



Manshead
sixth form



Sixth Form Handbook

I will lift my eyes to the hills

Welcome

Welcome to all Students in both Year 12 and Year 13. I hope you all had a restful summer and now feel ready to put every effort into your studies and listen to the advice your teachers give you.

We pride ourselves on being a top performing Sixth Form, knowing that the teaching, guidance and care we give to all students prepares them for the future demands of Higher Education and the Workplace.

My aim is to ensure that every student is given tailored guidance and support with both academic and pastoral needs whilst at Manshead CE Academy Sixth Form.

I wish you a successful year and look forward to helping you achieve your goals.

Mrs H Murray- Head of Year 12 and 13

Manshead Sixth Form Expectations

As a member of Manshead Sixth Form students are accepting being part of a community whose aim is for all students to achieve 'personal excellence'. As part of Manshead School, the Sixth Form also has a role to play in the wider community, by setting an example for younger students and taking on responsibilities across the school. Students in the Sixth Form are expected to take responsibility for their own learning and we expect students to work alongside staff, be committed to their learning and strive for success so they can achieve 'personal excellence'.

If this is going to occur it is important that students sign up to and agree to the following:

- Attend all lessons – staff should be notified of any planned absence through email and a leave of absence form. Students should not take holidays during term time. For all unknown absences students should contact the Sixth Form office by 8:45am on all the mornings of absence.
- Be fully prepared and equipped for lessons and take individual responsibility for catching up with any missed work through absence or illness.
- Complete all work set by the deadlines given by subject teachers.

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- Be prepared and have work to do at times when you have timetabled study lessons.
- Work quietly and not disturb people in the Sixth Form Study Areas.
- Correctly use the computer facilities.
- Look after and respect all areas of learning.
- Abide by the Sixth Form dress code.
- Take on responsibilities of being senior members of the school community by abiding by all aspects of the school's code of conduct.
- Have respect and compassion for all members of the school community.
- Engage in Advice and Guidance sessions so that next steps for life after sixth form are known and planned for.
- Above all grasp every opportunity given to you at Manshead Sixth Form.

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Curriculum

Core Curriculum

Students at Manshead Sixth Form study 3 subjects in year 12 and year 13. In addition Students who do not hold a grade 4 in GCSE Maths/English will need to continue their studies and retake this in Year 12.

At Manshead Sixth Form teaching programmes aim to cover a minimum of 540 Guided Learning Hours per year – we aim that a students receive at least 18 hours of subject teaching per week, alongside a tutorship programme during morning Tutor Time and allocated study periods.

Enrichment

Some students will study for the Certificate of Finance AS level qualification in year 12. These students will then study the Extended Project Qualification in year 13. All students will have studied either of these qualifications by the end of Year 12, of which one of them is compulsory in year 13.

Students will also have access to the PE facilities on a Wednesday afternoon and will also work with younger students to help them read or support their learning within their lessons. Students will receive training on both of these during year 12. Students will also have an opportunity to participate in the Duke of Edinburgh Award Scheme to Gold Award and to train as well-being mentors.

Careers Advice and Guidance and Next Steps

Students have open access to Independent Advice and Guidance through our independent Careers Advisory service 4YP. Students can access this service through Mrs Brailsford in the Sixth Form office or Mrs Hawkins in the main school office. All students are invited to our Careers Fair in December and our Careers days throughout the year. Students in Year 12 and 13 receive advice and guidance from their Personal Tutor. Students will have an individualised careers programme during year 12 and this will be developed through the tutor programme, careers lessons and the careers days.

The programme of advice and guidance in year 12 involves students attending the UCAS Convention, having workshops in school to help their choices post 16 and students also have the ability to go on work experience. Students will have the opportunity to attend trips to Westminster University and Cambridge University in the summer term and students wanting to apply to Oxbridge attend workshops to aid them with their application.

The school also has close links with the University of Bedfordshire who run regular workshops on University life and students have the opportunity to shadow current university students if they wish.

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Careers Advice and Guidance and Next Steps contd

We have developed some excellent online programmes through two external providers that will support students in making their career choices. All students have access to Careers Planner which is an online platform to help students research all the opportunities that are available from degrees, apprenticeships, school leavers programmes, gap years amongst many more that are out there for life after Manshead Sixth Form. We also use a programme called Unifrog which allows students to search for university courses and apprenticeships very easily and complete their Personal Statements for their university application.

