



MARLING
SIXTH FORM
Downfield Road

Welcome



to Marling Sixth Form

Create Your Future



STUDENT HANDBOOK

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.

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

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 – 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 or on the sixth form website. To start the process of transition to A Levels, there will be a full programme of study skills advice and guidance given in the first few weeks of term. Advice and support can also be obtained at any time from Mrs Vinton and Mrs Bhabra, our Student Support team.

TERM DATES 2022-23

TERM 1	Monday 5 September – Friday 21 October <i>INSET Monday 5 September, Tuesday 6 September Monday 3 October</i>
October Break	Monday 24 October – Friday 28 October
TERM 2	Monday 31 October – Friday 16 December <i>INSET 31 October, 25 November</i>
Christmas Break	Monday 19 December – Monday 2 January
TERM 3	Tuesday 3 January – Friday 17 February <i>INSET 3 January</i>
February Break	Monday 20 February – Friday 24 February
TERM 4	Monday 27 February – Friday 31 March <i>INSET Tuesday 14 March</i>
Easter Break	Monday 3 April – Friday 14 April
TERM 5	Monday 17 April – Friday 26 May <i>Bank Holiday - Monday 1 May</i>
May Break	Monday 29 May – Friday 3 June
TERM 6	Monday 5 June – Monday 24 July <i>INSET Wednesday 21 June, Monday 24 July</i>

TIMES OF THE DAY

8:40 – 9:00	Morning Registration: all students must be present for this
9:00-10:00	Period 1
10:00-11:00	Period 2
11:00-11:20	Break
11:20-12:20	Period 3
12:20-13:20	Period 4: Yr13 students who don't have a lesson P4 or P5 must register during this period
13:20- 14:10	Lunch
14:10-15:10	Period 5: Yr12 students who don't have a lesson P4 or P5 must register during this period
The Sixth Form building is open from 08.00 – 16.00	

USEFUL TELEPHONE NUMBERS

Name	Number	Email/Website
Marling Sixth Form	01453 760156	www.marlingsixthform.org info@marlingsixthform.org
Marling School	01453 762251	adminoffice@marling.school
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/

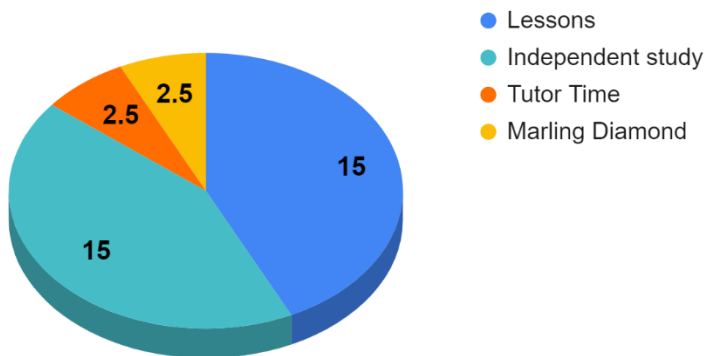
MARLING SCHOOL
Head Teacher
Mr G Balmer
Deputy Head Teacher
Mr A MacDonald
Assistant Head Teachers
Mr S Farr
Mr R Reid
Ms L Harris
Ms J Dale
Mr S Bailey
SIXTH FORM
Head of Sixth Form
Mr S Farr
Head of Year 12
Mrs A Bailey
Head of Year 13
Mrs H Rogers
HEI Co-ordinator
Mr D Elson
Sixth Form Senior Administrator
Mrs J Elder
Senior Student Support
Mrs H Vinton
Student Support
Mrs Z Bhambra
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.

THE SIXTH FORM WORKING WEEK

Y12 35-hour working week



- Your working week should be approximately 35 hours
- For each hour in the classroom spend one hour studying independently
- Use your study periods in school to complete about half of your 15 study hours
- Schedule the rest of your 15 study hours in the evenings and at weekends

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 and is an important communication opportunity for staff and students. Attendance is compulsory at all scheduled assemblies.

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.

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.

Leaving site:

If you need to leave school for any reason or at any time during the school day you are required to sign out using the prescribed system. Likewise, you will need to sign back in if you return on the same day. **You must sign in/out every time you leave/return at break and lunch.**

Other than at break and lunchtime, Yr12 students must be on the school site at all times during the working day 08:40-15:10. Yr13 students may leave site for the remainder of the day after 12:20 if they have no further timetabled lessons, provided they have registered for a second time and then signed out via the prescribed pass system. You may only sign out at East Campus or Downfield, no other exit gates.

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 sixthformattendance@marling.school as soon as possible on the first day of absence. This 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 reception at East Campus or Downfield 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.

