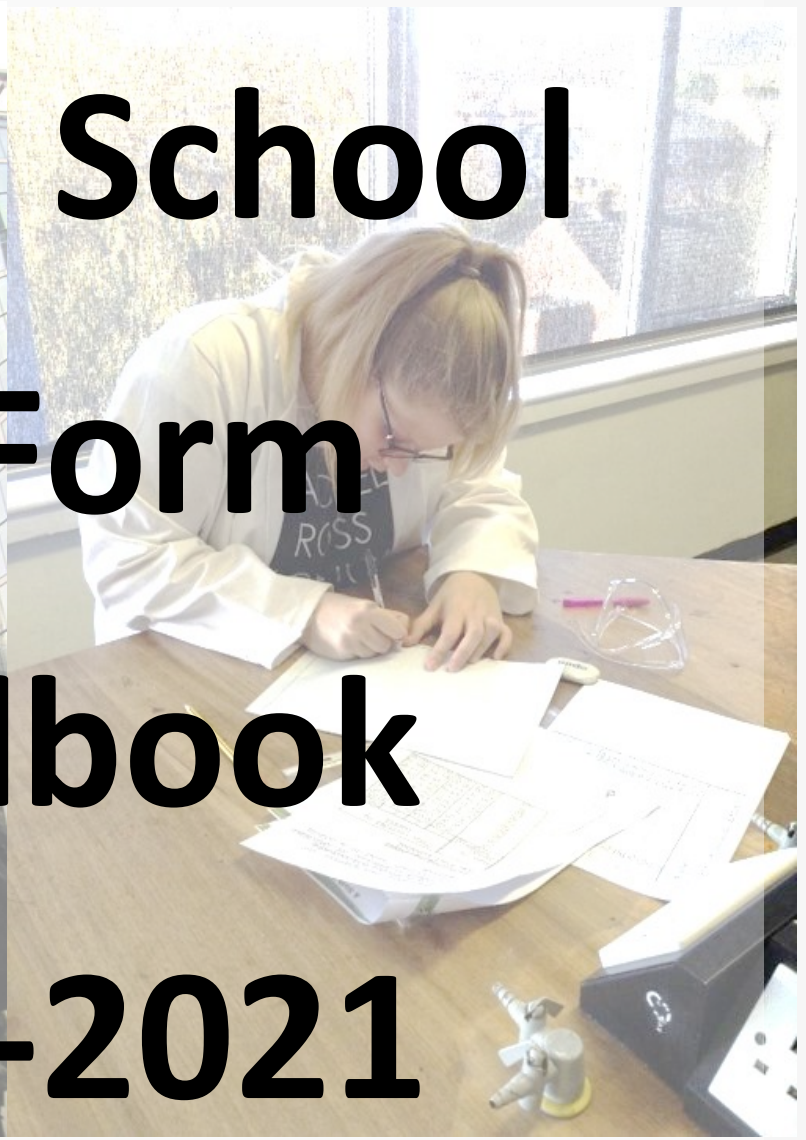




Millom School 6th Form Handbook 2020-2021





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Millom 6th Form College

The 6th Form's primary aim is to foster a supportive environment between school and adult life in which it provides high quality academic and general education programmes of study and strong pastoral support that meet the needs of 16 to 19 year olds living mainly in the Millom area and leads to them acquiring the necessary qualifications, talents and skills vital for success in their adult lives.

Underlying Principles

The 6th Form will support these aims by providing the following "characteristic qualities" of education for all its 16 to 19 year old students:

- ◆ A structure of tutorial and pastoral support for the individual that encourages all students to realise their potential, cope with difficulties, and develop their talents fully.
- ◆ A high quality teaching and learning experience.
- ◆ A broad and balanced educational experience.
- ◆ A lively and stimulating student community with which students can identify and in which they are encouraged to participate.
- ◆ The provision of appropriate high quality accommodation and the maintenance of a well-kept environment specifically designed for 6th form study.
- ◆ High expectations from staff of all students.
- ◆ High expectations from students of all staff.
- ◆ The freedom to pursue educational activities within the School community unhindered by race, religious belief, gender, physical disability or social background.

