

Madeley Academy



Handbook for Sixth Form Students

**Academic Year
2024-25**

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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 3 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. Parents can also access attendance, conduct, homework and progress information through the parent app MCAS.

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.

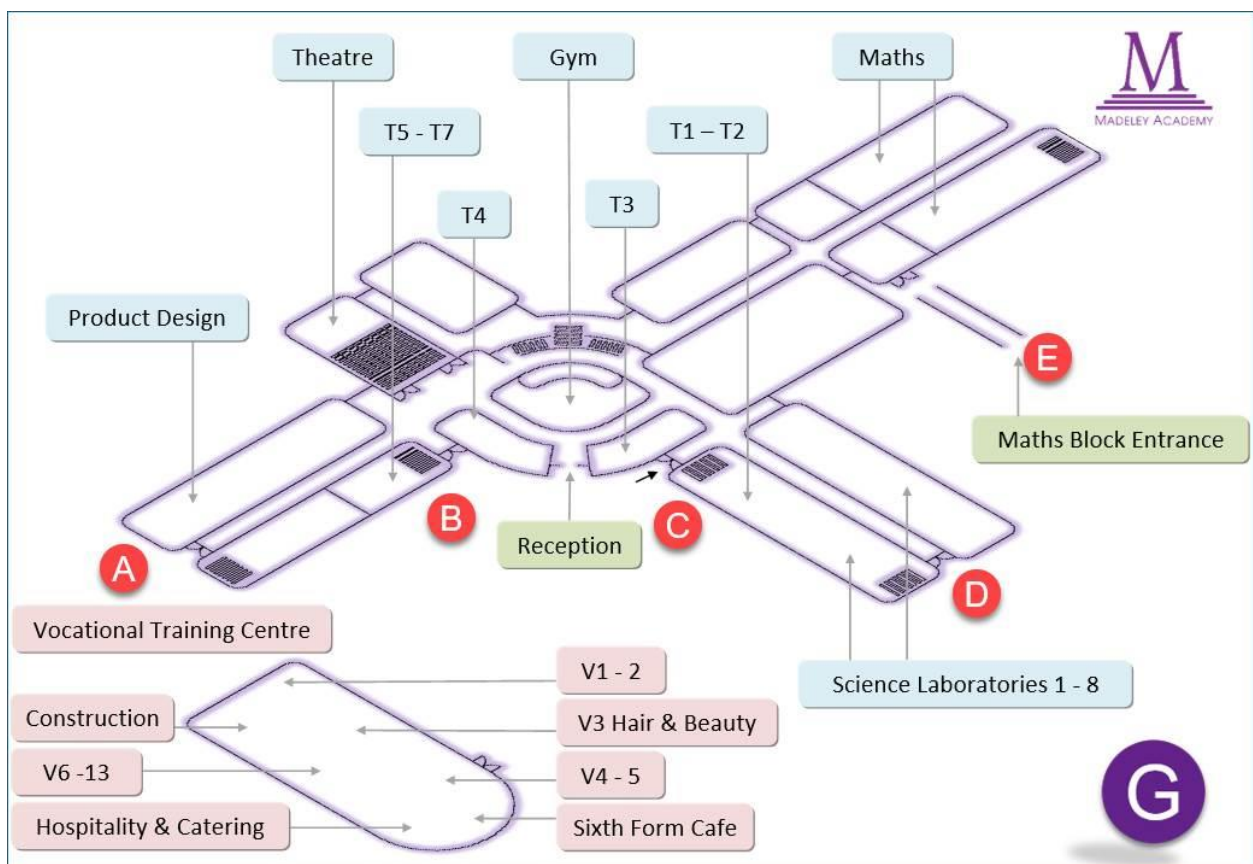
If there is anything in this Handbook you do not agree with, then please contact the Headteacher directly to discuss the matter, so that we can quickly resolve any issues in the interest of your child's education.

Madeley Academy

2. Organisation & Routines



Year Group Entry Points



All students to arrive at 8.20am for a prompt lesson start at 8.30am.

For students with morning home study they should arrive by 11.20am for a prompt lesson start at 11.30am.

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 – 4.30pm approx	1hr 15 mins

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

Usually, students have one weekly slot where they are able to undertake sporting activities a rolling work experience placement or to go home and study.

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.

