



Millom Sixth Form

# Sixth Form Handbook

2025-26



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# Introduction

## Welcome

The Sixth Form's primary aim is to foster a supportive environment between school and adult life. Providing high quality academic and general education programmes of study and strong pastoral support, that meet the needs of 16 to 19 year olds; leading to them acquiring the necessary qualifications, talents and skills vital for success in their adult lives.

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.

*Empathy, Empowerment,  
Excellence and Equality*



# Expectations

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 (including E-Cigarettes and vapes) 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 Admin Office.

# Attendance



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We expect full attendance and punctuality.

Attendance is monitored on a daily basis by the Director of Learning and Standards KS5, Personal Form Tutor and the schools' attendance officer. All absences MUST be reported by either calling or emailing school.

Email: [genenquiries@millom.cumbria.sch.uk](mailto:genenquiries@millom.cumbria.sch.uk)

Telephone: 01229772300

Students are expected to:

- Maintain high levels of attendance (95% or higher).
- Attend study periods in the sixth form study room.
- Be punctual to lessons and study periods.
- Attend at least one tutor period a day.
- Follow the schools procedure for reporting absence
- Discuss with staff about catching up on any missed work.

Student who do not meet the expectations will be placed on a attendance monitoring report, which could result in students being asked to leave Sixth Form

## Absence

If you know in advance that you will be absent from School, you must notify the DOLS KS5 or your Personal Form Tutor using a permission slip. The same slip must be completed, if you need to leave sixth form during lesson time.

If you are absent without knowing in advance please telephone the School by 8:40am so that the message can be relayed to your Personal Form Tutor in time for registration.

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.

## Accepted Absences

- ☐ Medical appointment which cannot be arranged outside sixth form 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
- ☐ Unwaged work experience placement relative to course
- ☐ Occasional extra-curricular activity
- ☐ Transport issues
- ☐ Attendance at a funeral
- ☐ A driving test
- ☐ Any emergency family situation
- ☐ Isolated, short term illness

## Unaccepted Absences

- ☐ Holidays
- ☐ Part or Full time work which is not part of the student's programme of study
- ☐ Leisure activities
- ☐ Birthdays or similar celebrations
- ☐ Babysitting younger siblings

## Late

Punctuality is essential and lateness must always be explained and if known in advance communicated with staff. Persistent late arrival at lessons will be discussed with you.

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



# Code of Conduct

## Dress Code & Appearance

Sixth Form students at Millom are role models for younger students, whom they will come in to contact with throughout the school day. We allow Sixth Formers to express themselves as individuals, this emphasises the need for suitable attire:

- No revealing tops (for example low cut or showing bare midriff)
  - Shorts and skirts should be mid-thigh length at the shortest
  - No extreme visual piercings or tattoos
  - No offensive slogans
  - No very torn/ripped jeans
  - No outdoor coats or hats to be worn in lessons
  - Sensible footwear
- In interpreting these guidelines

Sixth Form students should ensure their overall appearance is in keeping with the environment of a school which holds high standards of all students. The decision as to whether clothing is deemed appropriate will rest with senior staff in the school and students who are inappropriately dressed may be asked to go home and change.

## Alcohol & Illegal Substances

Students should not consume, possess or be under the influence of any alcohol or illegal substances 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. 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

## School Environment

You are asked to keep the school and its grounds clean and tidy, using the bins provided. Respect the common room, it is your space; if it's not kept in a clean and tidy manner it will not be cleaned by the school cleaners and site staff.

## Smoking

Students are strongly advised not to smoke as it is very harmful to their health. In the interests of hygiene and the health of all, smoking (including –cigarettes and vaping) 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.

## 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 Sixth Form Common Room.



# Study @ Millom

## Study Programme

At Millom Sixth Form both academic and vocational qualifications are offered; studying between 16-19 lessons per week. You will study three qualifications and in exceptional circumstances, there is the option to study four subjects. alongside your subjects, you will study EPQ and Personal Development, alongside Enrichment.

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 your programme and the 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.

## Teaching & Learning

The School seeks to provide you with the best possible opportunities for learning and for achievement in a young adult context. You are required to 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 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.

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

The nature and volume of work for each individual is likely to vary according to the needs of the chosen programme of study. Students need to be aware that new patterns of study 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 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.

## Progression

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. Centre assessments during year 12, along with discussions with staff will also inform this process.



# Enrichment

## Enrichment

Students in year 12 will participate in the enrichment programme for the whole year.

Students will be able to choose, which activities they would like for each block.

This is a fantastic way to have more things to talk about in post 18 applications.

## Leadership

Students in years 12 and 13, have the opportunity to run for Senior Student. More information on this role is available on the schools' website. It is a another fantastic opportunity to strength applications and develop key employability skills.

## Charity

Senior students and student leaders in school organise the different charity events that take place. Sixth Form students, are actively involved in both the planning and delivery process to help raise money for a range of charities.

## Dream Placement

Students in year 12 are offered the chance to apply for Dream Placement. The Centre for Leadership Performance work with students for 4 weeks before applications are due, to increase the chances of success.

Participation in the different enrichment and extra curricular activities on offer at Millom Sixth Form is dependent on attendance, progress and behaviour.

## Reading Mentors

All year 12 students are a reading mentor for a pupil in Key Stage 3. During the week, during afternoon registration, students will meet with their pupils to read and work through the comprehension activities.

Training for this will be given at the start of the year.

## Work Experience

There is an allocated work experience week in July for year 12 students. Students are however, encouraged to be actively seeking opportunities for work experience year round.

Speaker for Schools' is also available as a virtual WEX option.

## DofE

The Duke of Edinburgh Award is available through enrichment, for students in years 12.

Students are able to complete their Bronze or Silver award.

## School Trips

Sixth Form students have access to a range of trips including the ski trip and the Iceland trip.

There is a Sixth Form trip to London in July, alongside many visits to universities and careers fairs.



# Exams

## Exam 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 Sixth 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.

## Plagiarism & 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.

## Exam Access Arrangements

Where students have a learning support need or physical disability the School will endeavor 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.

## Post Examination 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.



# Support

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. Students give permission 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, 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.

## 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 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.

## Financial Support

Travel arrangements can be found on the schools' website and applications are made directly to County.

Bursaries are available to those on a low income. You must apply for the bursary using the form, available on the schools' website. The bursary is paid termly, subject to attendance at Sixth Form.

## 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/>

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

## Safeguarding

### Child Protection

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.

## 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.



# Policies

## Health & 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 or 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

## 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.

## 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.

## Complaints Procedure

We hope that you will be happy and successful at the School Sixth Form. 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

# Acceptance Form

Please sign this document electronically using the link below.

<https://forms.office.com/e/psGkJvRMUUb>

**Name:**

Please sign each section to indicate your consent/confirmation.

**Expectations:**

I confirm that I have read, understand and agree to the expectations of Sixth Form students on page 2

Signed:

**Code of Conduct:**

I confirm that I have read, understand and agree to the mobile phone statement on page 4.

Signed:

**Internet**

I confirm that I have read, understand and agree to the internet statement on page 10

Signed:

**Progression:**

I confirm that I have read, understand and agree to the progression to year 13 statement on page 5

Signed:

**Attendance & Absence:**

I confirm that I have read, understand and agree to the expectations around attendance on page 3

Signed:

