

Madeley Academy



Handbook for Sixth Form Students

**Academic Year
2021-22**

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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 Contact

The first point of contact is with the Personal Tutor. We encourage regular contact through the 6 Progress Point Reports per year and also as and when any issues arise. Parents can contact the Personal Tutor at any time and can arrange for meetings with subject staff through the Tutor. Mrs Kaur is a key contact point for Sixth Form and is available on bkaur@madeleyacademy.com for any pastoral or attendance matters.

Request of Parents/Carers

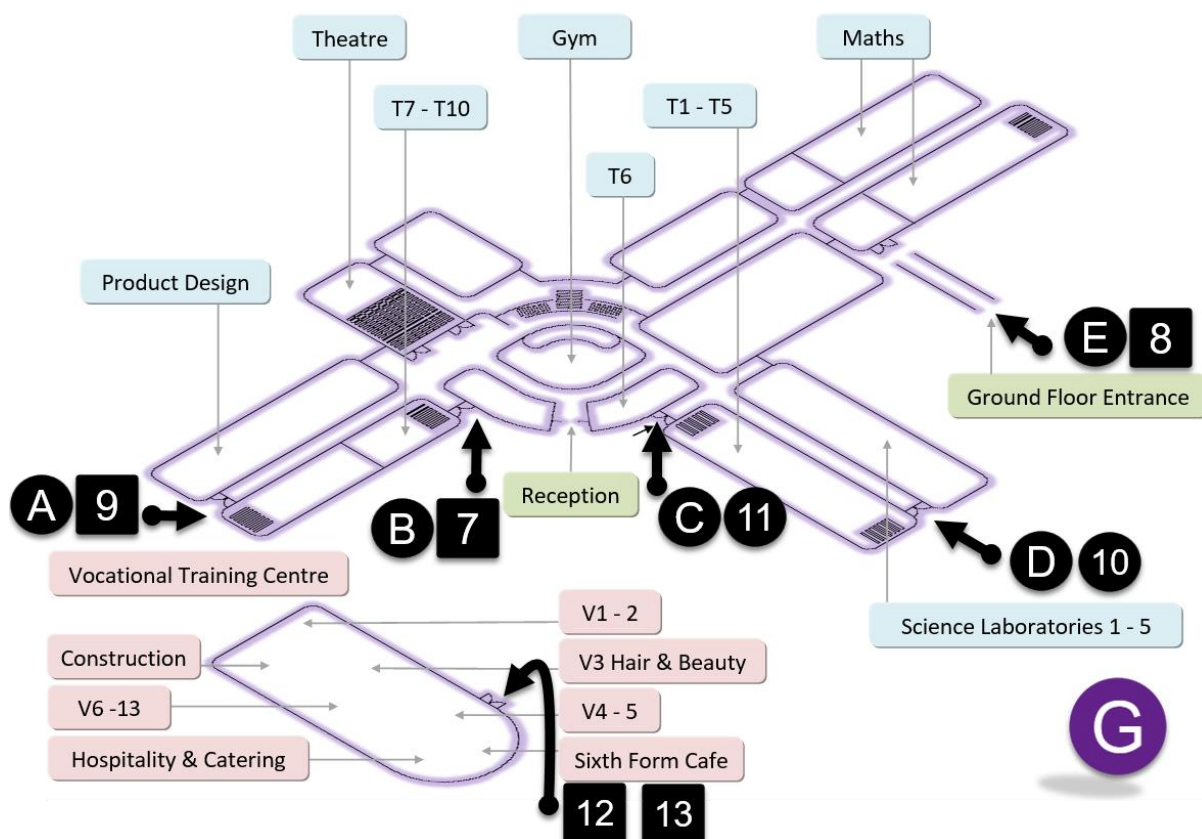
There is an open invitation for parents/carers to contact the Academy if you feel we can improve on any of the issues raised. A number of improvements have been made following recommendations from parents/carers, so please do not hesitate to make a contribution.

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.

2. Organisation & Routines

Staggered Entry

Student Entry Points



Regular staggered Entry and Start times until further notice

A9 Year 9 8.40am	B7 Year 7 8.30am	C11 Year 11 8.40am	D10 Year 10 8.30am	E8 Year 8 8.30am
12 Year 12 8.30am	13 Year 13 8.40pm			

Regular staggered Exit and End times until further notice

A9 Year 9 3.10pm	B7 Year 7 2.50pm	C11 Year 11 3.10pm	D10 Year 10 3.00pm	E8 Year 8 3.00pm
12 Year 12 3.10pm	13 Year 13 3.20pm			

2. Organisation & Routines (*continued*)

The Academy Day

Please note the session timings:

		Time	Duration
Session 1a	Including Breakfast (20 mins)	8.30 – 10.10am	1hr 20 mins
Session 1b		10.10 – 11.30am	1hr 20 mins
Session 2a	Including Lunch (30 mins)	11.30am – 1.40pm	1hr 40 mins
Session 2b		1.40 – 3.10pm	1hr 30 mins
Session 3	Monday - Thursday	3.15 – 5.15pm approx	2hrs

Students will have private study showing on their timetable and, this can be spent in the Independent Learning Centre.