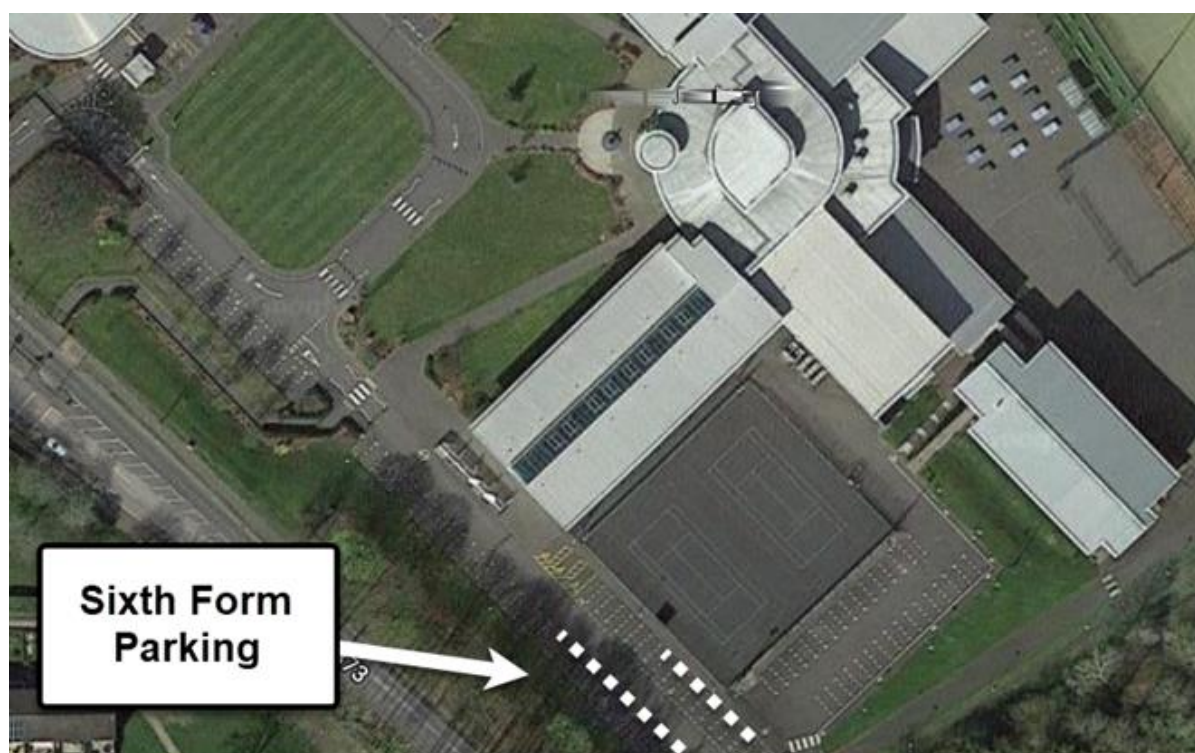
There is no specific provision on the highway for drop-off and pick-up. We must therefore encourage you to exercise care and consideration for other road users, our neighbours on Woodside and the Madeley Court Hotel. Please be very mindful of the children's safety if you are a car user.

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. Electric scooters are not permitted on site.

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. Parking pass paperwork can be found on the Sixth Form tab on the Academy website, and should be returned to Mrs Natalie Sismanovic.



3. Term Dates



Madeley Academy Term Dates - September 2024 to August 2025

September 2024							October 2024							November 2024							December 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	30	1	2	3	2	3	4	5	6	7	8
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29
23	24	25	26	27	28	29	28	29	30	31	1	2	3	25	26	27	28	29	30	31	30	31	1	2	3	4	5
30	1	2	3	4	5	6																					

January 2025							February 2025							March 2025							April 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
30	31	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9	31	1	2	3	4	5	6
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16	7	8	9	10	11	12	13
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23	14	15	16	17	18	19	20
20	21	22	23	24	25	26	24	25	26	27	28	1	2	24	25	26	27	28	29	30	21	22	23	24	25	26	27
27	28	29	30	31	1	2								31	1	2	3	4	5	6	28	29	30	1	2	3	4

May 2025							June 2025							July 2025							August 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
28	29	30	1	2	3	4	2	3	4	5	6	7	8	30	1	2	3	4	5	6	28	29	30	31	1	2	3
5	6	7	8	9	10	11	9	10	11	12	13	14	15	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	16	17	18	19	20	21	22	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	23	24	25	26	27	28	29	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	30	31

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- 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 the Attendance team on (01952) 527700 (extension 806) or via email to nsismanovic@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. Please give 48 hours notice where this is not possible.

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 the Academy Attendance team and Head of Sixth Form. Students arriving more than 30 minutes late is now classed as an unauthorised absence.

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. Please obtain a request for leave of absence form when this is required.

5. 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 will keep my password safe
4. I will not plagiarise (copy or share) work, nor use AI tools to create 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 private study 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 resits 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 use of cigarettes including e-cigarettes/vaping will not be tolerated
10. 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

6. Academy Environment

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

Smoking and Vaping

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

A mobile phone and smart device ban is enforced in the Academy. Further details are available to view on our website.

Mobile phones are only permitted during morning break and lunchtime in the VTC café.

