



MARLING
SIXTH FORM

Downfield Road

Welcome



to Marling Sixth Form

Create Your Future



STUDENT HANDBOOK

2023-2024

Welcome to Marling 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 of study and access to university-level resources and expertise, as well as a huge range of exciting opportunities and student-led societies.

Your typical day will include meeting your tutor and form group, attending lessons, having a drink or a snack in the Sixth Form café with friends, doing some independent work in our study centre and perhaps using our fitness suite or going for a walk during your lunch break to help maintain a healthy balance.

Your time with us will be two of the most exciting and rewarding years of your school life, in which you will make the transition from GCSE to Advanced Level study and work to turn your career dreams into a reality.

We look forward to welcoming you to our sixth form.

Louise Harris

Head of Sixth Form

HOW SIXTH FORM IS DIFFERENT FROM YEAR 11

In Year 11 all 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.

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 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. Study skills guidance will also be given as part of your tutor programme. Additional advice and support can be obtained at any time from Mrs Bhambra in our Student Support team.

TERM DATES 2023-24

TERM 1	Monday 4 September – Friday 27 October <i>INSET Monday 4 September, Tuesday 5 September, Monday 3 October, Thursday 26 October, Friday 27 October</i>
October Break	Monday 30 October – Friday 3 November
TERM 2	Monday 6 November – Friday 22 December <i>INSET Friday 8 December</i>
Christmas Break	Monday 25 December – Friday 5 January
TERM 3	Monday 8 January – Friday 9 February
February Break	Monday 12 February – Friday 16 February
TERM 4	Monday 19 February – Friday 22 March <i>INSET Tuesday 12 March</i>
Easter Break	Monday 25 March – Friday 5 April
TERM 5	Monday 8 April – Friday 24 May <i>Bank Holiday - Monday 6 May</i>
May Break	Monday 27 May – Friday 31 May

TERM 6	Monday 3 June – Friday 19 July <i>INSET Wednesday 19 June</i>
--------	---

TIMES OF THE DAY

8.40 – 9.00	Morning Registration
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
13.20 – 14.10	Lunch
14.10 – 15.10	Period 5

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 Main School Office	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/

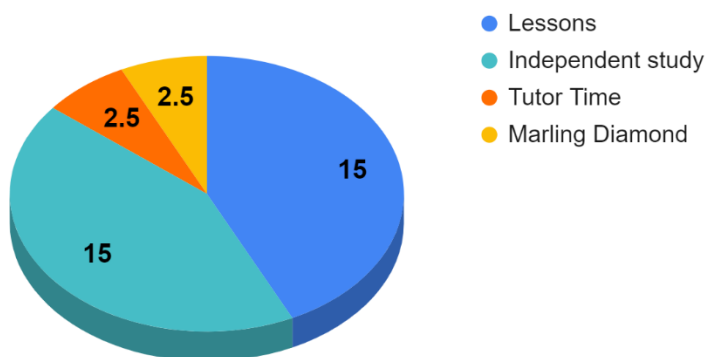
MARLING SCHOOL
Head Teacher
Mr G Balmer
Deputy Head Teacher
Mr A MacDonald
Assistant Head Teachers
Mr R Reid
Ms L Harris
Mrs H Bedford
Mr S Bailey
SIXTH FORM
Head of Sixth Form
Ms L Harris
Head of Year 12
Mrs H Rogers
Head of Year 13
Mrs A Bailey-Yip
HEI Co-ordinator
Mr D Elson
Sixth Form Senior Administrator
Mrs J Elder
Senior Student Support
Mrs H Vinton
Attendance Officer
Miss E Alway
Student Support
Mrs Z Bhambra
Miss M Ridgway
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. 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, but it also 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. 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. Parents will be informed if supervised study sessions are missed.

ATTENDANCE AND ABSENCE

Y12 students are required to remain on site all day, except for break and lunch time. There is some flexibility for Y13 students, which is agreed on a year-by-year basis. When in school, you are required to attend all your lessons, tutor time, supervised study sessions, assemblies and 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 sixthformattendance@marling.school as soon as possible on the first day of absence. This call must be from a parent/carer. This needs to be done each subsequent day until you return. A Doctor's note is mandatory for all absences over 7 days (this includes weekends). The medical note will need to be brought into school on your first day back and given to the Attendance Officer. If you are not in school and we have not had notice as to the reason, home will be contacted to confirm your absence and request a reason.

If you are feeling ill whilst at school...

If you are unwell you should report to reception in the Sixth Form. Under no circumstances should you simply leave school without speaking with a member of staff. If you are too unwell to remain in school you must see a member of the Sixth Form team to gain authorisation to leave site. A phone call will be made home to ensure they are aware you are leaving site. You must then sign out in the signing in/out book in 6th Form reception.

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. 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 supervised study and should be organised during independent study periods, lunch time, or after school. Not all absences will be authorised, therefore you must seek authorisation in advance.

Medical Appointments:

Routine appointments booked by you or a parent/carer to see dentists, doctors, opticians, etc. should not be made during lesson time. These absences will not be authorised.

