



MARLING
SIXTH FORM
Downfield Road

Welcome



to Marling Sixth Form

Create Your Future



STUDENT HANDBOOK

Note: This booklet represents information as it currently stands in Marling Sixth Form. There are systems and processes that may be modified to accommodate government guidance regarding health and safety.

HOW SIXTH FORM IS DIFFERENT FROM YEAR 11

During Year 11 all of your time in school will have been timetabled as lessons taught by a teacher. In Sixth Form you will be timetabled with study sessions in addition to your subject lessons. Some of these are supervised study sessions, for which you need to sign in and work in a supervised study room. Others are independent study sessions for which you do not need to register and are able to study in any of the study areas provided in the Sixth Form building and elsewhere on the school site (for example WB14 and the library) – you may, of course, also use the supervised study rooms for independent study sessions.

Teachers will still set required homework but, as a sixth form student, you will also be expected to develop independent learning skills and will therefore need to read around your subjects and undertake super-curricular study (i.e. study related to the subject but beyond the set curriculum). It is suggested that, for every hour you spend in the classroom, you undertake an hour of independent study for that subject. It is therefore important that you make productive use of your supervised and independent study sessions in order to achieve your full potential in your A Level studies.

Guidance on useful study skills is available in a booklet provided by Marling Sixth Form which you can obtain from the Sixth Form office and advice can also be obtained from Heidi Vinton, our Student Support worker.

Welcome to Marling Sixth Form

Create Your Future

Welcome to Marling co-educational Sixth Form.

Everything we do here is designed to help you to achieve your best. We offer you a balance between independence and support, within an academic environment. During your time with us you will benefit from outstanding teaching and learning, personalised programmes and access to university level resources and expertise. As well as a huge range of exciting opportunities and student led societies.

Teaching and Learning in Marling Sixth Form has always been co-educational and we were thrilled to register girls as Marling students for the first time in our 126 year history last September. As the incoming class of September 2020, you will complete the transition of the school and follow in the footsteps of our ground-breaking cohort of September 2019.

Marling Sixth Form offers you independence and the opportunity to personalise your activities and programme of study. Your typical day will include meeting with your tutor and form group, attending lessons, maybe having a coffee or a light snack in the Sixth Form cafe, doing some independent work in our shared study centre as well as maybe using our fitness suite or going for a walk during your lunch break to help maintain a healthy approach to your studies. We look forward to your joining our Sixth Form. Within just a few years you will become a member of the Marling Alumni and be ready to embark on your next journey. The two years with us will be two of the most rewarding years of your life where you will make the transition from GCSE to Advanced Level student and work to develop your career dreams into a reality.

Welcome to Marling co-educational Sixth Form.

Steve Farr

Head of Sixth Form

TERM DATES 2020-21

| | |
|------------------------|---|
| TERM 1 | Tuesday 1 September – Friday 23 October <i>INSET Tuesday 1 September, Monday 5 October, Thursday 22 and Friday 23 October</i> |
| October Break | Monday 26 October – Friday 30 October |
| TERM 2 | Monday 2 November – Friday 18 December |
| Christmas Break | Monday 21 December – Friday 1 January |
| TERM 3 | Monday 4 January – Friday 12 February |
| February Break | Monday 15 February – Friday 19 February |
| TERM 4 | Monday 22 February – Thursday 1 April <i>INSET Monday 15 March</i> |
| Easter Break | Monday 2 April – Friday 16 April |
| TERM 5 | Monday 19 April – Friday 28 May <i>Bank Holiday - Monday 3 May</i> |
| May Break | Monday 31 May – Friday 4 June |
| TERM 6 | Monday 7 June – Monday 20 July <i>INSET Wednesday 23 June, Monday 19 July and Tuesday 20 July</i> |

TIMES OF THE DAY

| | |
|--|-------------------------|
| 8.35 | Preparation Bell |
| 8.40 – 8.50 | Morning Registration |
| 8.50 – 9.50 | Period 1 |
| 9.50 – 10.50 | Period 2 |
| 10.50 – 11.10 | Break |
| 11.10 – 12.10 | Period 3 |
| 12.10 – 13.10 | Period 4 |
| 13.10 – 14.10 | Lunch |
| 14.10 – 14.25 | Tutor period/assemblies |
| 14.25 – 15.25 | Period 5 |
| The Sixth Form building is open from 08.00 – 16.30 | |