6th Form Expectations of all students

As well as appreciating your rights and opportunities, it is important that you have a clear understanding of our requirements and expectations, which will enable you to make a success of your time with us. We therefore expect that you will:

- ◆ Accept responsibility for your learning and academic progress with the support of your Personal Tutor and Subject Tutors.
- ◆ Complete all set work to your best ability and by the required date, as well as giving appropriate time to background study, wider research and examination revision.
- ◆ Attend punctually all designated activities and explain any absences.
- ◆ Maintain an acceptable, courteous standard of behaviour at School and while engaged in activities associated with the School.
- ◆ Ensure that your own behaviour and attitude never have a detrimental effect on the academic progress of other students.
- ◆ Follow the School's Equality, Diversity & Opportunity Policy with regard to all students, members of staff and School visitors.
- ◆ Abide by the School policies including those on Health and Safety, Illegal Substances, Smoking and Consumption of Alcohol and never knowingly endanger the health and physical well-being of others.
- ◆ Respect and thus help to maintain the condition of the School buildings, property and general environment and accept your responsibility to help keep the School clean and tidy.
- ◆ Abide by any Code of Conduct issued during a 6th Form trip or visit.
- ◆ Follow any instructions and guidelines issued by the School. Including those within this Student Charter and Handbook and within the Learning Agreement students commit to upon Enrolment (or late Enrolment) in September.



You should accept any appropriate actions taken by the School if the above conditions are not fulfilled. Such action will obviously depend on the nature of the transgression and is likely to involve discussion with your parents/guardians. A severe breach of discipline may result in you being suspended or excluded from 6th Form for a given period or being permanently required to leave the 6th Form. The 6th Form has both a formal and an informal disciplinary procedure. This will be made clear to you if serious concerns arise. You may request a copy from the Office.

Absence

If you know in advance that you will be absent from School, you must notify your Personal Form Tutor. If you are absent without knowing in advance please telephone the School by 9am so that the message can be relayed to your Personal Form Tutor in time for registration. The 6th Form is a full time establishment and you are required to attend every week day for registration, all timetabled lessons including weekly tutorial and to attend exams. Absence must always be explained. Failure to attend without good reason will indicate a lack of commitment to study. Parents will be contacted and continued absenteeism can result in students being asked to leave programmes of study. If you need to leave the premises during your lesson time, you must complete a permission slip obtained at Reception and obtain approval from the Director of Learning. If you have any problems locating a class or tutor group base, please go to the Reception.

Accepted Absences – foreseen in Advance

- ◆ Medical appointment which cannot be arranged outside College hours
- ◆ Occasional care for a person if student has definite caring responsibilities
- ◆ A religious holiday
- ◆ Visit to University to attend an open day/interview; a career related interview or audition
- ◆ Appointment with Careers Advisor (should avoid disruption to studies if possible)
- ◆ Unwaged work experience placement relative to course
- ◆ Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions
- ◆ Attendance at a funeral
- ◆ Severe disruption to transport
- ◆ A driving test
- ◆ A College representatives' meeting
- ◆ Study Leave

Acceptable Unforeseen Absences – If School Notified on the Day

- ◆ An emergency family situation
- ◆ Transport problems with no alternative solution
- ◆ Isolated short periods of genuine sickness [Up to 5 days with details furnished by student or parents, between 3 and 7 days with parental or medical practitioner support].

Absences not Generally Acceptable

- ◆ Holidays
- ◆ Part or Full time work which is not part of the student's programme of study (including staff training sessions)
- ◆ Leisure activities
- ◆ Birthdays or similar celebrations
- ◆ Babysitting younger siblings
- ◆ Driving Lessons



Accident or Serious Illness

If there is an accident or someone is suffering from illness, please call for any member of staff to attend. They will call trained staff or Emergency Services as they feel appropriate. If you are involved in an accident, even if it is relatively small, please fill in an accident report form, available from Reception.

Alcohol and Illegal Substances

Students should not consume, possess or be under the influence of any alcohol on the School site during the School day or when involved in School activities. Where students have clearly consumed alcohol they will be sent home, parents will be informed as a minimum measure and a disciplinary warning will normally be given. If a repeat incident occurs or if there are severe abuses or if there are behavioural difficulties associated with consumption of alcohol, formal disciplinary procedures and permanent exclusion may result. No one is allowed to consume or possess or supply illegal substances on School premises, or at any stage during the School day or during any School organised activity whether on or off site this includes lunchtimes. Any student suspected of possessing or using or dealing in illegal substances will be suspended pending an investigation. Where students have been found to be involved they will be asked to leave the School and where appropriate the police will be informed to fulfil our legal obligations.

Appearance/Dress

Students are expected to wear appropriate, clean clothing which is suitable for the study they are undertaking.

