



MARLING
SIXTH FORM
Downfield Road

Welcome



to Marling Sixth Form

Create Your Future



Student Handbook 2026-2027



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 will start to create your future.

We look forward to welcoming you to our sixth form.

Louise Harris

Head of Sixth Form (Assistant Principal)

Meet The Team

**Head of Sixth Form
Assistant Principal**
Louise Harris



Head of Year 12
Holly Rogers



**Head of Year 13
Post-18 and
academic support**
Zara Bhambra



**Sixth Form Senior
Administrator**
Paula Searle-Edwards



**Higher Education
Co-ordinator**
Dan Elson



**KS5 Inclusion, Welfare
and Safeguarding
support**
Melissa Ridgway



TIMINGS OF THE SCHOOL 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 to students from 08.00 – 16.00

USEFUL CONTACT INFORMATION

Name	Number	Email/Website
Marling School Reception	01453 762251	reception@liftmarlingschool.org
Marling Sixth Form		www.marlingsixthform.org sixthform@liftmarlingschool.org
Exams office		examinations@liftmarlingschool.org

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.

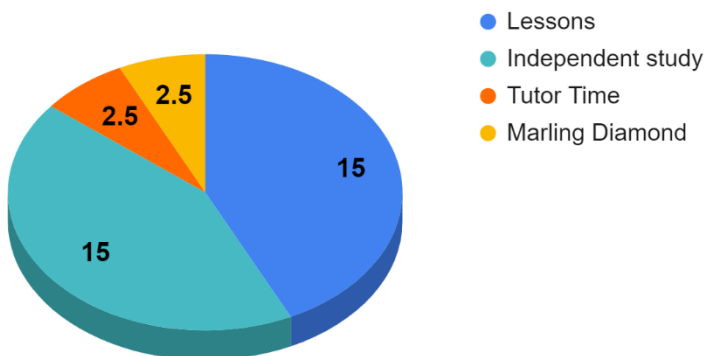
Guidance on developing an A Level mindset and study skills is given as part of your PSHE programme, which also includes sessions on physical and mental health, keeping safe, healthy relationships and post-18 preparation and application.

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, assemblies, tutor periods and supervised study periods. Please ensure that you make a paper copy of your timetable and keep it somewhere safe as you will not be able to use mobile phones in the main school to access it.

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

STUDENT SUPPORT

As a student of Marling Sixth Form, we want to support you to stay emotionally healthy. Please talk to your tutor, Head of Year or any member of the sixth form team if you feel concerned for yourself or another student and need welfare support. If you have any questions or in need of support please contact Ms Ridgway.

If appropriate, we can refer you to a Counsellor who works within the school, offering 6 sessions of counselling.

The following website is a good source of information relating to Mental Health [Mind](#)

Mrs Bhambra, Sixth Form Student Support Coordinator is available to provide support with academic issues, study planning, time management and organisational support. Her email address is: zbhambra@liftmarlingschool.org. Mrs Bhambra is also currently Head of Year 13.

REGISTRATION/TUTOR PERIODS/ASSEMBLIES

Attendance at morning registration, tutor periods and assembly is **mandatory** for all students.

SUPERVISED STUDY

Each week a certain number of periods will be dedicated to supervised study. You will need to sign in for these lessons and remain in the Hale Study Centre. Attendance at these sessions is **compulsory** as they form part of your agreed programme of study. They provide you with a valuable opportunity to undertake study in a quiet environment and so are an important part of your A Level programme.

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. Y12 students may move to Y13 attendance arrangements in the summer term, although this is agreed annually. Please refer to the student learning agreement and Key Stage 5 programme of study for information about the minimum attendance requirement.

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

If you are unable to attend school for the following reasons, this is what you need to do:

Illness

The Attendance Team must be contacted on 01453 762251 or attendance@liftmarlingschool.org 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). If you are not in school and we have not had information about your absence, home will be contacted.

If you are feeling ill whilst at school...

If you are unwell you should report to the medical officer at main school reception. Under no circumstances should you simply leave school without speaking with a member of staff. A phone call will be made home to ensure they are aware you are leaving site. You must then follow sign out procedures.

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. Planned absence forms should be obtained from the Sixth Form Foyer or from the Attendance office and submitted **at least 48 hours** prior to the absence.

