

Madeley Academy



Handbook for Sixth Form Students

Autumn Term 2017

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Madeley Academy



1. Introduction & Foreword

Congratulations on choosing Madeley Academy for your continued education.

At Madeley Academy we pride ourselves in delivering a top class education aimed at empowering young adults with the skills and knowledge needed for higher education or future careers.

To ensure students have the best opportunities and achieve the best outcomes, the Academy has implemented a set of guidelines which we expect our students to follow.

This Handbook will provide useful information for reference during your time at Madeley Academy.

Parental Information System

We have launched our new online system for communicating Parental Information to you. It is important that you register on the Student and Parent Information Page as soon as possible. Please then make sure you use this information page to update any changes to your address, phone number etc as and when they occur so that we can ensure swift contact with you when necessary.

Request of Parents/Carers

There is an open invitation for parents/carers to contact the Academy if you feel we can improve on any of the issues raised. A number of improvements have been made following recommendations from parents/carers, so please do not hesitate to make a contribution.

If there is anything in this Handbook you do not agree with, then please contact the Headteacher directly to discuss the matter, so that we can quickly resolve any issues in the interest of your child's education.

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2. The Academy Day

Please note the session timings:

		Time	Duration
Session 1a	Including Breakfast (20 mins)	8.30 – 11.40am	1hr 25 mins
Session 1b			1hr 25 mins
Personal Tutorial		11.40 – 11.55pm	15 mins
Session 2a	Including Lunch (30mins)	11.55 – 3.15pm	1hr 25 mins
Session 2b			1hr 25 mins
Session 3	Monday - Thursday	3.30 – 5.15pm approx	1hr 45 mins

Wednesday Afternoons

Wednesday afternoon has been set aside for Sixth Form sport activities and student coursework catch-up. Students (who have completed all coursework up-to-date and are not undertaken a sporting activity) can sign out. Please note, there are some timetabled lessons on Wednesday afternoon – this will be evident on the students' timetables

Attendance

Good attendance is vital if students are to make the most of their education and obtain employment. 100% attendance should be the target for all students, and we do not expect absence unless there is a very good reason.

If you feel that your child is unable to attend for any reason, it is important that the Academy is informed as early as possible using the Attendance Line: **(01952) 527715**. This will enable the absence to be recorded accurately and allows the Academy to prioritise absence checks.

In the event of persistent unauthorised absence our Education Welfare process becomes involved with the family to help improve attendance. There is a possibility, however, of legal action if the attendance issue is not resolved.

The Academy will not agree to absence for holiday purposes. Whenever possible all dentist's or doctor's appointments should be made outside school hours.

Parents/carers are expected to do all in their power to ensure that their child has full attendance.

Punctuality

Students should be in the Academy at 8.20am and in class for an 8.30am start each morning. This is seen as an essential work habit, and action will be taken against repeat offenders. Lateness affects a student's learning and can interrupt lessons. This will be dealt through a range of channels including the Personal Tutor and also by Mrs Fairless, the Sixth Form Manager.

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3. Organisation and Routines

Arrival in the Morning

The Academy is open for students from 7.30am. The Independent Learning Centre (in the Vocational Training Centre - VTC) will be available to Sixth Form students who wish to make use of the facilities.

At 8.00am the Restaurant will be open for students to have a hot drink.

All students are expected to arrive by 8.20am for a swift start to lessons at 8.30am. **Students who arrive at the gate later than 8.25am will be late and marked accordingly on the Register.** Late arrival disrupts the start to lessons. If lateness continues or is persistent, it may lead to action being taken by the Academy according to the Sixth Form Code of Conduct.

Cloakrooms

Sixth Form students have access to their own cloakroom, where outside coats and bags are to be deposited. Bags and coats are not allowed in classrooms, the ILC or the Restaurant. The cloakrooms will be supervised by CCTV.