7. Private Study

There will be occasions for all students when they are not timetabled for a lesson. For these sessions, students will report to the Independent Learning Centre (V6), where they will be expected to complete independent work supported by the Sixth Form Pastoral 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. Students who are up to date with their work can be awarded home study or use this timeslot for work experience.

Session 3 Programme

A programme of personalised learning support and sporting activities will be available to students during Session 3. This can be found on the Academy website.

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.

Parents can make contact with the Personal Tutor at any time.

Homework

Homework and BTEC coursework for Sixth Form courses will be set in a variety of formats to encourage independent learning and to consolidate knowledge. Deadlines for homework tasks can be seen on the MCAS parent app.

8. 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 or AI use 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.

9. Academy Dress Code & Rules

At Madeley Academy we believe that smartly dressed students create a positive image of themselves and of the Academy and set a good example for younger students. This in turn can help students gain employment or a place in higher education or training. The dress code outlined below is designed to always promote a positive and responsible image of the Sixth Form, whilst on site or travelling to/from the Academy.



It is beyond scope of the policy to provide guidance on every eventuality. In the event of queries, the final decision on what is deemed appropriate will fall with the Sixth Form Team or Senior Leadership Team. If your attire is not appropriate you will be asked to adjust your choice of dress accordingly or go home to change and return promptly.

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9. Academy Dress Code & Rules (continued)

Dress Code

Item	Information	Compulsory	Optional
Formal suit jacket/blazer	This is not prescribed as a 2-piece or 3-piece suit, however all students must wear formal suit jacket/blazer at all times whilst on the Academy sites, including entering/exiting the buildings. When in lessons, blazers may be removed and hung on the back of students' chairs.	✓	
Tailored formal trousers or tailored suit skirt or tailored dress (knee length)	As above, not prescribed as a 2-piece or 3-piece suit but, must be formal tailored trousers suitable to be worn with polishable shoes. Skirts/dresses should be knee length. Skirts and trousers should not be stretchy material, e.g. leggings. Bodycon skirts/dresses are not appropriate. No denim or leather skirts are permitted.	✓	
Formal sleeved shirt/top/blouse	Males must wear a shirt with a collar, worn with a tie. No polo shirts. Females either a full collar or a round neck shirt/top/blouse. These should not be low cut, have bare shoulders or backs showing. Bra straps and midriffs should not be visible at any time.	✓	
Formal V neck jumper	Only to be worn if the jumper fits comfortably under the formal suit jacket/blazer.		✓

9. Academy Dress Code & Rules (continued)



Footwear Expectations

It is expected that students wear shoes which are polishable. The following styles of footwear are not acceptable:

- Trainers/canvas style e.g. Converse
- Flip flops/sliders
- Work like boots e.g. Timberland
- Ugg style boots
- Strappy heels

Jewellery Expectations

In a busy Academy some piercings have the potential to cause accidental injury. Therefore, no more than 2 studs should be worn in each ear with no hanging/hoops. Nose studs, stretchers and other facial piercings are not permitted.

Hair Expectations

Natural hair colours should be adhered to. It is not acceptable to have extreme hair colours or styles. We do not permit the wearing of durags, caps, beanies or any other non-religious head coverings.

Other Information

- Outdoor clothing: jackets, scarves, hats should not be worn inside the Academy Buildings
- Sweatshirts and hoodies are not permitted to be worn at any time, including entering and exiting Academy buildings
- Tattoos should not be visible
- Students wishing to wear religious dress should still wear a formal jacket with this

9. Academy Dress Code & Rules (continued)

Speciality Subjects

Hospitality and Catering - Students will be able to purchase the necessary protective clothing of chef's jacket, trousers, apron and hat when they begin the course.

BTEC Performing Arts - Students should wear black leggings/joggers, black longline t-shirt, and trainers. Students can purchase a Madeley Academy branded sweatshirt top when they begin the course.

BTEC Sport - All students accepted to study Sport at Madeley Academy will need to purchase the necessary PE kit directly from Bakers & Sons in Wellington, to include the Sixth Form polo shirt, performance top, performance trousers and Academy PE shorts:

<https://www.bakerandsonschoolwear.co.uk/product-category/your-school/madeley-academy/>

Mobile Phones, Headphones, EarPods and Smoking



Mobile Phones are not to be used in the Academy, and if bought in should be switched off and not seen. Students who do not comply with these expectations will be asked to give in their phone for collection at the end of the school day.

Headphones and EarPods are not to be worn around the Academy and phones cannot be charged on-site.



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

For reference, please see images below for what is unacceptable in terms of style in accordance with the Sixth Form dress code. This list is not exhaustive and is for illustration and reference purposes only. If unsure please email or ask Mrs Sismanovic the Sixth Form Pastoral Manager, nsismanovic@madeleyacademy.com

Madeley Academy



9. Academy Dress Code & Rules (continued)

IT'S A NO TO ALL THESE!



Leggings



Jeggings



Treggings