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 10:30 -15:00 every day to talk through any concerns you may have relating to personal issues, well-being, relationships or any other matter.

hav@marling.school

6thformsupport@marling.school

Mrs Bhambra, Student Support, is available every day to provide support with academic issues, study planning, time management and organisational support.

zeb@marling.school

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, 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 workplace 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. An outfit you would wear to meet friends in a weekend should be considered different to an outfit you may wear to work. It is neither possible or desirable to comprehensively list all items which are either permitted or prohibited as it is often the way an item is being worn that can make it (un)suitable for our workplace. The visual guide below shows example combinations of attire Marling Sixth Form considers to be smart casual and adhering to professional and appropriate standards. If a student is unsure whether an item complies with this policy, they should discuss this with their form tutor beforehand. In all circumstances, the judgement of what is professional and appropriate remains with the staff member and students may be required to amend their attire.



- Site, or subject specific health and safety requirements must be adhered to at all times.
- Jewellery, including earrings should be discreet. Facial piercings should be studs only; rings or bars are not acceptable.
- Hairstyles/cuts should be neat and presentable with no extremes of un-natural hair colour.
- Hoodies may be worn outside as a replacement for a coat but must be removed when inside.
- Lanyards are a permanent feature and must be worn at all times when on site.

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

MARLING SCHOOL SIXTH

STUDENT LEARNING AGREEMENT

2022 -2023

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 3.10 p.m. in Yr12. 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 and EB07 are silent study areas in the Sixth Form Centre which provide a room with individual desks and access to PCs, 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 study room and their behaviour recorded for follow up. Separate study areas across the Marling site are available for collaborative or group study work.

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.

SIXTH FORM CAFETERIA

The Sixth Form has its own cafeteria located in the East Campus building 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 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.)

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.

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.

ASSEMBLING OFF SITE

Students must not assemble in groups in proximity to school, whether smoking or not (including the railway bridge and pathways). Please be considerate of our neighbours and mindful of your role in our community.

LOCKERS

There are lockers available for students to rent within the Sixth Form Building.

There are lockers available for our Year 12s to use.

In addition to standard lockers, we have 8 large lockers that are reserved for those students who need to store items such as motorcycle helmets or musical instruments.

Period of Use	2 years
Cost	The cost of using a locker is included in the Resources Deposit which is paid at the beginning of Year 12. To ensure a locker, please make sure this has been paid prior to start of term.
Standard Locker	24cm wide x 42cm high
Large Locker	40cm wide x 85cm high
Keys	Each locker has two keys, one of which we retain in Reception.
Forgotten Key	If you have forgotten your key and need to access your locker, you can borrow the spare from Reception.
Lost Key	If you lose your key, £10 will be deducted from the Resources Deposit to cover the cost of a replacement key.
Damage	If the locker is damaged £10 will be deducted from the Resources Deposit.

Lockers are available to rent on a first come first served basis from the second full week of Term 1.

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.

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.

The Disciplinary process described above and illustrated below will operate for repeated issues or significant incidents/issues. The procedure will be led by your Head of Year or the Head of Sixth Form. In addition to this, school staff and teachers use behaviour notifications where there has been an academic or other concern/issue. These notifications are sent home to parents, discussed with students, and may involve teacher, Head of Department or Head of Year led sanctions.

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.

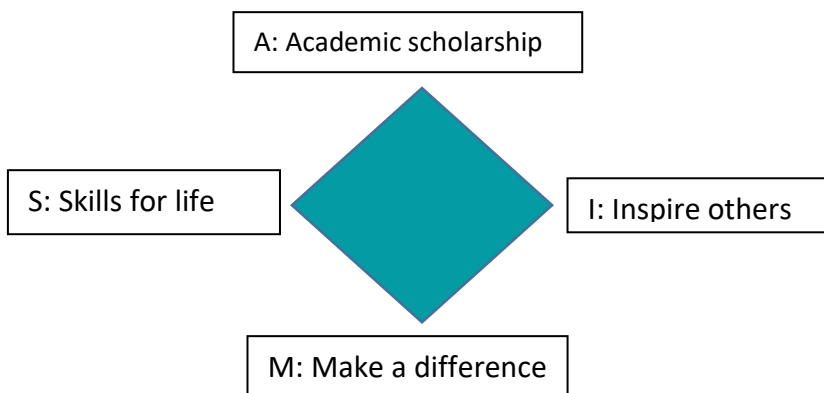
Progression to higher levels is not automatic nor is beginning at Level One of the code, depending upon the disciplinary issue. For particularly serious misbehaviour for example, an appropriate response might be to issue a high level warning or to permanently exclude immediately.

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.

MARLING DIAMOND

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 two 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 LEADERSHIP TEAM

Our sixth formers are role models and play a full, active role in the life of the school at many different levels. Each year our student leaders represent and take forward key projects and initiatives to support the sixth form, the school, pupils at all levels and the wider community. The remit of the team includes setting up and organising mentoring of younger pupils, promoting and delivering charity events, organising inter-house competitions, raising the profile of

issues affecting pupils, and taking a key role in outreach activities. We encourage students to apply for student leadership positions and taking part will develop the transferrable skills that future employers are looking for.

