



New Mills Sixth Form Students' Handbook 2016-17



Students' Handbook 2016-17

New Mills School Sixth Form

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Dear Sixth Former

Welcome to New Mills Sixth Form, whether you are new to the School or continuing your education with us. You have made a positive decision to study post-16 and it is our aim to ensure that you achieve your potential to allow you to progress to Higher Education or a chosen career as confident and mature individuals. We are dedicated to ensuring your success. If you need any help or advice you can contact your tutor, or any member of the Sixth Form Team. I wish you the very best of luck on this important journey towards realising your potential and fulfilling those dreams and ambitions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N. Munn', with a horizontal line underneath.

Nick Munn
Director of Sixth Form

Useful Contact Information

New Mills School Sixth Form

School Website Address:	www.newmillsschool.co.uk
School Telephone Number:	01663 743 284
School Fax Number:	01663 745 134
Some useful contacts:	
Bursary	gcash@newmillsschool.co.uk
Careers Advisor	phil.careers@outlook.com
Examinations Officer	cwakelin@newmillsschool.co.uk
Head of Sixth Form	nmun@newmillsschool.co.uk
Head Teacher	dmcgloin@newmillsschool.co.uk
Head Teacher's PA	jbull@newmillsschool.co.uk
Sixth Form Year Manager	mmcglain@newmillsschool.co.uk
Sixth Form Progress Manager	mtaylor@newmillsschool.co.uk
Sixth Form Student Services	studentservices@newmillsschool.co.uk
Special Needs Coordinator	jwinterbottom@newmillsschool.co.uk
Tutors:	
Mrs R Quinn	rquinn@newmillsschool.co.uk
Mr D Harbord	dharbord@newmillsschool.co.uk
Ms L Godley	lgodley@newmillsschool.co.uk
Ms J Tracey-Hill	jtraceyhill@newmillsschool.co.uk

Timing of the New School Day

New Mills School Sixth Form

8.45 - 9.10	Assembly/Tutorial
9.10-10.10	Period 1
10.10-10.25	Break
10.25-11.25	Period 2
11.25-12.25	Period 3
12.25-1.10	Lunchtime
1.10-2.10	Period 4
2.10-3.10	Period 5



Rights and Responsibilities

Expectations of Students

We expect that you will.....

- attend all timetabled lessons, tutorial sessions, registrations and assemblies, as well as timetabled study sessions and study/enrichment lessons as appropriate. We expect at least 95% attendance. If attendance falls below 90% it may jeopardise your exam entries.

We also expect that you will....

- be on time to all lessons, tutorials, assemblies and independent study sessions and make productive use of such time
- be fully prepared, for example read what you should have read or do what you were asked to do in the case of homework/flip learning
- bring all necessary equipment
- be positive, interested and willing to learn
- be prepared to contribute to all activities
- take responsibility for your own learning and play your part in group activities
- make progress in all areas of study by working hard and meeting work deadlines
- let us know if there is any genuine reason why you cannot attend a lesson by calling the school to let us know on 01663 743 284 ext 164
- copy up notes and catch up straight away for any work that is missed for any reason.
- set a good example and be role models for the rest of the school
- behave and dress in a way that is appropriate to an educational establishment (e.g. no facial piercings, dyed hair (which isn't a natural colour) or visible tattoos)
- offer practical support to the school and/or local community
- be aware of your role in school and the responsibility it carries
- behave in a way that is appropriate for Sixth Formers when travelling to and from school and when walking around the school site
- Wear your student I.D. badge at all times and buy a new one should you lose it

Expectations of Teachers

We will give you lots of support during your Post-16 education but if we don't think you are working hard enough or if we are concerned about something, the usual frank and honest dialogue will take place between the staff, you and your parent/supporter.

In return for this level of commitment you can expect us to...

- arrive at lessons on time
- prepare your lessons thoroughly
- make lessons stimulating and engaging
- set realistic deadlines to enable you to plan and study efficiently
- mark your work within a reasonable timescale and in accordance with the whole school marking policy
- provide feedback so that you know how to improve and reach (or exceed) your target grade
- make sure you have covered all the relevant areas of the course
- value your ideas and contributions
- have high expectations of you
- set cover work if we are absent, which can be collected from the Student Services Administrator (or from the cover board)

Essential Information

Attendance

Post-16 courses are very challenging and missing lessons has a significant impact on both your learning, the learning of others as well as the ability of the teacher to teach effectively. The high-level learning that goes on in lessons cannot be made up by borrowing notes. Catching-up is hard to do. It is therefore vital that you attend all lessons.