Bicycles

Racks are provided for student bicycles. You are strongly advised to security code and insure your bike before bringing it to School and to lock your bike securely using a D-lock and to remove easily detachable items.

Books and Learning Resources, Information Learning Technology, Personal Accident Insurance

Books are issued on loan to students for use at School. Other specialist resources such as past papers are also issued on loan to students as appropriate. When loaned, these are your responsibility and they must be looked after with care. You will have to pay the replacement cost of any books or learning resources issued to you, which are lost, not adequately secured or excessively worn or damaged. School Information and Learning Technology facilities are made available to all Sixth Form students including workstations, networked software, and Internet and email facilities.

Care of the School and its Environment

We are very keen to maintain the physical environment and pleasant atmosphere of the School for the benefit of all students and staff. A good physical environment promotes a positive approach and supports student development and success. You are asked to help keep the School and its grounds clean and tidy by placing litter in the litterbins provided. Please do not take cups and plates from the Refectories to other parts of the School buildings and please do not eat or drink outside of the refectories or carry hot drinks and food around the School. Please do not chew or deposit chewing gum within School at any time. You are welcome to use your common room at break or lunchtime to consume snacks but please always place rubbish in the bins provided including recycling bins wherever possible.

CCTV

CCTV is installed on the School site in order to safeguard both individuals and property. Images will be viewed by named individuals, who have been trained in their use; images will normally be retained for two weeks only and will not be shared with third parties, unless the School is legally required to share such images.



Examination Entries

It is your responsibility to ensure that you are entered for the correct public examinations and that you check the entries, including appropriate examination access arrangements, entries will be made by teaching departments and the Examinations Officer. The School will pay the entry fees for you to take a public examination provided your attendance and commitment to study have been satisfactory. The School will, normally, only pay the cost of the first subject [or modular] entry. Students or their parents must pay any re-sit entry. If you withdraw from a subject after an entry has been made or fail to complete practical examinations or coursework or do not attend an examination you will be required to pay the full cost of the entry. The 6th Form Coursework Policy is available on request. Students should ensure that they follow all regulations and other guidelines when completing coursework. Students will be made aware of the marks awarded for their coursework and the process for challenging these is outlined in the Coursework Policy.

Holidays in Term Time (Please avoid!)

6th Form programmes of study are demanding and the teaching time available before exam commitments is very short, Students should NOT take holidays or make other non-school arrangements in term time and parents are strongly asked not to organise holidays in term time. If students need 'leave of absence' during term time, parents need to contact the Director of Learning. Term dates are published in the Prospectus and are posted on the School website approximately one year in advance.

Late Procedure

Punctuality at Registration, Tutorial and all timetabled lessons is essential. Lateness must always be explained and if known in advance communicated to the Personal Form Tutor and subject staff. Persistent late arrival at lessons will be discussed with you by your relevant Subject Teacher, Personal Tutor or Director of Learning and where an unsatisfactory pattern exists, disciplinary procedures will be involved and parents will be contacted. If lateness is considered to reflect a lack of commitment it can result in exclusion.

Mobile Phones

We recognise that most students carry a mobile phone. We do, however, expect that phones are switched off during all lessons and we would also point out that under no circumstances should a mobile phone be taken into an examination room. Examination Boards regard mobile phones as unauthorised material and as such a student can be disqualified from some or all of their examinations if they are found to be carrying a phone. We do provide storage for phones during examinations. Students may however, use mobile phones in the 6th Form Common Room.

Part-Time Employment

It may also be helpful for students/parents to be aware of the School's attitude to students taking up part-time employment during term time and working during holiday periods. If students are to make the most of their academic potential it is important that they maintain sufficient time for their studies. The demands of AS, A Level and other courses means that students need to organise their time effectively and ensure that sufficient time is available if work is to be completed to a high quality. In general, the School raises no objection to students working a few part-time hours in evenings or at weekends during term time, provided the number of hours involved is not excessive. Some part-time employment experience can help develop skills and levels of young adult maturity. However, it is important that levels of part-time work are considered carefully and excessive levels are not sustainable during a full time programme of academic study. (The School only provides for full time students).

