



MARLING
SIXTH FORM

Downfield Road

Welcome



to Marling Sixth Form

Create Your Future



STUDENT HANDBOOK

2024-2025

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 activities.

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.

There is a lot of information to take on board when starting in sixth form, whether you are an existing Marling student or are joining us from another school. This handbook, while not attempting to give you a full picture of sixth form life, is a useful guide to things you need to know about how the sixth form runs and procedures you need to follow.

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 (Assistant Headteacher)

TERMS & DATES

TERM 1	Monday 2 September – Friday 25 October <i>INSET: Monday 2 September, Tuesday 3 September, Monday 7 October, Thursday 24 October, Friday 25 October</i>
October Break	Monday 28 October – Friday 1 November
TERM 2	Monday 4 November – Friday 20 December <i>INSET Friday 29 November</i>
Christmas Break	Monday 23 December – Friday 3 January
TERM 3	Monday 6 January – Friday 14 February
February Break	Monday 17 February – Friday 21 February
TERM 4	Monday 24 February – Friday 11 April <i>INSET Tuesday 18 March</i>
Easter Break	Monday 14 April – Friday 25 April
TERM 5	Monday 28 April – Friday 23 May <i>Bank Holiday - Monday 5 May</i>
May Break	Monday 26 May – Friday 30 May
TERM 6	Monday 2 June – Friday 18 July <i>INSET Wednesday 18 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 PHONE 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
Principal
Mrs J Godfrey
Deputy Principals
Mr A MacDonald
Mrs K Hughes
Assistant Principals
Mr R Reid
Ms L Harris
Mrs H Bedford
Mrs Wittke (SENDCO)
SIXTH FORM
Head of Sixth Form
Ms L Harris
Sixth Form Head of Year
Mrs H Rogers
HEI Co-ordinator
Mr D Elson
Sixth Form Senior Administrator
Mrs J Elder
Senior Student Support
Mrs H Vinton (Pastoral)
Attendance
Mr K Brand and Mr J Testar
Student Support
Mrs Z Bhambra (Academic)
Miss M Ridgway (Behaviour)
Sixth Form Administrator & Receptionist
Mrs K Kitchen

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.

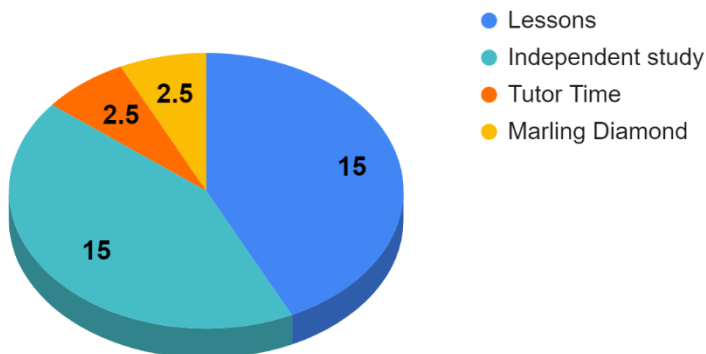
Guidance on developing an A Level mindset and study skills is given as part of your PSHE programme. Additional advice and support can be obtained at any time from Mrs Bhambra in our Student Support team.

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 include copies in your files. You can also access a copy of your timetable online.

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 at least 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

REGISTRATION/TUTOR PERIODS

Attendance at registration/tutor periods is mandatory for all students. Lateness should be avoided, but if you miss morning registration you need to sign the late book. If you miss an afternoon registration because you are involved in a school activity, then you must let the Attendance Officer know.

ASSEMBLIES

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.

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.

ATTENDANCE AND ABSENCE

Y12 students are required to remain on site all day, except for break and lunch time. There is some flexibility for most Y13 students, which is agreed on a year-by-year basis.

You must follow specified sign out procedures when leaving and entering site, including at break and lunch times.

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.

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 out book in sixth 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

Single day absences:

If you need to be away from school for a day or part of a day 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 obtained from Downfield reception and completed and submitted at least 48 hours prior to the absence.

This system is designed for events/appointments that have fixed dates. Absences which would be authorised under this system might include a hospital appointment, a funeral, a university visit/interview or a practical driving test. Driving theory tests and normal driving lessons cannot be taken during lessons, independent study periods or supervised study and should be organised outside school hours. Not all absences will be authorised, therefore you must seek authorisation in advance.

School events and trips:

If you are missing timetabled sessions for school events/trips, please complete a planned absence form as above.

Longer absences:

If you need to be absent from school for longer than a day, please speak to the sixth form team to obtain advice and appropriate paperwork.

Medical Appointments:

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

Appointments made on your behalf, by a hospital clinic for example, are outside of your control, and therefore 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. Her email address is: 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. Her email address is: ZEB@marling.school

FACILITIES

STUDY AREAS AND COMPUTERS

The Hale Room is a two-storey silent study area in the Downfield building, providing supervised spaces with study desks and access to some desk top computers.