USEFUL TELEPHONE NUMBERS

| Name | Number | Email/Website |
|----------------------------|------------------|--|
| Marling Sixth Form | 01453 760156 | www.marlingsixthform.org info@marlingsixthform.org |
| Marling School | 01453 762251 | adminoffice@marling.gloucs.sch.uk |
| UCAS | 0871 468 0468 | www.ucas.ac.uk/enquiries@ucas.ac.uk |
| Student Finance England | 0300 100 0607 | www.gov.uk/browse/education/student-finance |
| Mind | 020 8519 2122 | supporterrelations@mind.org.uk |
| NHS Healthy Living | | www.nhs.uk/live-well/ |

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| MARLING SCHOOL |
| Executive Head Teacher |
| Dr S Wilson |
| Associate Head Teacher |
| Mr G Balmer |
| Assistant Head Teachers |
| Mr S Farr |
| Mr R Reid |
| Mr A MacDonald |
| Ms J Dale |
| SIXTH FORM |
| Head of Sixth Form |
| Mr S Farr |
| Assistant Head of Sixth Form & Head of Year 13 |
| Ms L Harris |
| Head of Year 12 |
| Mrs H Rogers |
| HEI Co-ordinator |
| Mr F Gann |
| Sixth Form Senior Administrator |
| Ms S Dougherty |
| Senior Student Support |
| Mrs H Vinton |
| Student Support & Attendance Officer |
| Mrs J Elder |
| Sixth Form Administrator & Receptionist |
| Mrs K Kitchen |

UNDERSTANDING YOUR TIMETABLE

You will receive your timetable in the first week of term. On your timetable, in addition to your subject lessons and selected breadth option lessons, you will have registrations, tutor periods and supervised study periods listed. Please ensure that you keep your paper timetable safe, and take a photo of it and keep it on your phone. You can also view a copy of your timetable on EduLink.

ASSEMBLY AND BRIEFING

Assembly is an important part of Sixth Form life. Not only does it provide an opportunity for reflection on key topics, it engenders a community spirit. Both Assembly and briefing are an important communication opportunity for staff and students. Attendance is compulsory at all scheduled assemblies and briefings. Assembly takes place on a Monday afternoon with briefing taking place on a Tuesday morning.

REGISTRATION/TUTOR PERIODS

Attendance at registration/tutor periods is mandatory for all students. If you miss an afternoon registration because you are involved in a school activity then you must let the Attendance Officer know. Lateness should be avoided but if you miss registration you need to sign the late book. Lateness will be checked and followed up on.

SUPERVISED STUDY

Each week a certain number of periods will be dedicated to supervised study. You will need to sign in for these lessons as a register is taken as per a normal lesson. Attendance at these sessions is compulsory. Parents will be informed if supervised study sessions are missed. They provide you with a valuable opportunity to undertake research, reading, essay writing in a quiet environment and are an important part of your A Level programme of study.

ATTENDANCE AND ABSENCE

You are required to be in school to attend all of your lessons, tutor time and supervised study sessions, assemblies, morning and afternoon registrations. You should arrive for each lesson on time and fully prepared. If you are unable to attend school for the following reasons, this is what you need to do:

Illness

The Sixth form must be contacted on 01453 760156 or info@marlingsixthform.org as soon as possible on the first day of absence. This call must be from a parent/carer. This needs to be done each subsequent day until you return. A Doctor's note is mandatory for all absences over 7 days (this includes weekends). The medical note will need to be brought into school on your first day back and given to the Attendance Officer. If you are not in school and we have not had notice as to the reason, home will be contacted to confirm your absence and request a reason.

If you are feeling ill whilst at school...

If you are unwell you should report to reception in the Sixth Form. Under no circumstances should you simply leave school without speaking with a member of staff. If you are too unwell to remain in school you must see a member of the Sixth Form team to gain authorisation to leave site. A phone call will be made home to ensure they are aware you are leaving site. You must then sign out in the signing in/out book, in the Hale Room as you leave.

Please refer to the student learning agreement and Key Stage 5 programme of study for information about the minimum attendance requirement.

