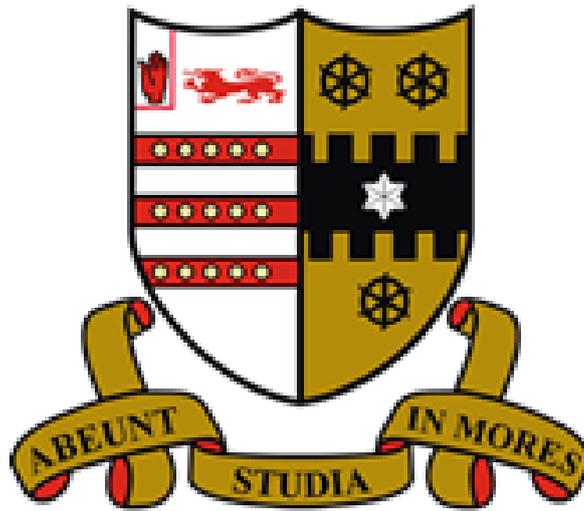


Marling School Sixth Form Student Handbook



Headteacher: Dr S Wilson

Head of Sixth Form: Mr S Farr

'Academic & Aspirational'

Marling School Sixth Form
Tel 01453 760156

Marling School
Cainscross Rd
Stroud
Glos
GL5 4HE

Main School Tel 01453 762251
Fax 01453 756011
www.marling.gloucs.sch.uk
Examination Centre No 57037
UCAS No 510948

Stroud High School
Beards Lane
Stroud
Glos
GL5 4HF

Main School Tel 01453 764441
Fax 01453 756304
www.stroudhigh.gloucs.sch.uk
Examination centre No 57035
UCAS No 510946

Welcome to Marling Sixth Form

Academic and Aspirational

Welcome. If you are returning as a year 13 student, congratulations on completing your first year of your programme of study. If you are entering year 12, congratulations on being offered a place in the Sixth Form, we are pleased that you have chosen to continue your education with us. Marling School Sixth Form has a long and proud tradition of preparing its students to make positive and significant contributions to the world wide community and we look forward to celebrating your success.

Whether you are in year 12 or year 13, there are three aspects or challenges I want you to consider and engage with during your time in the Sixth Form. The first one is fulfilment of your academic potential. You have chosen courses you wish to study at a higher level than ever before; yes, the lessons may be challenging and yes, you'll be expected to work harder than you ever have before but the rewards are greater, the sense of satisfaction is enriched and you may well find the topic that will form the basis of your future career and the rest of your life. Being proactive, reading outside of lessons, taking the initiative are all aspects of a successful student that you will be expected to show.

Secondly, I challenge you to engage fully in the life of a Sixth Former at Marling School. You will be expected to work hard and to get involved in all aspects of Sixth Form life. Community service, mentoring, and work experience will all form part of your time here and through these activities it is hoped that your education and development will extend beyond academia.

Finally, I hope the next year(s) at Marling School Sixth Form will help you to develop a sense of who you are, of what you want to be, of the potential contribution you can make. Our goal is to ensure that when you leave here, you are equipped with the skills and the attributes to thrive in whatever direction you have chosen.

I look forward to working with you.



Stephen Farr
Head of Sixth Form

Term Dates 2017-18

TERM 1	Monday 4 September – Friday 20 October <i>INSET Monday 4 September & Monday 9 October</i>
October Break	Monday 23 October – Friday 27 October
TERM 2	Monday 30 October – Friday 15 December <i>INSET Friday 24 November</i>
Christmas Break	Monday 18 December – Monday 1 January
TERM 3	Tuesday 2 January – Friday 9 February
February Break	Monday 12 February – Friday 16 February
TERM 4	Monday 19 February – Friday 29 March <i>INSET Monday 12 March</i>
Easter Break	Monday 30 March – Friday 13 April
TERM 5	Monday 16 April – Friday 25 May <i>Bank Holiday - Monday 7 May</i>
May Break	Monday 28 May – Friday 1 June
TERM 6	Monday 4 June – Wednesday 25 July <i>INSET Wednesday 20 June, Monday 23 July & Tuesday 24 July, Wednesday 25 July</i>

