

Welcome from the Sixth Form Learning Manager

Dear Parent

On behalf of the sixth form, I would like to extend a welcome to you as a year 13 parent. We have high expectations of our students in the sixth form and, in return, we promise them a high quality of education enabling them to achieve their full potential in order to compete in an increasingly competitive world. This handbook provides you with details of the expectations we have of our students as they progress through their sixth form studies.

In this booklet you will find comprehensive information relevant to the requirements and expectations of a year 13 student. As students move in to the second year at the sixth form at the Earl Mortimer College and Sixth Form Centre we encourage our students to maintain responsibility for their learning and help them to develop into independent learners.

We provide students with excellent information, advice and guidance, day-to-day pastoral care and support to ensure that every student reaches their full potential. We value the contribution that our sixth form students bring to our College community and it is important to us that our students enjoy their learning and are successful in their studies.

We have a strong team of staff in the sixth form working closely together to support the students through this important time in their education. I hope you find this booklet helpful and I look forward to meeting you as the year progresses.

Yours sincerely

Mr N Maddock
**Assistant Principal &
Sixth Form Learning Manager**

KEY STAFF IN THE SIXTH FORM AND CONTACT DETAILS

Sixth Form Management Team		
Mr N Maddock	Assistant Principal Sixth Form Learning Manager	nmaddock@emc.hereford.sch.uk
Mr A Kirk	Deputy Learning Manager	akirk@emc.hereford.sch.uk
Mr P South Miss C Morris	Pastoral Tutors	psouth@emc.hereford.sch.uk cmorris@emc.hereford.sch.uk
Miss M Phillips	Administration Assistant	mphilips@emc.hereford.sch.uk

Mrs J Hattingh	EMA Coordinator	jhattingh@.emc.hereford.sch.uk
Mr W Read	Exams Officer	wread@emc.hereford.sch.uk
Mr R LeTarouilly	Careers Advice	rletarouilly@herefordshire.gov.uk
Mrs C Taylor	College reception	ctaylor@emc.hereford.sch.uk

College Telephone no: 01568 613221 or email admin@emc.hereford.sch.uk

Subject Contacts		
Mr I Urry	English	iurry@emc.hereford.sch.uk
Mrs S Hunt	Mathematics	shunt@emc.hereford.sch.uk
Mr G Morgan	Science & Forensic Studies	gmorgan@emc.hereford.sch.uk
Mrs M Palmer	Design & Technology	mpalmer@emc.hereford.sch.uk
Mr G Morris	Physical Education	gmorris@emc.hereford.sch.uk
Mr J Stevens	ICT	jstevens@emc.hereford.sch.uk
Mr A John	Modern Foreign Languages	ajohn@emc.hereford.sch.uk
Mr V Webb	History	vwebb@emc.hereford.sch.uk
Mr J Wharam	Geography	jwharam@emc.hereford.sch.uk
Mr K Higley	Business Studies	khigley@emc.hereford.sch.uk
Mr M Hunt	Psychology	mhunt@emc.hereford.sch.uk

Coursework Deadlines

Coursework deadlines cannot be extended, therefore it is important that students keep up to date with their work throughout the year and must **meet all deadlines** efficiently. Interim deadlines are set in all subjects to enable teaching staff to support students with their work and provide appropriate advice for improvements. In the sixth form students are encouraged to take responsibility for their own learning and are guided in their development towards independent learning. However, should problems arise students will be supported to ensure that they get back on track as quickly as possible so they are able to make good progress consistently over the two years. Support may include allocated private study sessions or staying after school to complete necessary work.

Careers Education

Students have the opportunity of an interview with a specialist Careers Adviser in Year 12. Additional interviews can be arranged in Year 12 and after the publication of examination results. In addition, guidance is given during tutor time, particularly with reference to applications to Higher Education/Further Education /Employment.

Homework & Extension Work

Completing homework on a regular basis is an important aspect of a students' academic development. Homework encourages students to consolidate and extend their learning, following each lesson, and become more independent learners. This is a vital skill that needs to be developed if they are to be successful in their A level and future studies. In an average week students should be completing six hours of homework for each subject they are studying at advanced level. They should therefore use their private study time wisely in order to sensibly manage their workload. It is expected that students should be completing up to an hour per subject per night.

Parental Consultation Evenings

There will be two Parental Consultation Evenings for Year12 & 13 to discuss your child's progress in his/her studies with their subject teachers. Appointments can, however be arranged with the Sixth Form Learning Manager at any time by contacting the College direct.

Examinations

A level students sit examinations in Year 13 with opportunities available for them in January and in May/June dependant on each subject's requirements/policy. Exam timetables will be published to all students and placed on the Sixth Form Section of the College website for reference. Vocational subjects will indicate deadlines for submission of coursework assignments and portfolios through subject related correspondences.

Results

Students are notified of the dates on which results are published and the College is open between 10.00a.m. and 1p.m. on these days. Results can be collected in person or a stamped addressed envelope can be left with the exams officer for posting. Results are **not** given over the telephone.

The Head of Sixth Form is available for consultations immediately after this and can arrange for interviews with Careers Advisers where appropriate. We offer excellent support for both students and parents at this stage and wherever a change of plan is desirable – because results were either better or worse than expected – we can advise on the alternatives available.

Attendance

Student absence can affect quite dramatically the nature of a lesson – often to the detriment of other students. Student absence for more than occasional illness will **always** affect achievement and will also affect Education Maintenance Allowance payments. Students who need to miss a lesson must see the relevant teacher **before the lesson** and note details of classwork and homework to be set. (This applies even when the absence is at the request of another teacher, e.g. visit or course). All our courses are full time and require full attendance. Absences will only be authorised if the Form Tutor receives a signed note from a parent/guardian. Please refer to the Sixth Form attendance Policy for further reference on the College website.