At New Mills, in order for an attendance record to be deemed good, it must be 95% or above:

100% Excellent Attendance

98% Very Good Attendance

95% Good Attendance

90% Satisfactory

Attendance is defined as: participation in the programme of educational activities arranged by school. A student is absent if they have not obtained authorisation for absence. In addition to actual attendance of subject lessons and study sessions, 'attendance' also covers:

- assembly
- tutorial
- careers guidance meetings
- debates, sports, musical or theatrical productions and trips etc. arranged by, or in conjunction with school and which form a part of your course
- interviews and visits relating to further and/or higher education (we recommend no more than 3 University Open Day visits per academic year) and the student services administrator should be advised of these in advance to ensure your absence is authorised
- school/department study days and intervention events
- work experience/research placements during the last week before the Summer Holidays

We understand that you may sometimes be absent for genuine and understandable reasons.

For all planned absences, you should see the Student Services Administrator for a planned absence slip. If the absence is not planned (e.g. sickness) then your parents should contact the school on the first day and any subsequent days of illness by calling the school on 01663 743 284 ext 164 before 9am or emailing studentservices@newmillsschool.co.uk.

Attendance is monitored by our guidance team support staff through our electronic registration system (SIMS), with concerns being referred to tutors and the Head of Sixth as appropriate. Tutors are available to see students individually on Thursdays during tutorial time and when they are free of other lesson commitments to meet individually with students.

New Mills School Sixth Form

Absences can only be authorised using the guidance below:

Please note, that only the Headteacher or Head of Sixth Form may authorise absences. Absences without permission from school will be registered as unauthorised (equivalent to truancy) and this may impact on your ability to progress on in to Year 13.

Absence from school sessions will only be authorised if:

- parents inform the school by telephone or email message for short illnesses – but evidence is likely to be required if absences are frequent, for example, 5 broken weeks
- a medical certificate is provided for absences of 5 days or longer
- written evidence is provided beforehand of a hospital or specialist appointment
- evidence is presented that urgent (not routine) medical or dental treatment is required
- evidence is provided that a Court attendance is required
- evidence is provided that a Driving Test is to be attended (the theory test should be organised to ensure the least disruption to lessons)
- parents inform the school of exceptional family difficulties
- parents inform the school of weddings of immediate family
- parents inform the school of the funeral of a close family relative or friend is attended
- religious observance.

Unauthorised absence will be recorded if:

- an absence is unexplained
- a student is absent from a session without obtaining authorisation for absence
- a holiday/social event is taken during term-time
- a driving lesson, doctor/dentist appointment is arranged during a teaching, study session, assembly/tutorial or other timetabled commitment
- an interview for casual/part-time employment is attended during a teaching, study session, assembly/tutorial or other timetabled commitment
- a period of part-time job training is attended
- missing lessons to complete coursework/homework
- babysitting younger siblings

Any unauthorised absence will affect your attendance percentage. Examination entries are only guaranteed for those students whose attendance is above 90% (unless there are genuine medical reasons for absence).

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Holidays/Leave of Absence in Term Time

You should not take holidays during term time as this impacts upon teaching and learning. Holidays taken during term time will be recorded as unauthorised absence i.e. truancy.

Should a student not attend school for 10 consecutive school days, then the school reserves the right to remove the student from the school roll and withdraw them from all examinations.

Paid Work

We know that many of you gain valuable skills and experience from a wide variety of jobs that you do as well as earning money. However OFSTED guidance suggests that working more than 12 hours per week is likely to reduce your final academic achievements by one grade per subject. We therefore recommend that students work no more than 12 hours per week. Furthermore, students are not allowed to undertake any paid work during school hours (8.50am until 3.10pm or 4:10pm if required to attend a Period 6 session).



New Mills School Sixth Form

Exams and Study Leave

Most students will have exams in May/June of both Year 12 and Year 13. Details about these, timetables and arrangements for study leave will be communicated to you by the Sixth Form and Exams teams closer to the time. Year 12 Students are also required to return to school and continue with lessons as normal after the May/June exam period for several weeks of normal lesson time, work experience and a careers programme (including University Applications).

Non-Lesson Time

When you have no timetabled commitments (timetabled commitments include; normal lessons, supervised study sessions, enrichment lessons and tutorial/assembly sessions) you are expected to do the following:

Year 12 - you must study in and remain in school during non-contact times. You are required to register daily.

Year 13 - you can study at home or at school but you must attend registration/assembly as required.

As a rough guide you should be doing one hour of study for each hour taught. This will not only involve the completion of specific homework tasks but you should also be “reading around” the subject to gain a greater understanding of your subject.