Lesson Length

Lessons are 2 hrs 50 mins in duration, which will prepare students for the rigours of work and university study. The benefits are substantial:

- More time for practical lessons to complete worthwhile work
- Easier for students to understand work because they are not constantly changing
- Less movement around the building and a more orderly environment
- Time for visits and visiting speakers
- A decent period of time to allow students to undertake training programmes

Each lesson is broken by either Breakfast or Lunch to give students a break from learning. Educational research proves that longer periods of uninterrupted time allow students to learn more effectively.

Lunchtime

Lunchtimes will be organised around the students' lessons and vary from day-to-day. This will mean that all students have to stay on the site. The benefits of this are that we can keep interruptions to learning to a minimum, and ensure students have a relaxed break, are safe, well cared for and receive a first class education.

Drop-Off and Pick-Up

The Planning Authority would not allow parents/carers on site to drop-off or pick-up children because of the effects tailbacks would have on traffic flow. We are in full agreement with this, as we take very seriously our responsibility for the safety of the students. We would want to encourage more students to make their own way to the Academy - preferably by walking or using a bike where they can. The Local Authority is reviewing the local footpaths to see where improvements might be needed.

There is no specific provision on the highway for drop-off and pick-up. We must therefore encourage you to exercise care and consideration for other road users, our neighbours on Woodside and the Madeley Court Hotel. Please be very mindful of the children's safety if you are a car user.

Students cycling to the Academy must dismount at the gate and wheel their bikes to the secured bike shelters – a security lock will be needed. Anyone using the Shuttle Bus service will be dropped off and picked up on the site daily.

On Site Parking

Staff, visitors and Sixth Form students are permitted to park on site. Should all spaces be taken on the Academy site, in the interests of safety, respect for local residents and other road users, students are asked **not** to park their vehicles in the vicinity of the Academy.

Sixth Formers are permitted to park on site at the discretion of the Headteacher and once relevant paperwork is completed. Please see Mrs Fairless.

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4. Term Dates 2017-18

Autumn Term 2017

Tuesday 5 September to Friday 15 December 2017

Year 13 students start on Wednesday 6 September 2017 at 8.20am

Year 12 students start on Thursday 7 September 2017 at 8.20am

Half Term: Monday 23 October - Friday 27 October 2017

Professional Development Days: Monday 4 September 2017
Monday 9 October 2017
Friday 1 December 2017

Spring Term 2018

Tuesday 2 January to Thursday 29 March 2018

Half Term: Monday 19 February - Friday 23 February 2018

Easter Holidays: Monday 2 April – Friday 13 April 2018

Professional Development Day: Friday 26 January 2018
Monday 5 March 2018

Summer Term 2018

Monday 16 April to Tuesday 24 July 2018

May Day Bank Holiday: Monday 7 May 2018

Half Term: Monday 28 May - Friday 1 June 2018

5. Attendance

Good attendance is vital if students are to make the most of their education and obtain employment. 100% attendance should be the target for all students, and we do not expect absence unless there is a very good reason.

If you feel that your child is unable to attend for any reason, it is important that the Academy is informed as early as possible (Sixth Form ILC Manager – Roberta Fairless rfairless@madeleyacademy.com). This will enable the absence to be recorded accurately.

In the event of persistent unauthorised absence the Academy may take action according to the Sixth Form Code of Conduct.

The Academy will not agree to absence for holiday purposes. Whenever possible all dentist or doctor's appointments should be made outside school hours.

Parents/carers are expected to do all in their power to ensure that their child has full attendance.

Driving Lessons

The Academy is aware that Sixth Form students will be at an age where they will be undertaking driving lessons. All driving lessons should be undertaken outside normal teaching hours.

Any driving examinations should be arranged for outside normal teaching hours, although consideration will be made where suitable arrangements cannot be made.

6. Sixth Form Code of Conduct

The Academy will adhere to the following expectations and guidelines with regard to the performance and conduct of students.

Work Related Issues

When a course teacher judges that work is inadequate or of an unacceptable standard they will consult their subject line manager for a second opinion. If the line manager agrees with the judgement, it will be communicated to the Head of Sixth Form.

The Head of Sixth Form will assess work in all subjects before contacting parents to alert them to any shortcomings and what needs to be done to rectify the situation, which might include changing or reducing the courses of study.