Teacher Absence

In the event of a teacher being absent, students **should report to their usual teaching room** where they will be given instructions as to work set etc.

Punctuality and Registration

Registration takes place in the lessons and in the tutorial period which follows lunch. Punctuality are given a high priority and noted in references and student reports

Educational Maintenance Allowance (EMA)

Students can apply for EMA if their parents earn below a set sum per year (£30,000). It isn't affected by any money you earn from part time work, and won't make any difference to any benefits your parents get. EMA comes in weekly payments of £10, £20 or £30 which goes directly into your bank.

Payment of EMA is dependant on good attendance and progress. On top of your weekly amount you also receive bonuses – but only if you meet your targets set by your teacher. More information can be found on EMA at: www.ema.direct.gov.uk or ring the helpline on 0800 1218989

Dress code

Students are permitted to wear clothes of their own choice but should understand that this is a privilege granted by the College to encourage independence but also to enable students to develop an understanding of what constitutes appropriate choice.

Emergency contacts

There may be times we need to contact parents/guardians as a matter of urgency. It is therefore really important that the College system is up to date with relevant contact details. Should there be a change of contact details both at home, mobile contact or work over the next two years, please ensure a letter confirming new details is sent into school so we can keep the College system up to date at all times.

Holidays

Taking a holiday during term time is detrimental to students' education and academic progress. Holidays during term time are not advised and only in exceptional cases will these be authorised. Should parent(s)/guardian(s) decide to take a student on holiday in school time they may apply to the school for a leave of absence for up to 10 days in the school year. Agreement to each request is at the discretion of the Principal acting on behalf of the Governing Body.

Part time work

Students can undermine their chances of success if they take part time jobs during their studies. We strongly recommend that this be kept to a minimum as the negative effects on achievement cannot be overstated. Latest research suggests that 9 hours of part time work will affect results by one grade.

Student Progress & Support

Sixth Form Student Progress Check is a procedure that ensures staff are given an opportunity to submit a brief report about those students they view as a cause for concern (including issues relating to attendance, punctuality, quality of work, and behaviour in lessons) as well as giving teachers the opportunity to recognise and praise the good work of student where appropriate, in addition to academic reporting. These are carried out during:

- * Second/third week in October
- * First/second week in February.

Private Study & Free Time

Students will identify **two** free periods per week to which they can relax, read, chat and play pool in the sixth form common room. The remainder of their non timetable periods will be allocated to **private study** which takes place in either the sixth form study rooms or the College learning resource centre.

Enrichment

The Enrichment programme will add breadth to a student's programme of study and will also provide students with the opportunity to give something back to the College and Local Community. The following are available: GCSE resits (English, Maths), Community Sports Leadership Award, Community Service in and out of College, Work Placements, Teacher Assistants, Sport, Young Enterprise and the Duke of Edinburgh Award as well as other activities and opportunities. *Students will be expected to sign up for one of the activities on offer via the appropriate enrichment form.*

The Sixth Form Learning Agreement

The student Learning Agreement is intended to give students a clear understanding of what they can expect from the Sixth Form and what will be expected of them in return. The agreement requires signatures from the student, Parent/Guardian and the Sixth Form Learning Manager at the start of Year 13.

Leadership & Volunteering Agreement

To further enhance our student's skills, attributes and qualities they will be expected to organise and attend a 1 hour a week leadership volunteering

experience of their choice every term eg learning mentor, teacher assistant, sports leader etc. This can be organised either in or out of college to which a Leadership and Volunteering Agreement will be signed and a log book provided. This is an excellent opportunity to enhance and our students CV and Record of Achievement for future employment and University applications. *Students will be expected to sign up for one of the activities on offer via the appropriate Leadership and Volunteering Agreement form.*

Term dates & Timings of the new day

AUTUMN TERM 2010	
Term starts	Wednesday 8 th September, Yr13 Enrolment (1-4pm) Friday 10 th September P1 Induction, P2 lessons start
Half term	Monday 25 th – Friday 29 th October
Term ends	Friday 17 th December

SPRING TERM 2011	
Term starts	Wednesday 5 th January
Half term	Monday 21 st Friday 25 th February
Term ends	Thursday 14 th April

SUMMER TERM 2011	
Term starts	Wednesday 4 th May
Half term	Monday 30 th May – Friday 3 rd June
Term ends	Friday 22 nd July

Timings for the New College Day

8.20am	Breakfast Club
8.45am	Period 1
9.45am	Period 2
10.45am	Break
11.05am	Period 3
12.05pm	Period 4
1.05pm	Lunch
1.45pm	Tutor time/Assembly
2.05pm	Period 5
3.05pm	<i>End of lessons</i>

Parental Communication

Communication between Earl Mortimer College and sixth parents/cares will be maintained through the following mediums: Parental Consultation Evenings, College website, student planners, Sixth Form Monthly newsletter (received by students and also available on website), text messages and contact through the Sixth Form Management Team.

Academic Reports

Parents/Guardians will receive three academic reports per year which will be issued to the students in December and April. The report will detail a students' percentage attendance to subject lessons, current attainment and prediction (A – E

or Pass Merit Distinction) which is teacher based, their target grade (based on a statistical analysis of their achievements in education to date) and effort grades (on a scale of 1 – 4 where 1 is very good and 4 is a cause for concern). Students' effort comments (excellent, good, satisfactory or unacceptable) will cover their abilities in meeting deadlines, participating in class, their focus and quality of work. Student progress is carefully monitored and support is provided for students who are not making the progress expected.