Planned Absence

If you need to be away from school for a genuine reason other than illness, you will need to complete a Planned Absence Form and have it approved by your subject teachers and your Tutor. In addition to informing the school of your absence, this procedure is a courtesy to your teachers so that they know you will be missing their lesson, and they can let you know what work you will need to catch up on. Planned absence forms should be completed and submitted at least 48 hours prior to the absence.

Absences which would be authorised include a hospital appointment, a funeral, a university visit/interview or a practical driving test (driving theory tests and normal driving lessons are not a reason for missing lessons or study periods and should be organised during the lunch hour, or after school). Not all absence will be authorised, therefore you have to plan ahead.

Medical Appointments:

Routine appointments to see dentists, doctors etc. should not be made during lesson time. These absences will not be authorised.

Any appointment where you are in control of the booked time should be made outside of school time unless unavoidable, in which case it should be discussed with your form tutor or Head of Year.

Appointments made on your behalf, allocated by a hospital for example, are outside of your control and thus will be approved.

If you need to leave school for any reason during the school day you are required to sign out. Likewise, you will need to sign back in if you return on the same day.

Other than at break and lunchtime, you should be on the school site at all times during the working day.

STUDENT SUPPORT

As a student of Marling Sixth Form we want to support you to stay emotionally healthy. Please talk to your tutor or a member of Sixth Form staff if you feel concerned for yourself or another student.

Heidi Vinton, Sixth Form Senior Student Support, is available on a drop-in or pre-planned basis from 10:45-15:15 every day to talk through any concerns you may have relating to personal issues, well-being, relationships or any other matter.

heidi.vinton@marling.gloucs.sch.uk
6thformsupport@marling.gloucs.sch.uk

Mrs Elder, Student Support Officer, is available from 08:30- 15:30 every day to provide support with academic issues, study planning, time management and organisational support.

jayne.elder@marling.gloucs.sch.uk
6thformsupport@marling.gloucs.sch.uk

If appropriate, we can refer you to a BACP Counsellor who works within the school, offering 6 sessions of counselling.

The following website is a good source of information relating to Mental Health www.mind.org.uk

MARLING SIXTH FORM

DRESS CODE

At Marling Sixth Form we recognise the growing independence of students and the need for greater expression and increased freedoms. Our dress code allows students to exercise their individuality, but remain a role model to younger students, mindful in the knowledge that the school and Sixth Form is a workplace and a safe place for children.

Marling Sixth Form is no different to any other work place where individuals are required to adhere to and uphold the dress code with a sense of pride. Students may dress in a smart-casual, fashionable and creative manner, but must remain professional and appropriate for a school setting. In any circumstances, the judgement of professional and appropriate remains with the staff member and students may be required to amend their attire.

Trousers, skirts, dresses, (shorts in summer term only)

- Coloured and skinny jeans are permitted as long as they are not faded/destroyed and reflect the smart ethos of the Sixth Form. We do not permit blue or ripped jeans.
- Skirts or dresses must be no shorter than mid-thigh in length.
- Tailored shorts/chino shorts are allowed in the summer term only. These shorts must be appropriate for a working school environment. Shorts need to be of an appropriate length. Sports/gym shorts are not acceptable. No denim shorts.
- Leggings are not permitted.

Tops

- In our working environment, we request no bare shoulders therefore no vest style, strappy or shoulderless tops/dresses.
- Tops must cover the midriff area.
- Smart long or short sleeve round neck tops are acceptable. As are shirts, blouses or polo shirts. Our requirement is for no slogans or large logos.
- Hoodies are not permitted.

Sports Wear

- Unless this is part of your lesson, generic sportswear such as replica kit, tracksuits or training wear is not allowed.

Footwear

- Students may wear leather, suede or smart canvas shoes.
- Students may wear smart trainers of a single colour, which are discreet in nature and fit with our ethos.
- Open toed shoes must have material covering the heel at the back.

Lanyards

- Are a permanent fixture of our dress code and must be worn visibly around the neck at all times.

Site, or subject specific health and safety requirements must be adhered to at all times.

Jewellery, including ear-rings should be discreet. Facial Piercings are not permitted.

Hairstyles/cuts should be neat and presentable with no extremes of un-natural colour.

For Open Days and other formal occasions you may be required to wear a more formal style of clothing for the day.

For any items not covered in this dress code, the whole school code applies and should be followed.

MARLING SCHOOL SIXTH

STUDENT LEARNING AGREEMENT

2020 -2021

The Student Learning Agreement is intended to give students a clear understanding of what they can expect from the Sixth Form and what will be expected of them in return. **This is an important document which you are required to sign when you register as a student.**

Under this agreement the Sixth Form will endeavour to provide:

- A friendly, caring and supportive environment.
- A programme of courses, facilities and resources to support your aspirations.
- An academic programme of A Level Study.
- A tutor who monitors your progress, offers guidance, support, and helps you set targets for improvement through academic tutorials.
- A Head of Year who is available in addition to your tutor to guide and support you through your time in the Sixth Form.
- Support in developing good study skills and coping with stress.

- An enrichment programme for all students including a breadth option to be studied in Year 12.
- A programme of Information, Advice and Guidance suited to your needs with access to careers advice.
- A structured assessment, recording and reporting programme to you and your parents/guardians about your progress.

In return you will be expected to:

- Accept responsibility for your own learning with the support of your subject teachers and tutor.
- Complete all work to the required standard by the required deadline. Failure to achieve this may result in withdrawal from the taught course of study.
- Use your independent study time in school effectively to undertake and complete academic work/research and respect the rules of each of the study rooms. The playing of games e.g. cards, ball games is not permitted during study periods.
- Wear your lanyard visibly at all times when on school premises.
- Attend all timetabled sessions, including all lessons, assemblies, tutor periods and briefings punctually and maintain an attendance in excess of 90%. You will be expected to be in school from 8.40 a.m. to 3.25 p.m. Failure to achieve this may result in withdrawal from the taught course of study.

- Sign in/out as per Sixth Form procedures, otherwise remaining on-site at all times during the school day, other than break and lunch.
- Respect the individual rights of all members of both school communities and behave according to the appropriate school Code of Conduct, being a role model to younger students.
- Respect the school facilities, buildings and environment.
- Adhere to the Sixth Form Dress Code and dress according to the spirit within which it is framed.
- Accept the Disciplinary Procedure.
- Participate in the employability, IAG and enrichment programme.

SIXTH FORM FACILITIES

In order to maintain the excellent facilities we have in and on the Sixth Form campus and in the shared Sixth Form study centre, staff and students are required to observe the protocols outlined below.

- All working and social areas and facilities are available only to students studying courses at Marling and SHS Sixth Forms. Former students are only allowed on the premises at lunch if meeting a member of staff and must sign in at Sixth Form Reception and for reasons of safety, students from other schools are not allowed on site unless attending a school event.
- Students should behave responsibly at all times and respect their surroundings.
- Food and drink may be consumed only in the cafeteria area. Litter should be disposed of in the bins provided and, everyone is expected to take part in cleaning activities.
- The Study Rooms are quiet study areas at all times, including before morning lessons and during break times and after school. Further conditions also apply to the use of the areas and are posted in the rooms.
- Physical games (e.g. ball games) are not permitted in or around the Sixth Form campus.

The Hale Room is a silent study area which provides a supervised room with individual desks and access to PCs, and is conducive to focussed, independent study. Students are expected to work silently and individually and, to be fair to all students, if they do not do so

they will be asked to leave the Hale Room and their behaviour recorded for follow up. A separate study room is provided for collaborative or group study work.

The Winwood Room is a quiet study area. When you are in this room, you are expected to be working quietly and efficiently. It is a room where students can work together in pairs. It is supervised by a Stroud High School member of staff.

There is a meetings room available for students to book. The room has a large meeting table, pc and flat screen TV. Students may book this room to use for academic preparation, debates, small meetings or group work.

In addition to rooms available in the shared study centre, we have a room in Marling West Block with computers and desks for study. This room is for quiet study only. Behaviour is monitored and inappropriate use will result in permission to use the rooms being withdrawn.

Students who are unable to keep to the Sixth Form Protocols will be cautioned, then excluded from the relevant area of the sixth form. Finally the disciplinary code will be invoked.

Please note that CCTV operates at all times in the Sixth Form.

KEY STAGE 5

PROGRAMME OF STUDY

The programme of study for students at Marling School Sixth Form is an academic one, based on three or four subjects started in September of Year 12 and completed to A Level in the summer of Year 13. In addition to A Level study, students will be required to select a 'breadth' option which is followed in Year 12.