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

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

Other than at break and lunchtime, Y12 students should be on the school site at all times during the working day.

STUDENT SUPPORT

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

Heidi Vinton, Sixth Form Senior Student Support, is available on a drop-in or pre-planned basis from 10:30 -15:00 every day to talk through any concerns you may have relating to personal issues, well-being, relationships or any other matter. Heidi's office is in Downfield reception.

HAV@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

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

ZEB@marling.school

MARLING SIXTH FORM

DRESS CODE

At Marling Sixth Form we recognise the growing independence of students and the need for greater expression and increased freedom. Our dress code fosters individuality, while acknowledging that the school is both a workplace and a learning environment for children and that Sixth Form students are role models and ambassadors for our community.

Students may dress in a fashionable and creative manner, but clothing must remain appropriate for a school setting and for a modern workplace. In all circumstances, the judgement of what is appropriate remains with the Sixth Form leadership team. Students wearing unsuitable item/s will be asked not to wear the item/s again.

The following specific requirements apply:

- Lanyards must be worn at **all times** when on site. Failure to do so is a breach of security.
- Site, or subject specific health and safety requirements must be adhered to at all times.
- Facial piercings should be studs or small rings only.
- Hoods or hats may not be worn inside the school building.
- Clothing displaying provocative or offensive slogans or images cannot be worn.

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

MARLING SCHOOL SIXTH

STUDENT LEARNING AGREEMENT

2023 -2024

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 offers guidance and support throughout your study.
- 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 (Marling Diamond) 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. 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 Marling Diamond programme.

SIXTH FORM FACILITIES

In order to maintain the facilities we have in the Sixth Form campus and 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 Sixth Form. 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 Study Centre is a silent study area in the Downfield building, which provides supervised rooms with individual desks and access to PCs. 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 and

their behaviour will be recorded for follow up. Other 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. In response to repeated failure to follow expectations, 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 cafeterias, located in Downfield and the East Campus building, which serve 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 Esafety policy when using computer equipment across the Marling School sites. It is your responsibility to read a copy of this policy, which is published on the main school website: <https://www.marling.gloucs.sch.uk/marling-school#policies-and-reports>

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

TRANSPORT TO SCHOOL

Marling School is keen to encourage safe and sustainable transport options. Sixth Form students are therefore encouraged to travel to school on foot, by bike, or on public transport. Cycle shelters are available for cyclists both behind the Sixth Form building and by Marling Main Hall.

While we understand that many students want to take advantage of the new-found freedom that a driving licence offers, the environmental impact of large numbers of private cars being driven to and parked at school each day should be considered.

PARKING

Limited parking is available at Marling Sports Hall for students who have a good reason for not being able to use public transport to travel to school. If you think you are eligible, you must **first** apply for a Parking Permit from Marling Sixth Form Reception. You will be required to provide a reason for your application and show your driving licence and evidence that the car is insured. If your application is approved, you will be given a permit that must be displayed in your car window at all times when on the school premises. The school will make a note of your vehicle registration number, make and colour of vehicle. Please do not use any other car parks on the school site - you will be asked to move your car and sanctions will be applied.

Free parking is available in the car park just off Cainscross Roundabout (3 minutes' walk from school) or at Stratford Park (10 minutes' walk

from school). We request that you do not park in Beards Lane or Downfield Road, as this causes congestion for local residents.

If we feel that any vehicles are parked in a way that causes obstruction or nuisance to residents or other road users, we will ask you to move your car. If we feel that your behaviour brings the school into disrepute, we will apply sanctions. We value the relationship we have with our immediate community and expect our students to respect this and contribute to it in a positive manner.

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.

Smoking or vaping on school site or in proximity to school (including the railway bridge) will not be tolerated and will be sanctioned. If you must smoke or vape during your break or lunchtime, you must not be in the proximity of the school.

ASSEMBLING OFF SITE

Students must not assemble in groups in proximity to school (including the railway bridge and pathways and surrounding residential areas). Please be considerate of our neighbours and mindful of your role in our community. If your behaviour results in complaints from members of the community, and we feel that you are representing the school in a negative way, sanctions will be applied.

LOCKERS

There are lockers available for our Year 12 to rent within the Sixth Form Building.

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	Information regarding cost/deposit will be provided at the 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, there is a charge to cover the cost of a replacement key.
Damage	If the locker is damaged, a charge will be made.

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

PROGRAMME OF STUDY

The programme of study for students at Marling School Sixth Form is an academic one, based on three (or in some cases 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 programme of study will be subject to review by the Marling School 6th Form Leadership Team and an alternative programme may be offered. Extenuating circumstances will be taken into account and the 6th Form Leadership Team 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.

THE SIXTH FORM

DISCIPLINARY PROCEDURE

We are proud of the conduct of our Sixth Form students. They exhibit the highest standards of behaviour, acting as role models to students in the lower school. There are, however, occasions on which behaviour must be managed and the details below explain how this is done.

Minor behaviour incidents are dealt with in the same way as in lower school. School staff and teachers use behaviour notifications, which are sent home to parents, discussed with students, and may involve teacher, Head of Department or Head of Year-led sanctions.