Attendance is compulsory to all of the Core curriculum and Enrichment opportunities that are placed on a timetable.

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Year 12 Personal Tutors

Your Personal Tutor will be the most important contact at the school. They will be your critical friend throughout your time in the Sixth Form ensuring you work hard and strive to be your very best. We expect you to attend Personal Tutor time every day.

The Personal Tutors in Year 12 are:-

Miss Hardacre

Miss Christie

Mrs Andrews/Mrs S Clarke

Mr Travell/Miss A Busawan

Mrs Rolleston

Year 13 Personal Tutors

In year 13 students will have a Personal Tutor. The Personal Tutor will continue to monitor your academic progress and the UCAS tutor will support you with your application to university.

Mrs Wood

Mr Thomas

Miss Helling

Miss Unwin/ Mrs Uddin

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Student Assessment in Year 12 and 13

Regular checks on student progress are during the year. Year 13 students will be assessed once per half term, up to their final examinations. Year 12 will be assessed once per term over the year. There will be a Parents Evening for all students and parents to attend during the academic year where all subjects will report on student progress in individual meetings.

Student Progression into Year 13

To progress on to year 13 students should have achieved at least a grade E in their end of year 12 examination or have completed all the required Year 12 BTEC work in a subject to progress to year 13. Students who achieve a U grade in the end of year 12 exam will be expected to resit this examination before the end of year 12.

Students achieving a grade U or not completing BTEC Year 12 units of work will not be allowed to continue on the relevant second year of study. Any student who achieves a grade U in two subjects (either Vocational or AS) will not be allowed to progress to year 13.

Sixth Form Study

All students will have allocated times on their timetables for subject study. These will be named lessons on your timetable and you will be expected to be working on school work in one of the three study areas in the school during these times. Only students who attend well, achieve their target grades and have excellent attitudes to learning will be granted home study and this will be negotiated with your Personal Tutor and the Sixth Form Team.

We have three study areas at Manshead Sixth Form. One area is in the library with a number of computers for Sixth Form only use. The area in the Sixth Form block should be used for study only during lesson time, but also is used as a canteen and social area during break and lunch time. We have also added a Group Study Area which you are able to book through Mrs Brailsford so that you can plan group tasks and revise with your friends. There are computers available in this area. This area can hold a maximum of 10 students working at any one time.

Please take care of these areas, clear up after yourselves and put all litter in the bins provided.

The canteen is open before morning registration until 2pm - providing drinks, snacks and lunches.

External Students

External students will be given an induction on the library and how to login onto the computers in September. Students will also have the opportunity to have a full skills transition programme.

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Attendance

The expectation at Manshead Sixth Form is excellent attendance. Parents will receive an attendance report with each subject report. Any student who has attendance below 95% will be seen as a concern as poor attendance will hinder a student's progress. Parents of students who do cause concern will be contacted. Subject teachers will inform parents of regular and/consistent absence via letter. The Sixth Form Team will also contact home over concerns over attendance, and students who deliberately miss lessons will face discussions regarding their progress at Manshead Sixth Form.

Students in year 12 register with their Personal Tutor each morning. The expectation is that all students attend morning tutor time. Afternoon registration will take place in afternoon lessons.

Please call the school on **679410** to report absence. For absence with no reason, parents will be contacted.

If an absence is planned then students need to complete a request for leave of absence form which is available from the Sixth Form Office. This absence is then authorised or unauthorised at the discretion of the Sixth Form Team. Absences that will usually be authorised include medical appointments, a religious holiday, an unpaid work placement, attendance at a wedding or funeral, driving test and university open days. We encourage all students to attend university open days but these should be at the weekend. If attendance is necessary during school time then we will authorise 5 days of absence to attend these university open and application days across the 2 years of sixth form study. Absences that will be unauthorised include holidays, part or full time work which is not part of student's programme of study, leisure activities, babysitting and driving lessons.

We expect that students do not have driving lessons or their driving test during the examination season in May and June.

Part Time Employment

There are many benefits to students working part time, but it is important that students do not take on too many part time hours. We recommend that part time employment should be limited to 10 hours per week. Research shows that any more than this will have an adverse effect on students' work and results.