Monitoring Your Progress

It is important that you know how well you are progressing and it is vital for you to have the opportunity to discuss this with your tutor.

So, once a term, your teachers will report on your:

- progress against targets
- effort
- attendance.

This will form the basis of a report that goes home.

Also taking place, twice during each term, will be a mentoring session, where you discuss your progress and career plans with your form tutor. This will take place on a Thursday during tutorial time, when you will be required to make an appointment with your form tutor.

Target Setting

To help with this process we use the ALPS system to set target grades. The ALPS system is based on a National Database of results at A level. It allows us to set challenging (but achievable) targets for you based on your average points score at GCSE. However, you should not view this target as a “predicted” grade. You could work extremely hard and exceed your target grade. Likewise, without sufficient effort, you may fail to meet your target grade. You will be provided with your target grades in each of your subjects at the start of the year. Parents will also be made aware of these grades as they will appear on the Snapshots and Report that are sent home.

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Careers Guidance

Within the Sixth Form we have the support and help of a Careers Adviser, Mr Phil Nelson. If you feel it would be helpful to have a chat with him about your future plans, or to find out what might be available in your area of interest or even to discuss and find out what your area of interest is, please have a word with the Student Services Administrator who will make an appointment for you to see the Careers Adviser in school. You could also email careers@newmillsschool.co.uk and arrange an appointment. Sessions are held in the careers room, which has lots of information about the various routes into employment and higher education and may be useful to you as you plan your next steps after Sixth Form. The Sixth Form Study Room also carries a selection of university prospectuses and study guides for you to access.

Pastoral Support

There is an excellent structure in place which ensures each student can get the pastoral support they need. This may be simply coming to talk about something that is happening or which is worrying you or to talk about the options available before making any decisions. Whatever the issue, we hope you feel you can come and talk to any member of the Sixth Form team before anything gets “too big” to cope with and causes any further issues. We want to be able to support you as well as we can – both as students and individuals. We are happy to talk with you and offer any support we can, or to offer alternative ways of gaining the help or information you might need.

School Counsellor

Students who wish to discuss any issue affecting their wellbeing or happiness with the School Counsellor may arrange a meeting via the Student Services Administrator. The School Counsellor, Mrs Nestor visits the school on a weekly basis.

The content of the conversations is normally confidential. Parents and teachers are not informed that a student has seen the Counsellor. However, if the student consents and if the Counsellor considers it helpful, information may be shared with parents and pastoral staff. The Counsellor will pass on to the relevant authorities and parents any disclosures relating to violations of the law, child protection or the safety of others.

Student Support Bursary

At the beginning of each academic year, Sixth Form students will have the opportunity to apply for financial support from the Sixth Form Bursary Fund. The application is means tested on parental income and payments will be set depending on the number of applications to the fund each year. Students will receive payments at the start of each term, dependent on academic effort and attendance in line with Department of Education guidelines. Details of the bursary and application forms can be found on the Sixth Form pages of the website and copies can be obtained from the Sixth Form Student Services Administrator.

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The Sixth Form Student Council & Senior Head Boy/Girl

In the Autumn Term of each year, you elect people from your year group to be on the Sixth Form Student Council. Each form in both Year 12 and Year 13 will have a representative on the Sixth Form Student Council. We expect these people to have a major say in what goes on in the school and that they represent the views of the wider Sixth Form Community. Once elected, please let them know if there is something you wish raising - they are your voice! They will be led by The Senior Head Boy and Senior Head Girl, who will be elected during the first week of returning after the Summer Holiday.

Tutorial

Tutorial support is provided by a specialist team of four dedicated Sixth Form tutors who are overseen by the Head of Sixth Form. This team includes staff responsible for admissions, careers, study skills and the tutorial programme.

Tutor groups are arranged by year group, and contain about twenty students. Most of the time, students can expect a typical tutorial week to look as follows:

- Mondays - all students with form tutors for a taught tutorial programme
- Tuesdays - 1-2-1 with form tutor or enrichment
- Wednesdays - all students with form tutors for a taught tutorial programme
- Thursdays - 1-2-1 with form tutor
- Fridays - assembly day

In all cases, attendance is compulsory, although not every pupil will have an appointment with their form tutor in the Thursday sessions every week. Non-attendance counts as an unauthorised absence.

The weekly Friday assembly is given either by a member of SLT, the Head of Sixth, one of the Sixth Form tutors, an external speaker or by some of the students themselves.