A minimum attendance percentage of 90% must be attained throughout each year and all work must be completed punctually to the required standard. Failure to maintain the standard of either work submission or attendance may result in withdrawal from subject examinations or an amended academic programme being offered in Year 13.

Continuation from Year 12-13:

Continuation on the same study programme from Year 12 into Year 13 is not automatic. To continue with the same study programme into Yr13, a student should:

- Achieve their target grades in each subject in their final tracking of Year 12, according to the performance indicator adopted by the school for that academic year.
- Be positioned, in the opinion of the 6th Form Leadership Team, to be able to access and progress through the Yr13 syllabus in each subject.

Where these conditions are not satisfied a student's program of study will be subject to review by the Marling School 6th Form Leadership Panel before continuing and an alternative programme

may be offered. Extenuating circumstances will be taken into account and the 6th Form Leadership Panel will consider each case individually. If an alternative programme is offered, the offer will be for completion by the end of Year 13 and any further study will be subject to discussion.

Decisions with regards to progression into Year 13 will be communicated to the student and parents/carers before the end of the summer term.

Occasionally, it may be possible to repeat Yr12. Where a repeat of Year 12 is offered, the school might only agree to pay for examination entries subject to academic performance and attendance targets.

This is an important document which you are required to sign as part of the learning agreement when you register as a student.

ICT PROTOCOL AND USE

All students must adhere to the Marling ICT Acceptable Use policy when using computer equipment across the Marling School sites. If you are not clear on what this policy entails please ask at reception to see a copy which is retained for inspection.

You will be given login details to access computers across Marling School and within the shared Sixth Form centre.

All students will also be given login details for Google Classroom. The M6 notice board on Google Classroom should be checked regularly for notices and Google Classroom will be used by subject teachers for housing resources to be used as part of your course.

CAR PARKING

Should you wish to bring a car onto school premises you must **first** obtain a Parking Permit from Marling Sixth Form Reception. You will be required to show your driving licence and evidence that the car is insured. You will then be given a permit that must be displayed in your car window at all times when on the school premises. The school maintains a note of your vehicle registration number, make and colour of vehicle.

Parking is available for students at Marling Sports Hall. Please do not use any other car parks on school site. You must not obstruct Beards Lane or Downfield Road and will be asked to move your car if you do.

When driving in car parks and on approach roads you should expect to drive at 5mph to reduce the risk to students and neighbours. Cycle

shelters are available for cyclists both behind the Sixth Form building and by Marling Main Hall.

SIXTH FORM CAFETERIA

The Sixth Form has its own cafeteria which is open from 8:30 until 14:00 serving breakfast dishes, snacks, hot and cold lunch options and drinks. Payment for items can be made by card, cash or using the cashless catering biometric system. Students can also use Marling Dining Hall in the West block using the cashless catering system.

If you are new to the school your parent/carer will need to complete a form authorising you to register for the biometric system and they will need to sign up to use the ParentPay system. (Forms are available on our website and in Induction packs.)

SMOKING POLICY

All school property is a non-smoking area. Sixth form students are role models to lower school students and ambassadors in our community, thus **smoking on school site or in proximity to school (including the railway bridge) will not be tolerated.** If you must smoke during your break or lunchtime, you must not be in the proximity of school.

THE SIXTH FORM

DISCIPLINARY PROCEDURE

Marling School Sixth Form students exhibit the highest standards of behaviour and we are very proud of the standards which are set by all, acting as role models to students in the lower school. The Sixth Form disciplinary procedure is grounded in the whole school behaviour policy with an additional level at the start to reflect the increasing independence of the Sixth Form student.

The Sixth Form Disciplinary Procedure is a five-level process used to discipline a student who has breached the school rules. At each level, the student will be informed of what they have done wrong and the stage of the Disciplinary Procedure on which they are being placed. Written confirmation will be sent home at each stage to the parents/carers.

The Disciplinary Procedure is designed to parallel the kind of treatment an employee might receive during a disciplinary procedure at work. It recognises the increasing maturity of the students and gives them a clear indication of exactly where they stand. It also encourages students to take responsibility for their own actions.