Students should not arrange work during the school day, as they are agreeing to join the Sixth Form as full time students. Such action will be viewed as defiance and will result in a parental meeting and disciplinary action. We also advise that students do not work at all during May and June so that they can focus completely on their examinations.

Please make potential employers aware of the restrictions at interview.

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Faculty/Subject Leaders

Art & Design Technology	Mr Dervish	dervishm@mansheadschoo.co.uk
English	Mr Brownlie	andrewsh@mansheadschoo.co.uk
Mathematics	Mr Shilvock	shilvockn@mansheadschoo.co.uk
Science	Mr Tripathi	tripathis@mansheadschoo.co.uk
Humanities/History	Mr Thomas	thomasp@mansheadschoo.co.uk
Languages	Mr Bargiela	bargielaa@mansheadschoo.co.uk
ICT and Computing	Mrs Knox	knoxj@mansheadschoo.co.uk
PE	Mr Gordon	crossn@mansheadschoo.co.uk
Social Sciences and Health & Social Care	Mrs Riley Gough	goughl@mansheadschoo.co.uk
Business Studies, Economics and Travel and Tourism	Miss Helling	owense@mansheadschoo.co.uk
Media Studies	Miss Wilson	blackk@mansheadschoo.co.uk
Music	Mr Capello	capelloq@mansheadschoo.co.uk
Dance and Drama	Mr Keating	The Pad
Geography	Miss Mitchell	mitchelle@mansheadschoo.co.uk
Ethics and Philosophy	Mrs Smith	smithd@mansheadschoo.co.uk

The above people are responsible for your progress in their subject/faculty areas. They want all students who study their subject/s to achieve their very best. They will ensure that parents will be contacted when students achieve well and when things are not going as well as they should be.

Courses at Queensbury Academy and The Pad

Some students will have courses run at Queensbury Academy will need to attend lessons there. Those studying Performing Arts will have their lessons based at the PAD. These students will a full introduction to the Library, I.T services and other areas of Sixth Form life. There is a free transport service that takes students between the other two campuses. The buses go between the other campuses at the start and end of the school day and during break and lunch time.

If you have some lessons at Queensbury Academy it is important to find out who the subject leaders are at that school. The Head of Sixth Form at Queensbury Academy is Mr Tate. His email contact is tatej@queensburyacademy.com

There will be an Induction at Queensbury; you will be advised of this. This is compulsory for all year 12 students who have courses at Queensbury. Year 13 students who have courses at Queensbury are welcome to attend. Mrs Murray will accompany students and there will be transport to and from Queensbury.

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Sixth Form Senior Pupils and Sixth Form Committee

These students are the Senior Pupils in the Sixth Form. They have jobs of responsibility and are the public ambassadors for the Sixth Form.

We currently have 4 Student Principals and 17 Senior Prefects.

Mr Grout (Assistant Headteacher with responsibility for the Academy Parliament) and Mrs Murray meet regularly with these students and they are your voice with all matters in Sixth Form. You will also have subject representatives and these students will be your subject voice. Please use them because your voice is important to continuing the Outstanding Sixth Form provision at Manshead.

Vehicles

Do you drive your motorbike or car to school? We require your car/motorbike details and insurance details, please see Mrs Brailsford for a form.

Grievance Procedure

If you are unhappy with any part of Sixth Form life you should in the first instance talk to your Personal Tutor. If the issue cannot be resolved at this level, you need to speak to Mr Darby or Mrs Murray about the issue. If it is still not resolved then a written response should be sent to Mr Moore.

Disciplinary Procedure

An informal word will normally be sufficient in the majority of cases. Where a student does not respond to this approach, then it will be necessary to follow the Manshead Sixth Form Disciplinary and Communication Stepped Response outlined later in this booklet.

Manshead Sixth Form Dress Code

We expect students to wear clothes that are suitable for a business / office environment. The purpose of this is to prepare you for the expectations that employers will have.

Boys (we expect students to wear the following):

- Trousers or smart chinos (No jeans, no tracksuits & no shorts)

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- Shirts with a collar (No t-shirts or sports shirts)
- A smart jacket/blazer, jumper or cardigan if desired (no hoodies)
- Smart shoes (No trainers, plimsolls or flip-flops)

Girls (we expect students to wear the following):

- Trousers, smart chinos, dress or skirt (No jeans, no leggings, no tracksuits and no shorts)
- Blouses or shirts (No strappy tops, t-shirts or sports shirts and shoulders must be covered)
- A smart jacket/blazer, jumper or cardigan if desired (no hoodies)
- Smart shoes or boots (No trainers, no flip-flops and no backless sandals).