Attendance is monitored by our guidance team support staff through our electronic registration system (SIMS), with concerns being referred to tutors and the Head of Sixth as appropriate. Tutors are available to see students individually on Thursdays during tutorial time and when they are free of other lesson commitments to meet individually with students.

Enrichment

During Year 12 you will be expected to attend 2 hours per week of enrichment within main school lessons or by providing support to students/staff (e.g. peer or academic mentoring). How this works will be explained to you when you start in the Sixth Form, but it is important that you remember this forms an important part of your timetable as a Sixth Form student at New Mills School and that the staff you work with will be asked to provide a reference towards your UCAS or future employment references just like your subject teachers.

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Communication

It is important that you keep abreast of what is happening in school – where you need to be and at what time. You are expected to check notice boards and read emails. Not knowing about something will not be acceptable as an excuse for failing to be at the right place at the right time. It is YOUR responsibility to be informed. It is also your responsibility to inform us of any change in circumstances, home contact details, absences or any other relevant information. If in doubt about anything, check with the Sixth Form team.

Discontinuing a Course

The majority of students will take 4 AS subjects (or equivalent) in Year 12 or 3 AS subjects plus an Extended Project Qualification. Some pupils may also opt to take an Extended Project in addition to their fourth AS Level choice. All pupils will sit AS exams at the end of their first year, although only some AS exams results will count towards the final A2 grade. At the end of Year 12 they will usually “drop” one of these subjects and pursue 3 subjects to A2 during Year 13. We do not give permission for a subject to be “dropped” until after the results are issued in August. In this way, students can make their decisions based on an accurate assessment of their performance. Some students may “feel” that they know which subject they wish to drop but we ask them to wait until after August because, in our experience, students often change their mind after the results are known. Only in exceptional circumstances (usually related to timetable changeover reasons) will a student be allowed to “drop” an AS before August. Anyone who does drop a course, will not be permitted to pick it up at a later stage, should circumstances change.

Progression from AS to A2

Students must achieve a minimum grade ‘D’ in AS to progress to A2.

At the beginning of Year 13 (or exceptionally in Year 12) students will be issued with a “Discontinue Form” to obtain written approval from the subject teacher(s) concerned. This must be returned to Sixth Form Student Services Administrator before discontinuing a course, and all lessons must be attended until this is done. If a student “decides” to just stop attending a lesson that they intend to drop then this will be regarded as unauthorised absence. Only the Head of Sixth Form can authorise the discontinuation of a course.

It is vital that students adhere to this process. Failure to do so will result in erroneous records of student numbers on courses and this can have a major impact on funding.

Study Periods

You are timetabled to attend (and register for) two study hour periods per week - if you don't register, your attendance will be affected.

The Sixth Form Moral Code

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Computer Files/ICT

No student should ever divulge their network password to anyone. Logging on to someone else's network space is an invasion of that person's privacy and a serious breach of trust.

Copying or tampering with any files in another person's network space calls into question the integrity of all computer-assisted learning within the School and is, therefore, a particularly serious offence. Students are expected to abide by the rules on use of ICT including social medial sites and should refrain from posting comments about others that may be construed as bullying or which undermine fundamental British values. Any indiscretions or attempts to bring the School into disrepute, through the posting of messages or photos on any such site will be dealt with by the Head of Sixth Form.

Mobile phones

We encourage mobile telephones as a convenient means of communication but to prevent their intrusive and disruptive effect on community life and to ensure their security on the school site, they must be used respectfully during the school day.

Students may keep their phones with them but must ensure that they are on silent during lesson time and must not use them when walking around the school site, when lower school pupils may be around the site. Students are, however, free to use their phones in the Sixth Form Centre at any time, with the exception of the Study Room, where intrusive mobile phone usage is not permitted.

Sixth Form students may take mobile phones on school trips or to away matches so parents can be informed of return times and other important information. It is, however, expressly forbidden for students to use mobile phones to photograph, film or record others at school. The school can take no responsibility for mobile phones that are lost, stolen or damaged on the premises.

Lost Property

We ask all students who find items left lying around the School to return them to the owner if it is possible to do this quickly and efficiently. Otherwise, all items found should be placed by staff, students or cleaners with the receptionist in the main block. Unnamed items not collected at the end of term will be passed on to the local charity shops.

Theft

Theft is a serious crime; it destroys trust in the community; it leads to unhappiness and can be used as a form of intimidation. If a student is found to have stolen items belonging to either another student or the school, he or she may be suspended or, in particularly severe cases, permanently excluded

The Sixth Form Moral Code

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Vandalism

We expect students to respect property belonging to the School, and we will take serious action against students who damage it.