The subject teacher will decide who is entered for external examinations and when coursework can be presented for external assessment.

Students in Year 12 must matriculate in order to progress to A2 study in Year 13. If a student fails to pass the first year or returns very poor results, the Head of Sixth Form (in consultation with the subject staff) will consider the best options for the student and inform parents.

When there has been a failure to complete the necessary work and/or reach the required standards, the Head of Sixth Form will present the case to the Headteacher or First Deputy for a decision to be made.

If the situation is considered to be irretrievable this will result in the place at the Academy being withdrawn.

Conduct Issues

In the event of subject staff reporting poor behaviour eg lack of co-operation, poor attitude, disruption to learning, unacceptable absence etc, the Head of Sixth Form **will withdraw the place if it is deemed necessary.**

The student will have a right of appeal to the Headteacher. This would take the form of a meeting where the Head will listen to representations from the student (or parents if the student wishes). The Head's decision will be final.

Support Provided by the Academy

The Academy takes its responsibility for the welfare of all students seriously, and will endeavour to avoid withdrawing a place where it is possible. In the rare event this might occur, the Academy will provide:

- Advice and careers guidance
- All work and assessments
- Any references required concentrating on the positives

7. Academy Environment

Smoking

The Academy site is a No Smoking site.

Smoking on the Academy site (including e-cigarettes) will not be tolerated and will result in action being taken in accordance with the Sixth Form Code of Conduct.

Drugs

Parents/carers, students, Governors and staff are united in adopting a zero tolerance to the possession or use of drugs on the Academy site. This ensures that the children will be kept safe and healthy whilst at the Academy.

Drugs on the Academy site will not be tolerated and will result in action being taken in accordance with the Sixth Form Code of Conduct.

Chewing Gum

Chewing gum is totally banned on the Academy site. It can be responsible for damage to furniture, carpets and external areas. Bins for chewing gum are positioned by the entrance gates. Any person coming onto the Academy site is expected to remove chewing gum.

Mobile phones

Mobile phones will be confiscated if they disturb lessons, and on the first occasion returned to the student at the end of the day. If a mobile phone continues to create a nuisance it will be confiscated and held until a parent/carer collects it.

8. Independent Learning

There will be occasions for all students when they are not timetabled for a lesson. For these non-timetabled sessions, students will report to the Independent Learning Centre in the VTC, where they will be expected to complete independent work supported by the ILC Manager.

This time is regarded as lesson time, and it will call for a high level of maturity to work independently without disturbing other students, thus preparing students for adult working environments and university life.

*Please note, students are expected to be on site for the whole school week apart from Wednesday afternoons if they do not have a lesson.

Session 3 Programme

A programme of personalised learning support and sporting activities will be available to students during Session 3.

Assessment & Reporting

During the year, students will receive termly Progress Checks. These will highlight progress made and results in subjects. They will also raise any concerns teachers may have with a student's application in lessons.

Any negative comments will be identified by the Head of Sixth Form and actions put in place to improve performance.

Students should be aware of the performance expectations stated in the Sixth Form Code of Conduct.

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9. Sixth Form Courses



At Madeley Academy, all Sixth Formers take 4 courses in Year 12 and will then have the opportunity to drop one course as they move into Year 13. All students are required to complete a 3.5 A Level equivalent programme as a minimum and, for many students, this combines A Levels with BTEC Level 3 courses.

A Level Courses

All students will sit the AS exams at the end of Year 12 and this will act as a bench mark for progress and university applications. Since 2015, the AS qualification has been decoupled from the A Level course and any grades achieved for the AS qualification are not transferable to the full A Level qualification. So, should students continue onto the full A Level course, the marks achieved at AS do not carry forward. Assessment of the full A Level course takes place at the end of Year 13 and is usually in the form of 3 external exams. The full A Level grade is determined only by the examinations sat at the end of Year 13.

