

EMS
THE ENGLISH MARTYRS
SIXTH FORM COLLEGE



www.ems6college.org

#ALevelAbove

Information Handbook 2020-2021

Welcome

This handbook is designed to give parents, guardians and students useful information and guidance. It is the first port of call for anyone wanting information in relation to the sixth form.

Our prospectus provides basic information on individual subjects and you will also receive termly correspondence, and other regular despatches. We advise you to check our website regularly and follow us on Facebook and Twitter for up to date information.

This handbook is by no means comprehensive and if you require further details or clarification, you can contact the College.

-  www.ems6college.org
-  admin@ems.bhcet.org.uk
-  01429 273790
-  /EnglishMartyrsSixthForm
-  @ems6college
-  @ems6college



College Details

Address: Catcote Road, Hartlepool, TS25 4HA

Telephone Number: 01429 273790

Email: admin@ems.bhcet.org.uk

Website: www.ems6college.org

School Type: Catholic Academy

Age Range: 11 – 18

Character: Comprehensive

Date of Foundation: 1973

Hours of Business: (Term Time)

0800-1630 (the School Office will be open during these times)

Hours of Business: (Holiday Time)

Please see the website for information on Office opening hours

College holidays - 2020 onwards

Information can be found on our website: <https://ems.bhcet.org.uk/parent/holidays/>

Please note that we do not authorise holidays outside of those designated. It is essential that students optimise the time they are allocated with the subject specialists. Our experience is that non-attendance invariably has a detrimental impact upon progress.

Important Dates

Internal / Mock Examinations:

Year 13: Week commencing 4th January 2021

Year 12: Week commencing 14th June 2021

External Examinations:

Refer to individual student timetables which are distributed as we enter the exam season. The exact dates of specific subjects are subject to change until much closer to the exam season. Exam board websites often include useful information.

Parents' Evenings / Parents' Week

This year Parents' Evenings will take the form of 'Parents' Week'. There will be a designated week in which subject staff will arrange phone calls / online meetings with parents in order to discuss the progress of each student.

Year 13: Week commencing 25th January 2021

Year 12: Week commencing 11th January 2021

Parents will also receive information regarding the progress of each student throughout the academic year in the form of Progress Reviews, sent via the EMS Parent App:

<https://ems.bhcet.org.uk/parent/the-ems-app/>

Although the above are planned and allocated dates for parent / teacher contact, if a member of staff or the Sixth Form Team do have serious issue or concerns in relation to a student, they will be in touch throughout the year. If you as a parent would like to discuss something outside of these dates, you can also contact the college via email or telephone.

UCAS deadlines are as follows:

15th October for receipt at UCAS of applications to universities of Cambridge or Oxford and applications for medicine, dentistry, veterinary medicine/science

15th January for all other courses/universities

However, the sooner the application is sent to UCAS the sooner offers are received; one student last year had received all of her offers by the end of October. Years of experience has shown us that it is better to complete the form early then students can concentrate all of their efforts on achieving the necessary grades.

Due to the above, our college deadlines are as follows:

30th September for applications to universities of Cambridge or Oxford and applications for medicine, dentistry, veterinary medicine/science.

31st October for all other courses/universities

Key Members of Staff 2020 / 2021

Sixth Form Team

Assistant Head Teacher / Head of Sixth Form – Mrs C Hogarth

Head of Year 13 – Miss K Knox

Head of Year 12 – Mr D Roberts

Note: Please direct queries and issues to the Head of Year in the first instance.

Other Key Staff

Careers Advisor– Mrs Beverley Scaife

Attendance – Mrs Tracey Barratt

Bursary enquiries – Miss Sarah Tait

Leadership Group

Head Teacher: Mr S Hammond

Deputy Head Teachers: Mr P McMahan and Mr P Dickson

Assistant Head Teachers: Mrs M Chapman and Mrs P Clark.

Coronavirus Information

Information about Covid and the school / college response will be updated in-line with any wider changes or changes directed by the Trust. Please check the website regularly for current practices: <https://ems.bhcet.org.uk/>

In the College, we are adhering to government guidelines and we ask that parents / families / students support us with this by following government advice outside of the College walls.