The maximum number of hours of paid employment a student can realistically undertake while maintaining effective study may vary, since individual students differ in their ability to organise their time and have differing travel, family, social and recreational commitments. However, past experience has certainly shown that where students undertake more than 8-10 hours of part-time employment per week, their work and academic progress do suffer, sometimes very significantly. With the current educational demands and heavy student workload, we feel it is particularly important that students and their parents are aware of the need to keep part-time working commitments to a reasonable level. It is School policy, where students do not have teaching classes during the School timetabled framework, they should undertake academic study either in School and should certainly not be engaged in paid employment Monday to Friday before 3.30pm at the earliest. Training linked to part-time employment must always be organised outside School timetabled time.



Personal Property

The School cannot accept responsibility for the security of personal property brought on to the premises. If students choose to bring items of value to School, they should make their own adequate insurance and security arrangements. Bags, money and valuables should never be left unattended. Students should ask staff to secure those valuable items that they need to bring in if they cannot be kept on their person.

Photographs and Results Data

Students should be aware that, during their participation in 6th Form activities, photographs may be taken and subsequently used online or in published form for various promotional purposes, alongside details of achievements in College. Permission for their use must be agreed by parents or guardians before images or data are used.

Plagiarism and Malpractice

Copying of original sources, text books, web sites, etc. is expressly forbidden by examination boards and therefore by the School. Exam boards take severe action against students identified as involved in plagiarism or any other form of malpractice. Any student found to have plagiarised or copied from another student, or to have supported another student in such activity, will be dealt with by senior staff under the guidance of the School Malpractice Policy. All students should familiarise themselves with the content of the Malpractice policy.

Private Study Time

All students will have some time on their timetable for private study. Study time should take place in the designated study room. Anything else must be approved by DoL or if unavailable Form Tutor. This is because students register for study periods. All medical, dental and other appointments, driving lessons, etc. should be booked outside School hours and must not interfere with lessons, tutorial periods or other School commitments.

Progression from Year 12 to Year 13

Students on A level or vocational programmes will need to satisfy their staff as to their commitment over the first year in order to inform the formal review that will precede continuing individual courses in the second year. The 6th Form is committed to supporting students in following appropriate courses and will facilitate any adjustments needed.

Sickness

You should go to Reception if you are feeling unwell. A member of staff with first aid qualifications will be called to attend to you if necessary. If you need to leave School you will be asked to complete the permitted absence slip. Parents may be contacted depending on the nature of the medical issue.

Smoking

Students are strongly advised not to smoke as it is very harmful to their health. Also, please recognise that there are potential risks to others from the effects of passive smoking. In the interests of hygiene and the health of all, smoking is not permitted on school grounds, in the immediate vicinity of school grounds or on school transport. Rolling or conspicuously carrying unlit cigarettes is not permitted nor is any other materials or equipment lined to smoking.



Your Care

As a School, we aim to be a place where everyone feels welcome, safe and supported throughout their studies. We all have difficulties and face challenges in our lives at times and any one of us may find we need to seek sanctuary. There are a number of ways you can find help. Your first port of call should be your form tutor, but we have a range of places where you can find the help you may need. Please also let us know if your parents need help communicating with school or accessing parents' evenings. We will do the best we can to support them and make them feel comfortable and welcome here.

Personal Tutor

You will be well aware by now that you will be supported by a Personal Form Tutor. You meet with your Personal Tutor each day. If you have any queries or problems about your course or any other aspect of School life the first person to consult is normally your Personal Tutor. She/he will also review your progress regularly with you, based on assessments received from your subject tutors, and will guide you on course choices for Year 2, Higher Education and progression matters. Your Personal Tutor will put you in touch with more specialist advice if it is needed.

Director of Learning

You are also supported by a Director of Learning. You may need to see your Director of Learning about such matters as a change of course, applications for jobs or Higher Education or significant issues. You may be referred to your Director of Learning for advice and guidance by your Personal Tutor. You can make an appointment to see your Senior Tutor via your Personal Tutor or Reception.

If you have a problem relating to a course, remember you can talk to your subject tutor, your Personal Tutor, your Director of Learning or the relevant Head of Department.

Support for Students

Child Benefit

Parents can continue to claim Child Benefit and possibly Child Tax Credit whilst students attend the College. If they have not already done so they can contact HMRC to report that you are continuing your studies by going to:

<https://www.gov.uk/child-benefit>

Child Benefit Helpline 0300 200 3100

8am to 8pm, Monday to Friday, 8am to 4pm Saturday.