Beyond this, for repeated issues or significant incidents/issues, the Sixth Form Disciplinary Procedure is used. It will be led by your Head of Year or the Head of Sixth Form.

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 encourages students to take responsibility for their own actions.

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. 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.

Level One: Internal Disciplinary Action
Verbal Warning/ Counselling will be given because of persistent minor offences, which should be recorded. This may apply if, after teacher and HOD action there is no satisfactory change of behaviour or attitude, 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.

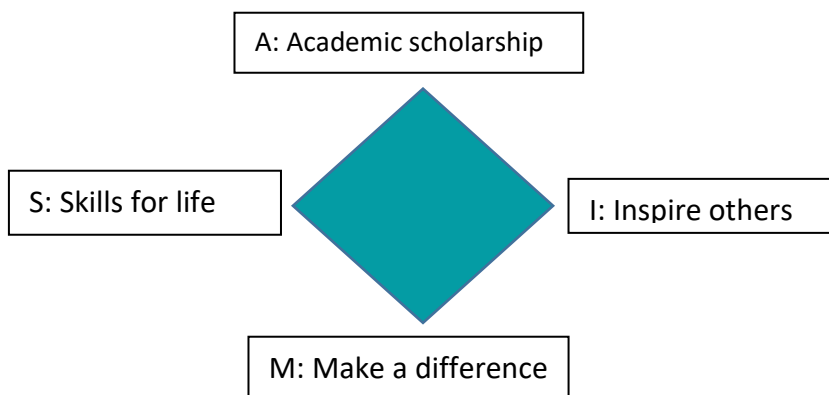
Progression to higher levels is not automatic, nor is beginning at Level One of the Code, depending upon the disciplinary issue. For particularly serious misbehaviour for example, an appropriate response might be to issue a high-level warning or to permanently exclude immediately.

Review of students on level one to four will be carried out periodically to determine whether the level should be changed either up or 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 skills in each of the four AIMS strands. Successful completion of the programme forms a mandatory part of application for flexible study in Y13.

WEDNESDAY AFTERNOON MARLING DIAMOND

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 timetabled breadth option which you may have chosen for your fourth subject option. Marling Diamond activities could include taking part in a club or society, doing a sporting activity, or volunteering in the community. You could set up your own club, undertake school service activities or work shadowing. The Marling Diamond programme is launched in the Autumn of Y12.

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 are advised to organise your placement in the Autumn term, as many companies fill their work placement opportunities very quickly!

STUDENT COUNCIL

The Student Council is responsible for representing students' views to staff and helping to shape policies and procedures. Each tutor group elects a representative to go to the Council Meetings (one every term) and report back to the tutor group on issues raised and progress made. If you want your voice to be heard it is vital that you use this group. It can and does have a real impact.

SIXTH FORM LEADERSHIP TEAM

Our sixth formers are role models and play a full, active role in the life of the school at many levels. Each year our Student Leadership Team represents and takes forward key projects and initiatives to support the sixth form, the school, students across the school and the wider community. We encourage students to apply for student leadership positions, as taking part will develop the transferrable

skills that universities and future employers are looking for. The current student leadership roles are as follows:

Student Leadership Team roles 2023

Head Student, Chair of Student Council

- Chair and take minutes of Student Council meetings, plan meeting agendas, follow up meeting actions, communicate with council reps
- Assist with student engagement activities, including student-led tutor time
- Recruit and manage student volunteers to help at school events
- Represent the school at school events
- Take on additional duties as part of the student leadership team.

Deputy Head Student, Student Engagement (Two posts)

- Help to organise and run student-led tutor time
- Attend Student Council meetings and deputise for the Chair
- Recruit and manage student volunteers to help at school events
- Represent the school at school events
- Take on additional duties as part of the student leadership team.

Deputy Head Student, Outreach and Marketing (Two posts)

- Be an ambassador for the school at external sixth form events and assemblies

- Help at open events and welcome new students to the school
- Organise sixth form students to help at recruitment events
- Help with sixth form marketing
- Take on occasional duties as part of the student leadership team.

Deputy Head Student, Culture and Inclusion

- Play a key role in the Culture and Diversity group, including helping to plan and organise cultural activities and culture week
- Represent the school as required at school events
- Take on occasional duties as part of the student leadership team.

Deputy Head Student, Environment

- Play a key role in the Eco Committee, helping to plan and organise initiatives and events
- Represent the school as required at school events
- Take on occasional duties as part of the student leadership team.

Deputy Head Student, Charity

- Work with staff charity leads to plan and run charity events across the school
- Represent the school as required at school events
- Take on occasional duties as part of the student leadership team.

Deputy Head Student, Coaching and Mentoring

- Work with the staff Coaching and Mentoring lead to plan and run the Coaching and Mentoring scheme
- Represent the school as required at school events
- Take on occasional duties as part of the student leadership team

Deputy Head Student, Student Wellbeing

- Help to plan and run hub rooms as part of student support
- Work with the staff pastoral lead/s to plan and run events/initiatives to support student wellbeing
- Represent the school as required at school events
- Take on occasional duties as part of the student leadership team