Marling offers a student device lease scheme to provide laptops for use at home, during study periods and in lessons if students prefer. If students choose to bring their own laptops/tablets, a parent/carer and the student will be required to sign a BYOD policy before gaining access to the school's secure WIFI.

No phones are allowed at any time in the Hale Room. Students are expected to work silently and individually. Other areas across the Marling site are available for collaborative or group study work.

Please note that CCTV operates at all times in the sixth form.

SIXTH FORM CAFETERIA

The sixth form has its own cafeteria located in the Downfield building, which serves breakfast dishes, snacks, hot and cold lunch options and drinks. Students can also use Marling Dining Hall in the West Block building.

LOCKERS

There are some lockers for student use within the sixth form building. Lockers are available on a first come first served basis from the second full week of Term 1. Please ask in sixth form reception for details about the deposit.

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.

MARLING SCHOOL SIXTH FORM STUDENT LEARNING AGREEMENT 2024-2025

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 Sixth Form journey.
- 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, enrichment activities, tutor periods and briefings punctually and maintain an attendance in excess of 90%. Failure to achieve this may result in withdrawal from the taught course of study.
- Sign in/out as per Sixth Form procedures and remain on site at all specified times during the school day.
- Respect the individual rights of all members of the school community and act as a role model to younger students.
- Represent the school positively in the local community by considering the impact of your behaviour has on those around us.
- Respect the school facilities, buildings, and environment.
- Visibly wear your ID badge and lanyard at all times on the school site, obtaining a day pass in the absence of a lanyard.
- Adhere to the Sixth Form Dress Code
- Accept and comply with the behaviour policy.

- Participate in the employability, IAG and Marling Diamond programme.

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 Year 13, a student should:

- Achieve their targets 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 Sixth Form Leadership Team, to be able to access and progress through the Year 13 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 Sixth Form Leadership Team and an alternative programme may be offered.

Extenuating circumstances will be taken into account, and the Sixth 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 Year 12. 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.

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 and a Breadth Option. In addition they follow the Marling Diamond Programme, which brings together multiple extra curricular and super curricular activities to demonstrate the range of skills and achievements that modern academic institutions and employers are looking for.

A: Academic scholarship



S: Skills for life

I: Inspire others

M: Make a difference

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!

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 2024

Head Students

Deputy Head Students

Outreach and Publicity Lead

Culture and Inclusion Lead

Environment Lead

Charity Lead

Coaching and Mentoring Lead

Student Wellbeing Lead

Community Involvement Lead

Tutor Time Lead

STUDENT COUNCIL

The Student Council is run by the Head Students and is responsible for representing students' views to help the Student Leadership Team make a difference to school life. Each tutor group sends a representative to the Student Council meetings (one every term).

STUDENT CONDUCT

Marling School policies, including the Behaviour Policy, apply to all students from Y7 to Y13.

Policies can be viewed on the Marling School website

<https://www.marling.gloucs.sch.uk/marling-school#policies-and-reports>

ICT PROTOCOL AND USE

All students must adhere to the Trust's ICT Acceptable Use Policy when using computer equipment across the Marling School site. It is your responsibility to read a copy of this policy, which is published on the main school website.

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

MOBILE PHONES

Marling School has a no mobile phone policy. Limited exceptions apply to sixth formers. Sixth Form students can use mobile phones **before 8.40am** and during **break and lunchtime** inside Downfield Sixth Form Centre, in the Downfield enclosed back garden, or inside East Campus Sixth Form area.

The full policy can be viewed on the school website.

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.

SITE PROTOCOL

In order to maintain and ensure the safety of our facilities and our site, 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 and students from other schools are not allowed on site unless attending a school event. Students must not enable unauthorised people to enter the school site.
- 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.
- Physical games (e.g. ball games) are not permitted in or around the sixth form campus.

TRANSPORT TO SCHOOL

Marling School is keen to promote 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

There is **no on-site parking** available for students.

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). Please do not park in Downfield Road, as this is a crossing point for students moving around the site.

If you must park in Beards Lane, please drive slowly and park considerately. You must not park across residents' driveways.

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.

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.

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.

Clothing must remain appropriate for a school setting and for a workplace.

Appropriate clothing means the following for all students:

- Clothing displaying provocative or offensive slogans or images cannot be worn.
- Tops must be full length - no short sports tops/crop tops
- Tops must not be deep cut/low cut/cut out/strapless/backless
- Shorts/trousers/skirts must cover underwear

If in doubt, think about whether what you are wearing seems suitable for a professional workplace, which is what our school is.

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.

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

In all circumstances, the judgement of what is appropriate remains with the school. In the first instance, students wearing unsuitable item/s will be asked not to wear the item/s again.