Text phone 0300 200 3103

Outside UK +44 2890 538 192

[https://www.gov.uk/government/organisations/hm-revenue-customs/contact/tax-credits-enquiries/](https://www.gov.uk/government/organisations/hm-revenue-customs/contact/tax-credits-enquiries) Tax Credit Helpline
0345 300 3900

8am to 8pm, Monday to Friday. 8am to 4pm Saturday, 9am to 5pm Sunday. Text phone 0345 300 3909 Outside UK +44 161 210 3086

Child Protection and Safeguarding

The School has a duty of care under the Children Acts 1989 and 2004. This duty includes ensuring that students have a safe environment and highlights a need to be aware of any possible 'child abuse'. A child in this context is defined as any young person under the age of nineteen. School also adheres to Government guidance on the Prevent strategy. Prevent is the name of the government's campaign to stop people becoming extremists or terrorists. All educational establishments must promote values which are opposed to extremism. These "fundamental British values" are:

- ◆ Democracy.
- ◆ The rule of law.
- ◆ Individual liberty.
- ◆ Mutual respect for, and tolerance of, those with different faiths and beliefs and for those without faith.



These values are also School values. We promote them in many different ways including our work on equality, diversity and opportunity, Student Voice, a classroom culture of intellectual curiosity, questioning, freedom of expression, tolerance and respect and enrichment activities that promote the development of positive character traits, such as resilience, determination, self-esteem, and confidence. Should you have worries or concerns, please mention these to your Personal Tutor, Director of Learning or designated Safeguarding Lead Mr Eaton.

Complaints Procedure

We hope that you will be happy and successful at the School 6th Form. However, we wish to listen carefully to any criticisms or complaints which you may have about your experience at the School and particularly in relation to the commitments we make in the school prospectus. Initially you should express your dissatisfaction to the member of staff concerned. It may be that the matter can be resolved relatively easily at this stage. If this is not possible, or your dissatisfaction remains, then you should contact your Personal Form Tutor or Director of Learning who can look into the matter on your behalf. Hopefully this informal approach should be sufficient to settle the matter to your satisfaction. If it does not and you wish to take the matter further then the School does have a formal Complaints Procedure. You may like to discuss this course of action with your Personal or Senior Tutor or a member of senior staff. Using the Formal Complaints Procedure is very simple. Write out the details of your complaint, seal it in an envelope and return it by hand or via Reception. This should normally be done within four School working weeks from the date of the incident which gives rise to the complaint. The School will treat your complaint with every seriousness and with due respect for confidentiality. Your complaint will be investigated and considered impartially by a senior member of staff, not directly involved in the issues to which the complaint relates. If the complaint concerns a member of the School staff, it is likely that the member of staff will, in all fairness, need to be informed of this. You will normally receive an initial response within ten working days informing you of how your complaint is to be handled. It is likely that an investigation period will need to be established. Whilst the matter is being considered, we will keep you informed and give an explanation if deadlines cannot be met. If your complaint is not accepted following investigation and consideration, then an Assistant Head Teacher will give you a full explanation as to the reasons why. If you are unhappy with this explanation you can appeal to the Head Teacher, Mr Savidge.

Ensuring that the Millom 6th Form is a fair and safe place

The 6th Form is committed to creating a teaching and learning environment that is free of harassment and which protects the dignity of all students, staff and visitors. We will respect each other and value the differences between us. The School will not necessarily treat everyone the same but instead we will meet people's needs in different ways to ensure fair outcomes for everyone. We all take responsibility for making sure that students, staff and visitors are protected from harm, including bullying and discrimination. Students and staff all contribute to making the School 6th Form an enjoyable, inclusive and personalised learning environment. We will treat students and staff fairly and solely on the basis of their merits, abilities and potential. The School values diversity in respect of race, ethnicity or national origin, gender, religion and belief or none, socio-economic background, gender variance, marital status or family circumstances, political opinions and affiliations, physical attributes or appearance, disability and sexual orientation.

Exam Access Arrangements

Where students have a learning support need or physical disability the School will endeavour to provide them with the resources and support appropriate to their needs. It is helpful if relevant information can be provided at the earliest possible stage to help us meet these needs. The School needs to be informed of any Exam Access Arrangements and be provided with the supporting documentation evidencing this need BEFORE January 31st of the Academic year in which you are taking the examination. Failure to meet this deadline will mean that access arrangements may not be provided.

Financial Support

Before you join and before the start of the second year, we provide details of the transport arrangements available. In terms of financial support, the School is not able to directly subsidise transport, however, there are bursaries available to those on a low income and these can amount to several hundred pounds. Some families have made the decision to use such bursaries to help with transport costs. Arrangements can be made in some exceptional cases to pay for termly passes by instalment. In all cases, it is well worth further discussion with staff here at the School.



Fire and Emergency Procedures

In the event of a fire or any other emergency, an alarm will sound and you should leave the building immediately, quietly and in an organised manner, using the nearest exit. Evacuation practices will take place periodically. Please ensure that you are aware of the school assembly point.

Health and Safety

Health and Safety is very important. Everyone should help to establish and maintain a safe environment, like all users of the School, students are expected to take responsibility for their own safety and the safety of others. You are asked to bring any hazard to the attention of staff. School safety rules and procedures should be observed at all times, including procedures established for specialist activities e.g. Sport, Science, and staff instructions must be followed at all times. You must not wilfully misuse, neglect or interfere with any item provided for safety. If you have an accident or a near miss in School, no matter how trivial and even if it was your fault, please see any member of staff who will help you complete an Accident Form so that the School can monitor accidents and investigate causes. The School Health and Safety policy is available to all members of staff. Students who are not willing to co-operate with Health and Safety requirements established by staff will be immediately excluded from activities.

Healthy School

The School works to make the health and wellbeing of staff and students an integral part of all aspects of life in the School. This means that both staff and students are committed to improving the health and well-being of all who study and work within the School. To this end, improvements in the food options available in the School refectories and provision of water have been made. The provision of many rubbish bins at the entrances to the site and around the school grounds is well established. If you have any concerns or suggestions for further improvements, please direct these to the Student School Council through your tutor group representative.

Prevent

Section 26 of the Counter-Terrorism and Security Act (2015) places a duty on schools and Colleges to have “due regard to the need to prevent people from being drawn into terrorism”, otherwise known as the Prevent duty. Key to this is to ensure that young people become valuable and fully rounded members of society and treat others with respect and tolerance, regardless of background. The School works to ensure that the core British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance are embedded within teaching practice, and in our cross-curricular activities. Staff in School have undertaken training in the Prevent duty and follow statutory guidance as laid down in our Child Protection Policy. As such, they are aware of when it is appropriate to refer concerns about students or colleagues to a Senior Manager, and how to make a referral. Students are made aware of the Prevent duty, and British Values as part of our Tutorial programme, and are also encouraged to raise any concerns they may have with their Personal Tutor or Director of Learning.

Protection from bullying, victimisation and harassment

The School is committed to providing a safe and secure environment for all members of the School. We do not tolerate bullying, victimisation and harassment, including hate speech. Please share any concerns with your Personal Tutor or Director of Learning.

The Internet

The School has a permanent link to the Internet, which may be accessed by all computers connected to the School Network. Students are free to use this facility for research purposes and to support their studies. The facilities are not provided, however, for personal usage including games, social networking and chat lines. All students will also receive an e-mail account to aid them in their studies. All students should be aware that abuse of e-mail or internet systems can lead to School disciplinary action or even criminal prosecution. Students are wholly accountable for their ‘online behaviour’, for example, ‘e-bullying’ and harassment or illegal or immoral behaviour using School systems will be detectable and the School will take strong and appropriate action, which can include withdrawal of facilities, suspension or exclusion. Students are expected to use the School systems for their academic studies only. Students are expected to check their e-mail at least once in the morning and once in the afternoon for messages from their tutors.



Your Course

Courses at Millom 6th Form

A Level students will normally be studying 4 academic courses, alongside registration and tutorial requirements. All students will normally be expected to continue with each of their courses, chosen at Enrolment, for the entire academic year. The School system of Open Evenings, Initial Interviews, Induction Days and Enrolment Interviews should help students enrol for appropriate courses and enable them to complete the full two years. Choices from A level, GCSE re-sits in English and Mathematics and vocational courses allow students to develop a programme of study and timetable which best suits their needs, interests and aspirations. After Enrolment and subject to availability, slight changes to programmes may be considered until the end of September but any change of course must be discussed with academic staff, Personal Tutors and Director of Learning. After this, any change will be strongly discouraged as this may jeopardise a student's 6th Form programme and his/her potential for further progression. Where consideration of a change of course is necessary, students should consult with their Director of Learning. Some adjustments to course choices may be considered for year 2 of A Level study. This is first considered in January, reports referral in June and then finalised in late August.