Times of the Day

8.35	Warning 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 8.00 – 16.30	

Useful Telephone Numbers

Name	Number	Email/Website
Marling School Sixth Form	01453 760156	reception.sixthform@marling.gloucs.sch.uk
Stroud High School	01453 764441	admin@stroudhigh.gloucs.sch.uk
Marling School	01453 762251	adminoffice@marling.gloucs.sch.uk
Stroud Bus Station	01452 425543	timetables@gloucestershire.gov.uk
Stroud Railway Station	08457 484950	www.nationalrail.co.uk
UCAS	0871 468 0468	www.ucas.ac.uk E-mail: enquiries@ucas.ac.uk
Stroud Police Station	101	
Stroud Library	0845 230 5420	stroudlibrary@gloucestershire.gov.uk
What Now Gloucestershire	01453 763993	www.whatnowglos.co.uk

Marling School

Head Teacher

Dr S Wilson

Deputy 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

Head of Year 13 and Assistant Head of Sixth Form

Ms L Harris

Head of Year 12

Mr F Gann

Sixth Form Administrator

Ms S Dougherty

Student Support

Mrs H Vinton

Study Supervisor & Attendance Officer

Mrs J Elder

Receptionist

Mrs L Davies

Stroud High School Sixth Form Team

Mr P John (Head of SHS Sixth Form)

Miss R Patel (Head of SHS Year 12)

Miss L Arstall (Head of SHS Year 13)

Ms J Merrett (SHS Sixth Form Administrator)

Understanding your timetable

As you will be attending subject lessons at both Marling School and Stroud High School, you will receive a timetable with lessons at both schools on the first day of term. On your Marling School timetable, in addition to your subject lessons, you will have registrations, tutor periods and supervised study periods listed.

Please ensure that you keep your paper timetable safe, or take a photo of it and keep it on your phone.

Assembly and Briefing

All Sixth formers are expected to attend assemblies (sometimes more than one a week) and Tuesday morning briefings. Assembly is an important part of school life. Not only does it provide an opportunity for reflection, 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.

Registration/Tutor Periods

Attendance at registration/tutor periods is mandatory for all students. If you miss an afternoon registration because you are doing service/mentoring duties then you must let the Attendance Officer know (in the Hale Room).

Lateness should be avoided but if you miss registration you need to sign the late book (in the Hale Room). 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 in the Hale Room 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 reception.sixthform@marling.gloucs.sch.uk 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. 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, an email will be sent home 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 at 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 will be sent to see the Head of Year, Assistant Head of Sixth Form, or Head of Sixth Form who will authorise you to leave site. A phone call will be made home to ensure they are aware you are leaving site. Once you have spoken with your Head of Year/Assistant Head of Sixth Form/Head of Sixth Form 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 signed 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. Please allow a minimum of 48 hours' notice of planned time off unless there are exceptional circumstances. These forms can be obtained from Sixth Form reception and from the Hale Room.

Planned Absences include medical appointment, funeral, University visit/interview or a driving test (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:

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 which should then 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. The book for this is in the Hale Room. 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.

Marling Sixth Form Dress Code

'Your appearance should be appropriate for a modern professional environment'

- Collared shirt which is buttoned up (smart polo shirt is acceptable)
- Smart trousers e.g. chinos (no blue, faded or ripped denim)
- Jumper/jacket/coat (weather dependent)
- Smart leather shoes, any branding should be discrete
 - Trainers, canvas shoes or sports shoes/ athletic wear are NOT permitted
 - A visual shoe guide is on the website and in this pack for your reference
- Small, discreet logos on clothing are acceptable, large or obvious ones are not
- If jewellery is worn it is to be discreet and unobtrusive. It may have to be removed in some cases/ subjects for health and safety reasons.
- No facial piercings are permitted. Ear piercings may be worn up to a single stud in each ear. Existing facial piercings must be removed before arrival at school.
- 'Hoodies' are not to be worn around the school site and are not to be used as a substitute for a jumper or coat

The Marling Sixth Form dress code is grounded in the Marling School uniform policy (see websites) with adjustments and extra provision made to reflect the increasing independence of students.