BTEC Level 3 Courses

BTEC Level 3 courses all now contain rigorous external assessment such as controlled assessment and exams. The courses are predominantly internally assessed project work and there are strict national guidelines in terms of deadlines and the amount of feedback that staff are able to give to students. All deadlines are published one year in advance and staff are required by the External Awarding Body, to stick to this Assessment Plan. There are also strict guidelines regarding plagiarism, and all students will be made aware of this during the induction period for their course. Time management, personal organisation and independent working are key skills required for successful study on a BTEC Level 3 course.

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10. Academy Dress Code & Rules

At Madeley Academy we believe that smartly dressed students create a positive image of themselves and of the Academy. This in turn can help students obtain employment or a place in further education or training.

Students should be dressed ready for an interview. Common sense has to prevail. Young ladies are asked to dress modestly, taking account of skirt length and neck line.

Sixth Form Dress Code

Business Dress

Jackets for boys and girls

Shirt and tie for boys

No jeans or trainers

No leggings for girls

More detail is on the website under ***Sixth Form Uniform***

Sixth Form PE Kit (Unisex)

Madeley Academy Sixth Form black and purple polo shirt

Madeley Academy Sixth Form black shorts

Madeley Academy Sixth Form black tracksuit bottoms

Black football socks

Madeley Academy Sixth Form black smock (optional)

Madeley Academy black base layer top (optional)

Sixth Form Performing Arts Kit

Boys' Performing Arts Kit

Performing Arts sweatshirt

Plain black crew neck t-shirt

Plain black jogging bottoms in fleece material

Plain black pumps

Plain black leather jazz shoes – *Recommended but not compulsory for the course*

Girls' Performing Arts Kit

Performing Arts sweatshirt

Long length plain black t-shirt

Fitted Jazz Trousers

Plain black pumps

Plain black leather jazz shoes – *Recommended but not compulsory for the course*

Ordering your kit:

We aim to keep the Performing Arts uniform, and therefore cost, to a minimum. With this in mind, the kit list has been designed to suit both Drama and Dance classes and to ensure that all students are safe and comfortable in practical lessons and well presented at all times whilst at the Academy.

The Performing Arts sweatshirt is only available for purchase through the Academy.

Please ring and speak to Mrs Eastment if you have any questions.

General

- School shoes are to be worn at all times – trainers are not allowed
- Outdoor coats can be worn over a jacket – but not without the jacket
- Coats and other outdoor clothing may not be worn in classrooms or whilst eating in the Restaurant
- Caps or hats cannot be worn on the Academy site
- Hooded tops are not allowed and cannot be worn on the Academy site
- Hair colour and style must be appropriate for the Academy and not be extreme eg Mohican style, hair sculpting or bright colours
- Appropriate aprons must be worn for practical subjects such as Design & Technology, Art and Hospitality & Catering
- Students will be issued with a name badge that they must wear and keep safe
- Energy drinks are not to be consumed on the Academy site

Jewellery

Due to Health & Safety regulations the Academy must insist upon students following the rules, which are:

- Boys and girls are allowed to wear ear studs – no earrings
- Nose studs and other body piercings such as tongue studs are not allowed - if parents/carers agree to their child having a body piercing, then this should be **planned during a holiday** to avoid the need to wear a body piercing at the Academy, which would result in the child being sent home if it is not removed
- One ring of sentimental value is permitted
- A watch may be worn

Students may wear jewellery that conforms as long as it does not constitute as a hazard. It should also be noted that for some activities students may be requested to remove jewellery for safety reasons.

11. Privacy Notice

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or Department for Education (DfE).

We use this personal data to:

- support students' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the Academy as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as ethnic group, special educational needs and any relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

Once our students reach the age of 13, we are required by law to pass on certain information to providers of youth support services in the area who have responsibilities in relation to the education and training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to youth support services by informing **Reception**. The right is transferred to the child once he/she reaches the age of 16.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so.

If you want to receive a copy of the information about your son/daughter that we hold, please contact the Academy in writing.

We are required, by law, to pass some information about our students to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

DfE may also share student personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the Local Authority and/or DfE collect and use your information, please visit:

- our local authority at;
http://www.telford.gov.uk/info/20117/data_protection_and_freedom_of_information ;
or
- the DfE website at;
<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>