Sixth Form students make up one 'bubble', as per government guidelines, and the majority of lessons (with the exception of subjects where specialist equipment is needed) are taught within the Sixth Form building to reduce movement and contact between bubbles, as far as is possible. Students are encouraged to wash and sanitise their hands frequently throughout the day. The wearing of masks in communal areas is encouraged and students will not be challenged for wearing them inside classrooms.

Parent/College Contact

We welcome your involvement as parents/guardians in the life of the College and the opportunity to work with you towards the success of our students. If we have concerns about the progress of a student, we will welcome the opportunity to discuss this with you and, where necessary, will contact parents / guardians. Due to current restrictions, face to face meetings cannot take place but we can communicate over the telephone or, if required, remotely via an online meeting.

The EMS Parent App is how we intend on communicating with home because it means we can deliver messages quickly and efficiently. Instructions on how to access the App can be found at:

<https://ems.bhcet.org.uk/parent/the-ems-app/>

Communication with Parents

In a complex organisation it is very important that there should be good communication. We use The EMS Parent App and the website: <https://ems.bhcet.org.uk/> to keep parents and students up to date and informed.

We also have an active Facebook Page, Twitter Account and Instagram account that has lots of useful information and is updated regularly.

If problems occur during a student's time in College, parents will generally be contacted by telephone or letter, as appropriate.

Timetable

The timetable is designed to provide students with as much flexibility as possible. Students will have attended an interview immediately after their GCSE results and will have negotiated individual programmes of study in consultation with a senior member of staff. This timetable may well be different from every other student in the College.

All students who have not gained a grade 4 or higher in English Language and Maths must attend re-sit GCSE classes in the relevant subject (this includes any additional after school sessions).

All students are expected to attend Tutor Time on a Monday morning from 8.40-9.00am where they will be given key notices for the week, informed of upcoming opportunities and engage with their tutor. If a student has a non-contact period, they are not obliged to be in college. If a student has a non-contact period at the end of the day and no further commitments, they may go home early. If a student is leaving the College site outside of normal hours (8.40am – 3.00pm), they must sign out (and back in if they return) in case of fire and in the interest of Health and Safety.

In Year 12 and 13 students are expected to manage their independent study time. The Sixth Form Resource Centre is available to students, which includes computers and work areas, to support this study time. If we feel that students are not able to do this or we see issues emerging in terms of a students' engagement in a subject, we reserve the right to suspend the independent time given to students in order to allow us to help them organise and allocate their time accordingly. This might include timetabling students into extra sessions or creating a quiet place for them to work, supervised by a member of staff. In the past, this has helped our students achieve greater success and supports their move into independence and, hopefully, a situation whereby they can learn to use their time in college effectively and efficiently.

Students are expected to engage in a remote programme of MET (Moral, Ethical and Theological teaching) where students have the opportunity to expand their thinking to debate on current issues, such as discrimination, genetic engineering, human rights and poverty to name but a few. Students are also timetabled for one session of Personal and Professional Development (PPD) each week. In these sessions, students will have the chance to develop knowledge, understanding and experience beyond their timetabled A levels. We engage with a diverse range of individuals and organisations, including Cleveland Fire Brigade, local charities, universities and employers (although this is subject to change this year due to the ever-changing situation in relation to Coronavirus). Attendance to these sessions is compulsory as is attendance to Registration and assembly.

Some teaching options are available outside of the mandatory College expectations, such as Extended Project Qualification and after school revision lessons. Students will be given information about these additional opportunities as the year progresses.

Learning Support

Students must take responsibility for their own learning and special learning needs. We want everyone to succeed and do their best. We encourage them to access all of the help that is available to them. We need to know if students received support of any kind in school – particularly in terms of examinations.

If you think that your son / daughter is entitled to support, extra time in exams or has a condition that would mean that they need support with their learning, please let us know as soon as possible.