Skirts, & dresses for girls should be of a length that when you are standing up and have your hands by your side they are below the end of your hands.

In addition all students are expected to follow the whole school rules regarding:

- Facial piercings (Prohibited for all students)
- Extreme hair cuts and colour (Style & colour suitable for a work environment)
- Hats should not be worn

If a 6th form student comes to school inappropriately dressed then they may be asked to return home to change.

Student Transport

Students in the Sixth Form would usually have to pay for any school transport they wish to use. Some students though are allowed, in certain circumstances, to receive free or subsidised travel. Students who are eligible for this will be from families who are in receipt of certain benefits or have special educational or medical needs. They must also live in Central Bedfordshire. For more information about this please collect a Transport Guidance and Application Pack from Mrs Brailsford in the Sixth Form Office. Those students who live in other areas need to contact the Education department at their local council offices.

Student Bursary

The 16 to 19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of two parts:

- Those most in need will be eligible for a 'full' bursary of £1,200 a year
- A 'discretionary' bursary for students who need financial support to help them with costs such as transport, food, books or other equipment.

For the full bursary, you must meet one of the following criteria by being a:

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- Young person in care
- Care leaver
- Young person receiving income support*
- Disabled young person receiving both Employment Support Allowance and Disability Living Allowance*.
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For the discretionary bursary, you must be one whose parents or carers are in receipt of:

- Income support*
- Income based Jobseeker's Allowance
- Support from the National Asylum Support Service
- Child Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the level set by the Inland Revenue for the relevant tax year: £16,190 from £16,190 (for the tax year ending April 2016)
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance*.

*From 2013 there is the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance. Where applicable, these benefits will be taken into consideration in place of those listed.

Or as a student, you must:

- Be in receipt of Free School Meals
- Be providing care to a sick or disabled relative
- Have a long term medical condition that can affect your studies.

Application is via an application form. Applications will need supporting evidence as appropriate. Successful applicants will receive 6 payments for the academic year 2017/18, two per term. The amount of funding for the bursary scheme is limited. For the discretionary bursary, the amount paid will depend on the number of successful applications received and it will be less than £1,200 a year.

If you believe that you may be eligible for a bursary payment, application forms with further information are available from the Sixth Form Office. For the Autumn Term 2017, applications are preferred by the end of September 2017 but must be received no later than 7th October 2017.

Manshead Sixth Form Disciplinary and Communication Stepped Response

Issue	Action	Key Member of Staff
<ul style="list-style-type: none"> • Small number of homework/coursework being late or not completed • Missing of 2 consecutive lessons or irregular subject attendance • Low level disruption in class, Sixth Form Study areas or Library 	Departmental action Discussion with student Inform Tutor Contact home by subject teacher	Subject teacher and subject leader
<ul style="list-style-type: none"> • Continued or larger number of homework/coursework being late or not completed • Unexplained absences causing concern • Continued low level disruption in class, Sixth Form Study areas or Library 	Meeting with Personal tutor and Head of Year 12 and 13 (Mrs Murray) with subject teacher or leader including review of Sixth Form Learning Agreement Letter or phone call home Possible Student Strike	Personal Tutor/ Year 12 / Subject leader or teacher
Continuation of the above	Meeting with Parents and student Agreed Individual Learning Plan Discussion whether Sixth Form is the correct environment Student Strike	Head of Year 12 /Assistant Headteacher for Key Stage 5
<ul style="list-style-type: none"> • Failure to meet terms of Individual Learning Plan • Continued, 	Meeting with Parents and students Possible denial of entry in to exams	Deputy Headteacher with strategic lead of Sixth Form and or Mr Smith (Headteacher)

Respect

Responsibility

Compassion

Faith

unexplained, long term absence from some or all lessons	Discussion with parents regarding other options other than Manshead Sixth Form	
<p><i>On rare occasions, students may be involved in serious incidents which will bypass these steps and lead to immediate intervention by the Sixth Form Team. These incidents will be dealt with in the same way as in years 7-11 with fixed term exclusion being one possible action.</i></p>		