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| Level One: Internal Disciplinary Action |
| Verbal Warning/ Counselling will be given as a result of persistent minor offences, which should be recorded. If after teacher and HOD action no satisfactory change of behaviour or attitude then this may apply before proceeding to Level Two. Pastoral issues relating to low level persistent poor behaviour, attitude or attendance would also fall into this level. |
| Level Two |
| First formal warning that behaviour is unacceptable. Internal or external fixed term exclusion. |
| Level Three |
| Second formal warning that behaviour is unacceptable, normally accompanied by fixed term external exclusion. If unacceptable behaviour continues or there are other serious acts of misconduct, permanent exclusion is considered. |
| Level Four |
| Final formal warning that behaviour is unacceptable, normally accompanied by fixed term external exclusion. Further serious misconduct will lead to permanent exclusion. |
| Level Five |
| Behaviour can no longer be tolerated. Permanent exclusion from the school. Pupils are excluded by the Headteacher. The level of warning is at the discretion of the Headteacher. |

Progression to higher levels is not automatic nor is beginning at Level One of the code, depending upon the disciplinary issue. For particularly serious misbehaviour for example, an appropriate response might be to issue a high level warning or to permanently exclude immediately.

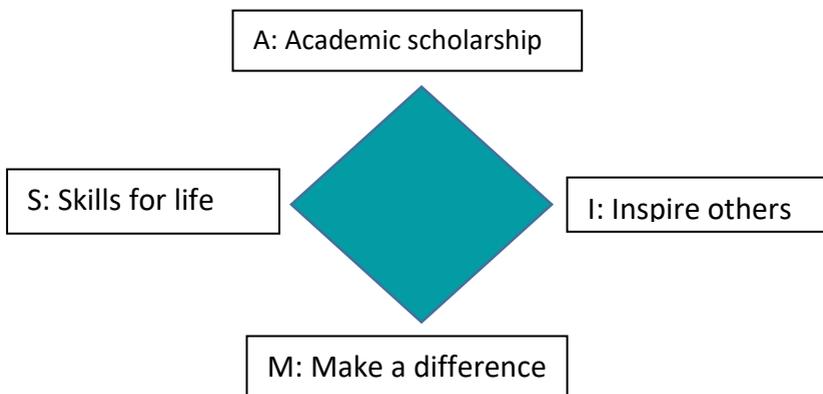
Review of students on level one to four should be carried out periodically to determine whether the level should be changed both up and down.

LEADERSHIP OPPORTUNITIES

MARLING DIAMOND PROGRAMME

Our aim in Marling Sixth Form is to enable students to develop a range of academic and broader skills that prepare them for their next step, whether that is a university degree; Music, Drama or Art College; an apprenticeship or employment.

Students choose an academic programme of study based around three or four A-levels. In addition, students choose a Breadth Option and follow the Marling Diamond Programme, which brings together multiple curriculum and Beyond the Curriculum activities to demonstrate the range of skills and achievements that modern academic institutions and employers are looking for.



Sixth Formers complete their personalised Marling Diamond Programme throughout Y12, demonstrating a minimum of 2 skills in each of the four AIMS strands. Successful completion of the programme forms a mandatory part of application for Wednesday afternoon home study in Y13.

WEDNESDAY AFTERNOON ENRICHMENT

Time is allocated for you to undertake an activity of your choosing during period 5 every Wednesday afternoon. This time is in addition to, and separate from, the breadth option which you may have chosen for your fourth subject option and which will be timetabled as a lesson elsewhere in the two week timetable. Enrichment activities will contribute to your completion of the Marling Diamond Programme and could be taking part in a club or society, doing a sporting activity or volunteering in the community. You could set your own club up if you have an interest not yet catered for. You could also undertake school service activities or work shadowing. Any off site activities must be notified to the Attendance Officer, your form tutor and you must sign out following sixth form procedures. You may not sign out before 13:10 for enrichment.

WORK SHADOWING

At the end of the summer term all Year 12 students have time allocated to attend a work placement relevant to future career plans. You will need to make sure that you organise your placement in the Autumn term as many companies fill their work placement opportunities very quickly!

SIXTH FORM COUNCIL

The Sixth Form Council is responsible for representing students' views to staff and helping to shape sixth form policies. Each tutor group elects a representative to go to the Sixth Form Council Meetings (one every month) and report back to the tutor group on issues raised and progress made. If you want your voice to be heard it is vital that you use this group. It can and does have a real impact. A full copy of the Sixth Form Council Constitution is available from reception upon request.