During Your Course

Throughout your time with us your Personal Form Tutor offers guidance and support and works closely with your Director of Learning. If we feel that we need to consult your parents, we will, wherever appropriate and possible, discuss matters with you first, keep you fully informed and involve you in the interview. We value our contact with parents and we will continue to keep them informed of a student's progress in the 6th Form and to seek their support regardless of the age of the student. Students give permission for the College to share information for reference purposes and with their parents/ guardians when they sign their enrolment forms and their learning agreements. If you feel that you have any difficulties related to studying at the College, you should approach your Personal Tutor, Director of Learning or any other member of staff. There are a number of support opportunities that are available to students including mentoring, one to one support and counselling. Staff will be able to give further advice on the most appropriate support to meet your needs. You meet daily with your Personal Tutor at Registration and also weekly for a Tutorial period where you take part in tutorial activities, review your personal targets and action plans, receive Careers guidance, and complete administration. You are able to evaluate your academic progress through our regular reviews, reports and parents' consultation evenings. If you experience academic difficulties, we discuss these fully with you and set up guidance procedures. You will receive full help and advice on employment/higher education at the appropriate times. If you are applying for HE or employment we provide a full and fair reference when required, acknowledging your positive qualities and achievement.

Extra-Curricular Activities and Additional Study

The more you get involved, the more you will enjoy your time with us and the more skills and abilities you will develop. There are excellent performing arts opportunities at the School. We have music ensembles, and opportunities to be involved in a range of musical performances. Over 70% of our students at Millom 6th Form participate in some form of sport each year, many on a regular basis, and there are excellent opportunities in sport for fun and fitness. The Duke of Edinburgh Awards Scheme, provides students with the opportunity to enjoy the outdoor environment, develop a range of personal and teamworking skills and achieve an approved qualification.

As part of the 6th Form community you will have the opportunity to participate in a range of trips including the annual ski trip, Global challenges to experience different cultures most recently Peru and Cambodia and a variety of subject specific trips and university visits.

There are also opportunities to involve yourself in the Charity Committee or the Social Committee. Many students also take the opportunity to support The Accelerated Reader programme.

You will also receive information about work related opportunities through attendance of employment fairs, visiting speakers and opportunities for involvement in the Dream Placement scheme. In addition all students complete one week of work experience at the end of Year 12.



Teaching and Learning

The School seeks to provide you with the best possible opportunities for learning and for achievement in a young adult context. Teaching in Millom 6th Form requires that you take responsibility for your own learning, if you are to maximise your potential and be prepared for your future. Regular reviews encourage you to consider and comment on your own progress. Staff will consider these responses and discuss with you any issues that arise. The School provides access to a wide range of teaching and learning support facilities including study areas, the Library and IT facilities. A considerable range of computer applications are available on the School network. Students will also be able to enhance existing IT skills. You negotiate a broad, balanced programme of study to suit your needs, abilities and aspirations from a choice of A Levels, GCSE re-sits in English and Mathematics and vocational courses. Classes are taught by well-qualified staff that have a thorough and up-to-date knowledge of their subject and will have high expectations of their students. Teaching staff are punctual at classes, and offer an appropriate, varied and well prepared programme of work. School assignments are returned to you, wherever possible, within ten working days, provided that you meet the deadline for handing them in.

Workload -A Level Student

The following provides general 6th Form guidance regarding expected student use of non-teaching time for academic work i.e. the general level of work that a student or parent can expect to be set and should plan for outside lessons during term-time and outside term-time. The nature and volume of work for each individual are likely to vary according to the needs of the chosen programme of study but students and their parents may find it useful for planning purposes to be aware of the new patterns of study that will be required if students are to maximise their potential. Time management is a very important skill for students to develop if they are to be successful in post-16 study and in higher education and employment. Students should expect to and organise themselves to complete an average of about 3 to 4 hours of work outside timetabled classes per week, per A Level or vocational subject during term-time . This should be an average of approx. 15 to 17 hours per week outside of timetabled lesson time. It is expected and indeed required if students are to achieve results that fulfil their academic potential. In holidays, student workloads will vary. The following paragraphs give some guidance about work set and time that should be allowed to complete it.

Year 1

1st Autumn (October) half-term – Modest amount of work set per subject for the period around the half-term break. Approx. 3 hours per subject.

1st Christmas break – Modest amount of work set per subject for the period around the Christmas break. Approx. 3 hours per subject.