Students should be smart, dressed for a professional environment and not present themselves casually.

If an item is not specifically mentioned above, please see main uniform policy for guidance or speak with a member of the Sixth form team for advice.

The final decision on appropriateness of clothing or footwear rests with the Head of Sixth Form, Assistant Head of Sixth Form or Head of Year.

Marling School 6th Form Student Learning Agreement 2017 - 2018

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.

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, provides guidance 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
- 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
- Accept the Disciplinary Procedure
- Participate in the employability, IAG and enrichment programme

Student Name: _____ (please print)

Signed: _____ Date: _____
(Student)

Tutor Group: _____

Signed: _____ (Parent/Carer)

Sixth Form Facilities

In order to maintain the excellent facilities we have in and on the Sixth Form campus, 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 School 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. You should be ready to study as soon as you enter the room and have work to purposefully engage with. It is not the area for group study or collaborative work. Students who cannot work independently and follow these guidelines will be asked to leave the Hale Room and their behaviour recorded for follow up.

The Winwood Room is a **quiet** study area. When you are in this room, you are expected to be working quietly and efficiently.

There is a third study room which will be made available upstairs in the 6th form block. This will be a **technology free** room. There will be a timetable published in September which will advertise the times and periods when this room will be open. This room is for silent, individual study only.

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

Please ensure you have read the Key Stage 5 Programme of Study document which contains important information about minimum attendance criteria and continuation from Year12-13. This is an important document which you are required to sign 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 for MarVLE, Marling School's virtual learning environment, if you are new to the school. MarVLE should be checked regularly for notices and may 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 Lori on Sixth Form Reception. You will be required to show Lori 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.

Smoking Policy

All school property is a non-smoking area. 6th form students are role models to lower school students and ambassadors in our community, thus **smoking on or in proximity to school 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-stage process used to discipline a student who has breached the school rules. At each stage, 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.

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 Stage One of the code, depending upon the disciplinary issue. For particularly serious misbehavior 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 Student Leadership Team

As a sixth form student you have the opportunity to take on a leadership role in school. Roles include; Head Boy, Deputy Head Boy, House Leader and Prefect. These roles provide you with a great opportunity to develop your leadership qualities and make a positive contribution to school life.

Sixth Form Council

The Sixth Form Council is responsible for representing the student views to staff and helping to shape sixth form policies.

Each tutor group elects a representative to go to the 6th Form Council Meetings (one every month) and report back to the tutor group on issues raised and progress made.

There are elected post holders of Sixth Form who meet more regularly. 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.

Enrichment Activities

As well as working hard and achieving academic success in the Sixth Form, it is important to get involved and develop the skills and qualities that will prepare you for the future in the world of work or higher education. Opportunities include:

- Wednesday Afternoon Enrichment – time is allocated for you to undertake an enrichment activity of your choosing during period 5 every Wednesday afternoon. This 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. You may not sign out before 13:10 for enrichment.
- You are expected to be a part of the wider school community and as such get involved with activities to help students, teaching and support staff. Activities could include being a Sixth Form Ambassador at school events, mentoring lower school pupils or helping in the organisation of enrichment activities for lower school pupils. A list of opportunities will be made available to you through your tutor.
- 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!

Make sure you keep a record of the things that you get involved in and the skills you have learnt. All of these activities are valuable when putting together your Personal Statement and/or a job CV.