an emergency to follow the instructions of members of staff. In the event of a fire or any other emergency, a bell will ring continuously and everyone will be asked to leave the building immediately using the nearest exit. Fire drills take place at regular intervals.

### **Parking for parents and students**

Parking availability can be limited during College hours and the majority of spaces are allocated to members of staff. When visiting the school, parents are advised to use the visitor parking in the main car park. At social events, cars can generally be parked on site. There will be limited parking available for any parents at Parents' Evenings or Open Evenings. If specific parents or visitors have mobility difficulties, they should contact the College in advance and special arrangements will be made.

### **Parking for Students**

Students are not allowed to park on site. There are a small number of bays opposite the school which students can use for parking.