1st Spring (February) half-term –A reasonable amount of work in some subjects for the period around the 5 day half-term break. Approx. 5 hours per subject. Other subjects may have coursework assessments or practical exams in the February to April period and a more substantial amount of work will therefore be necessary.

1st Easter break –The setting of revision work in all subjects can be expected in anticipation of in anticipation of Internal Spring Assessments or public exams.

1st Summer half-term (late May) – Students will need to continue to be heavily involved in independent revision and preparation for examinations and/or Internal Spring Assessments.

Summer break in July/August – Around 10-12 hours work set per A level subject and Applied General subject over the 6 week summer period.

2nd Autumn (October) half-term – Modest amount of work set per subject for the period around the half-term break. Approx. 3 hours per subject.

Christmas Break – setting of revision work in all subjects can be expected in preparation for internal Mock A level.

2nd Spring (February) half-term – Finalisation of coursework/projects/practical assessments in relevant subjects will involve students in a fairly substantial amount of work. A more modest amount of work is likely to be set for other subjects. (Approx. 3 hours per subject).

2nd Easter break – Around 5 hours work set per subject in anticipation of exams and a programme of independent revision/preparation for exams should also be commenced and are well underway.

2nd Summer half-term (May) and study leave period (late May to mid-June) – Major independent revision period for A Level exams and Applied General exams. Most of the period should be devoted to independent revision and preparation, although guidance and direction will be given by subject staff. Some revision classes and workshops will be offered. guidance and direction will be given by subject staff. Some revision classes and workshops will be offered.



Destinations

We are interested to know what our students do after leaving Millom 6th Form, which career path our students choose, whether a course at university or apprenticeship or job etc. Ex-students may receive a telephone call from the School Careers Department in September/October to check details provided on leavers day. The annual awards ceremony is held during the December following completion of courses. This event provides a chance to collect examination certificates.

Leaving Procedure

On the completion of your course, we give clear instructions on the required leaving procedure, including the return of your books, on opportunities for HE guidance and post-examination counselling and on further contact with Millom 6th Form. At the end of your course you will need to complete a Leavers' Form and obtain all the necessary signatures. This process is normally completed on Leavers' Day in early July. If you think you might want to leave during the course of the year, you should discuss this with your Personal Tutor. It is essential that you then see your Director of Learning before making a final decision.

Post Examinations Support

Examination results are normally published in August. At the time of release of results, a team of staff will be available to help you decide the most appropriate steps to take. If you require further Careers/HE advice immediately after your final examination results, you are given an individual interview at Millom School.



Millom 6th Form's Expectations of all Students

As well as appreciating your rights and opportunities, it is important that you have a clear understanding of our requirements and expectations, which will enable you to make a success of your time with us. We therefore expect that you will:

- ◆ Accept responsibility for your learning and academic progress with the support of your Personal Tutor and Subject Tutors.
- ◆ Complete all set work to your best ability and by the required date, as well as giving appropriate time to background study, wider research and examination revision.
- ◆ Attend punctually all designated activities and explain any absences.
- ◆ Maintain an acceptable, courteous standard of behaviour at School and while engaged in activities associated with the 6th Form.
- ◆ Ensure that your own behaviour and attitude never have a detrimental effect on the academic progress of other students.
- ◆ Follow the School Equal Opportunities Policy with regard to all students, members of staff and College visitors.
- ◆ Abide by the College policies including those on Health and Safety, Illegal Substances, Smoking and Consumption of Alcohol and never knowingly endanger the health and physical well-being of others.
- ◆ Respect and thus help to maintain the condition of the School buildings, property and general environment and accept your responsibility to help keep the School clean and tidy.
- ◆ Abide by any Code of Conduct issued during a School trip or visit.
- ◆ Follow any instructions and guidelines issued by the School. Including those within this Student Handbook and within the Learning Agreement students commit to upon Enrolment (or late Enrolment) in September.

You should accept as necessary any appropriate actions taken by the School if the above conditions are not fulfilled. Such action will obviously depend on the nature of the transgression and is likely to involve discussion with your parents/guardians. A severe breach of discipline may result in you being suspended or excluded from School for a given period or being permanently required to leave the College. The College has both a formal and an informal disciplinary procedure. This will be made clear to you if serious concerns arise. You may request a copy from the Reception.

Coronavirus (COVID 19)

As the guidance issued by the Government is constantly being updated in relation to the Coronavirus situation, it may be necessary to amend documentation during the academic year to reflect changes which impact on the School.