Usually, students have one weekly slot where they are able to undertake sporting activities or to go home.

Please note – some students will have timetabled lessons during this time and this will be evident from their published timetable.

Some Year 13 students will have home study allocated when they have displayed an independent attitude to study. Some students will also undertake a work placement during this time and this can be arranged by Careers and authorised by the Head of Sixth Form, Mrs Snik.

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.

2. Organisation & Routines (*continued*)

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.

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.

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 Kaur.

Madeley Academy Term Dates - September 2021 to August 2022

September 2021						
M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1		

October 2021						
M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

December 2021						
M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

January 2022						
M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
1	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

February 2022						
M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

March 2022						
M	T	W	T	F	S	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

April 2022						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

May 2022						
M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

June 2022						
M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

July 2022						
M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

	School Day
	School Holiday
	UK Bank Holiday
	Professional Development Days (PD Days)

4. 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 by contacting Mrs Kaur bkaur@madeleyacademy.com or (01952) 527715. 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.

Punctuality

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 Kaur, the Sixth Form Pastoral Manager.

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 of the Academy day.

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 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 A level 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 for a decision to be made. Students may be required to retake an AS course or move onto an alternative course.

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, 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

Please note the Content of the Contract signed up on joining the Sixth Form and the conditions for progressing onto Year 13.

Sixth Form Contract

I agree to the following conditions upon joining the Sixth Form:

1. I will always be in Business dress as detailed in the published guidance
2. I will be punctual and have good attendance (+95%)
3. I will not misuse the Academy's ICT systems and I will keep my password safe
4. I will not plagiarise (copy or share) work and realise this will jeopardise my place at the Academy
5. I will keep up-to-date with my work and will make best use of my Independent Learning time
6. I accept that my suitability for courses will be regularly assessed and that progress will be formally checked through mock exams and suitability tests in October. Poor performance may result in a change of courses
7. Any re-sits or course changes are decided by the Head of Sixth Form following consultation with the student
8. I will show respect to others and be a good role model for younger students and when representing the Academy
9. I understand that progression into the second year of the Sixth Form is dependent on satisfactory completion of the first year. This involves:
 - passing the 4 week probationary period
 - good attendance
 - meeting all my target grades
 - exemplary behaviour
 - completion of a work experience placement
 - completion of the Higher Education/Employability Week in July

7. Academy Environment

Sixth Formers usually exhibit exemplary behaviour however, it is useful to clarify the following:

Smoking

A no-smoking policy operates throughout the Academy buildings and grounds. Students are not allowed to leave the site to smoke during the Academy day at any point.

Smoking on the Academy site (including e-cigarettes/vaping) 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 are not to be used in the Academy and if brought in should be switched off and not seen. This includes during break and lunch time. Students who do not follow this will be asked to give in their phone for collection at the end of the school day.

Headphones and ear pods are not to be worn around the Academy or in lessons and phones cannot be charged on-site.

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 (V6), 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.

Session 3 Programme

When safe to do so, 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 half-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.

Parents can make contact with the Personal Tutor or Mrs Kaur at any time:

bkaur@madeleyacademy.com

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 all of which have exam content.

A Level Courses

All students will sit the AS exams at the end of Year 12 and this will act as a benchmark 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 three 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. Students who fail to adhere to the published deadlines will be expected to stay for Session 3 to catch up.

There are also strict guidelines regarding plagiarism, and all students will be made aware of this during the induction period for their course. Any plagiarism may result in a student's Sixth Form place being withdrawn.

Time management, personal organisation and independent working are key skills required for successful study on a BTEC Level 3 course.

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 (please refer to visual guidance on the website). Common sense has to prevail. Students who fail to adhere to the Sixth Form Code of Dress may be sent home to change if their clothing is deemed inappropriate.

Sixth Form Dress Code

Business Dress

Jackets for boys and girls

Shirt and tie for boys

No jeans, trainers, or polo neck jumpers

No leggings or strappy tops for girls

Skirts should be on or just above the knee

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*

10. Academy Dress Code & Rules (*continued*)

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, flip flops, wedges, sandals and stiletto heels 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
- 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 but not ear stretchers, bars, or dangly 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.