Not all absences will be authorised, therefore you must seek authorisation in advance. This system is designed for events/appointments that have fixed dates outside your control. 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 that you arrange yourself cannot be taken during lessons, independent study periods or supervised study and should be organised outside timetabled hours.

Longer absences:

If you need to be absent from school for longer than a day, you will need to complete an Absence Request Form available on the main school and sixth form website.

School events and trips:

If you are missing timetabled sessions for school events/trips, please complete a planned absence form as above. This is so your teachers are aware of your absence and can let you know what you are missing.

Medical Appointments:

Routine appointments booked by you or a parent/carer to see dentists, 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 follow sign out procedures.

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. Priority is given to students attending Supervised Study.

Sixth form students are encouraged to bring laptops/tablets to school for use in lessons and study periods. If students choose to bring their own laptops/tablets, a parent/carer and the student will be required to sign a BYOD (Bring Your Own Device) policy before gaining access to the school's secure WIFI.

No phones are allowed on view 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.

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 work submission or attendance may result in withdrawal from 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 a grade in each subject in Year 12 examinations.
- 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 Head of Sixth Form and an alternative programme may be offered. Extenuating circumstances will be taken into account and each case will be considered 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 affecting progression into Year 13 will be communicated to the student and parents/carers before the end of the summer term.

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.

In addition to academic study, Y12 students follow the Marling Diamond Programme, which brings together multiple extracurricular and super curricular activities to demonstrate the range of skills and achievements that modern academic institutions and employers are looking for. Students complete activities in each of the AIMS sections.

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!

PSHE PROGRAMME

The Marling Sixth Form PSHE programme is based on four rotating themes under the broad headings of Study & Society and Self & Community. These are delivered via Tutor Periods and morning tutor time. The topics below illustrate the range of topics that may be covered in each theme. The programme aims to give students information and skills to equip them to live as safe, healthy, respectful adults who make a positive contribution to society.

STUDY & SOCIETY	SELF & COMMUNITY
THE SUCCESSFUL SIXTH FORMER • Study skills • A Level mindset • Resilience • Revision CREATE YOUR FUTURE • ~~Unions~~ - post-18 options • Leadership • Marling Diamond Programme • Applying to University/other options • Finance • Democracy • Ethics and belief • Environment	HEALTH AND SAFETY • Sexual health • Drugs & alcohol • Mental health • Stress management/resilience • Keeping safe • Driving • Digital literacy/internet safety RESPECT & RELATIONSHIPS • Vision & values • Respect & healthy relationships • Consent • Equalities • Gender

SIXTH FORM STUDENT LEADERSHIP PROGRAMME

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 Leaders are involved in key projects and initiatives to support the sixth form, students across the school and the wider community. We encourage students to apply for the Student Leadership Programme, as taking part will develop the transferrable skills that universities and future employers are looking for.

Student Leaders can be involved in the following areas of school life:

- Student Council
- Student-led Tutor Time
- Wellbeing and Mental Health
- Environment
- Charity
- PR and Outreach
- Coaching and Mentoring
- Sports

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

ICT PROTOCOL AND USE

All students must adhere to the Trust's IT 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

In accordance with Government legislation, Marling School has a no mobile phone policy. Limited exceptions do apply to sixth formers. Sixth Form students can use mobile phones **before 8.40am** and during **break and lunchtime** inside Downfield Sixth Form Centre or in the Downfield enclosed back garden. In accordance with the Department for Education's statutory guidance, *Mobile Phones in Schools*, Sixth formers must not use or display their mobile phones anywhere outside of the Sixth form building.

The full mobile phone 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 and surrounding roads) 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 or on the Music Hall field. When the playing fields are open, there is an area designated for sixth formers on the far side of the field.

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.

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 (5 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 and moving cars are unsafe.

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 for staff 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.

STUDENT LEARNING AGREEMENT

The **Student Learning Agreement** is an important document which you will be required to sign when you enrol as a student.

Under this agreement the Sixth Form will endeavour to provide the following:

- 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.
- Staff 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 do the following:

- 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 and/or examination entry.
- 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 understanding the impact your behaviour has on those around us and behaving in a considerate manner.
- 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.