Smoking and Alcohol

All tobacco products, 'e-cigarettes' and the consumption of alcohol are expressly forbidden in the School Rules, and the purchase of tobacco and alcohol is illegal for all persons under the age of 18. No student may have any such products in their possession at School or in the vicinity of the School at any time during the extended School day. No students may possess or consume any such products on any School trips including residential trips. This includes purchasing such products when abroad even if it is intended as a gift for adults. We interpret "the vicinity of the School" as including within a 50 metre distance from the school gates.

Illegal Drugs

Any student discovered in term time or holidays, at School or elsewhere, and who is recognisable as a member of the School community, to be in possession of drugs, using drugs, under the influence of drugs or promoting the drugs culture, may expect to be excluded. The term 'drugs' includes solvents and legal highs. It is likely that the police will be informed of any student who is believed to be breaking the law.

If any student approaches a member of staff for help or advice over drugs, they shall do everything in their power to be sympathetic. At the same time, there is a duty to protect other students and the reputation of the School and all of the students in it.

Information about drugs will always be dealt with as much confidentiality as possible, and it is hoped members of the School community (parents and students) will see it as protecting others to pass on such information directly to the Headteacher.

Cars/Motor vehicles

Students who have licences to drive may drive cars to and from School, although they may not drive onto the School site.

Student Management Process

New Mills School Sixth Form

At New Mills we work extremely hard to enable you to succeed academically and personally. We use sanctions even in the Sixth Form to help students achieve their potential and ensure cooperation. The following sanctions may be used:

C6 Compulsory after school study sessions. These are intended for students who are behind with coursework or homework or whose work rate in lessons is giving cause for concern. There may be other circumstances where a C6 may be given such as contracts between you and the school.

For students whose behaviour, attendance, attitude or work rate fails to meet the expected standard, we will use the above sanctions. However, students need to be aware that the number of sanctions issued and reasons for sanctions will be taken into account in judging their progression along the Student Management Process. The key stages of which are outlined below:

Stage 1

Discussion with Sixth Form Student Year Manager and/or Sixth Form Progress Manager (and recorded on SIMS)

Stage 2

Contact with home and discussion with the Year Manager/ Sixth Form Progress Manager (and recorded on SIMS)

Stage 3

Further discussion with tutor/Progress Manager/ Sixth Form Pastoral Manager (and recorded on SIMS)

Stage 4

Meeting with parents/supporters, sixth former and Head of Sixth Form (and recorded on SIMS)

Stage 5

Meeting with parents/supporters, sixth former and Head of Sixth Form and Headteacher (and recorded on SIMS)

Stage 6

Withdrawal of student from Sixth Form.

These stages are sequential but it is possible to bypass a stage where cooperation within an agreed framework of additional support does not occur. Where parents/carers fail to respond to invitations to come into school to discuss progress (stages 4 and 5) then these stages will be omitted.

Learner Agreement

By signing this form, you are confirming that you have read the Sixth Form Students' Handbook and/or Sixth Form Parents' Handbook and agree to the conditions laid out in it.

You understand that there is no cost to studying at school, although you may have to pay for re-sits examinations, should you wish to improve in a subject.

You are also confirming that you have:

- been provided with information relating to the entry requirements for each of the subjects you are taking (5A*-C grades at GCSE – with Bs in maths and sciences if you wish to study them)
- had an interview with a member of the Sixth Form Staff/SLT to assess your suitability for the learning programme
- been provided with information relating to the support available for you within the VI Form (pastoral/SEN/financial etcetera)
- been provided with a timetable that contains a subjects, tutorials, independent study periods and enrichment slots that, when added together add up to the amount of contact time you will be spending in school (for funding purposes)
- will participate fully in work shadowing and careers' week

Name	
Your Email Address	
Your Mobile Phone Number	
Start Date of Learning Agreement	September 2016
End Date of Learning Agreement	July 2017 (Please amend if necessary)
How many subjects am I taking?	
Name those subjects	(+2 hours for enrichment + 2 hours for independent study + ca. 2 hours for tutorial/IAG/assembly) = 6 hours minimum. 1. 2. 3. 4.
Total Number of Learning Hours	Multiply the subjects you are learning by the amount of hours dedicated to those subjects per week. _____ Learning Hours Per Week

Signed (Parent/Guardian) _____

Signed (Student) _____

Director of VI Form  _____

Notes





Photographs by Sara Porter
www.saraporterphotography.co.uk

Layouts & Design by Colgreyis

www.newmillsschool.co.uk