The link that we have with the School means that sixth form students can offer to support too. In the past, students have found this experience invaluable and it has been looked upon favourably by employers and universities. If students are interested in becoming involved, please ask them to go and speak to our Senco, Mrs Sue Irvine, or the relevant Head of Year.

Online Learning – Teams

As well as face to face lesson time, students are expected to communicate with staff remotely via email and using our main platform for remote learning, Microsoft Teams. This online and remote learning complements face to face timetabled lessons. Staff will use this as the main way to communicate with individual students and student groups. Staff will upload lesson content and materials and they may set assignments and homework via this medium. We also use it on a sixth form level to advertise opportunities and to send group messages.

We need students to be prepared to work from home, should they be absent for any reason, so they must be able to use this online resource. If students are having any difficulty accessing emails and/or Teams, they should liaise with a member of the Sixth Form Team or speak to their teachers so that we can support them effectively.

Target Grades

In the first half term, Year 12 students will be given target grades for the subjects which they have chosen. Target grades are based on the average grade that students with similar GCSE grades went on to achieve at A Level. They are used as a benchmark to monitor each student's progress throughout their time in college. Students often achieve higher grades than their target grade in final examinations and we would always encourage students to aim high. Progress reviews are issued three times a year and will monitor how a student is actually performing against their target grade. You will receive a copy of these for your information. If you wish to discuss anything after receiving a review, please contact Mr Roberts (Year 12) or Miss Knox (Year 13).

Progression from Year 12 to Year 13

In order for students to progress from Year 12 to Year 13 there are certain stipulations to ensure the best chance of success for the student. Unless specifically negotiated, students are expected to continue with three full A Level subjects. All students will sit examinations in the final weeks of the summer term in Year 12. If a student achieves one or more E grades in these summer examinations, we will need to carefully consider whether or not progression to Year 13 is the best pathway for them. Each student will be considered individually and this will be done in consultation with teaching staff, Heads of Department, by looking at their individual scores in the examinations and their progress throughout the year. The linear nature of the A Level specifications mean that, without students having a strong grasp of the material that will be covered in Year 12, their chances of success at the end of the two years becomes questionable. **Students will also need to demonstrate satisfactory attendance - minimum 90% - and commitment to their studies.**

Returning to College – moving from Year 12 to Year 13

All students will receive a 'Pre-Enrolment Interview' at the end of Year 12 which will allow them to review the year, their end of year examination results and discuss their plans for Year 13. Following this, students will be invited to complete the enrolment process. Students who have experienced difficulties or have had concerns raised by their teachers are interviewed by a member of the Sixth Form Management Team to discuss their future options.

It is essential that students sit the examinations in the summer term and are able to attend this enrolment meeting. Examination results will be considered alongside progress throughout the year, attendance and any unresolved concerns when making decisions about a student's eligibility to continue into Year 13.

Careers Information

The College has an excellent Careers Team with specialist staff employed to support students' future aspirations. Ms Liddell, Head of Careers is supported by Mrs Beverley Scaife, our Sixth Form Specialist Careers Advisor and Mrs Tracy Russell. Students can book one to one appointment with these staff members to discuss their next steps and we actively advertise any upcoming opportunities, including apprenticeships, work experience and volunteering roles. Careers related learning is embedded within our programme of 'Personal and Professional Development' and we have good links to the DWP (Department of Work and Pensions) who offer a 'pop up' drop in once a fortnight. Students are given extensive support when applying to university, for apprenticeships or employment. We support students with 'mock' interviews as part of their application preparation and we have a dedicated period of work experience in the summer term where students are supported to find and attend a real working environment.

Payment for Examinations

Students who have attended College regularly and worked to the best of their ability will take their examinations free of charge, providing that their entries have been made in accordance with College deadlines. Parents will be notified well in advance if attendance and/or work are less than satisfactory and, in some cases, a charge may be made for entry to examinations. It is College policy that students who fail to turn up for exams will be charged for missed exams unless there are extenuating circumstances.

16-19 College Bursary Fund

Bursary schemes provide help to young people who face financial barriers to participating in education, providing they meet the agreed standards of attendance and behaviour.

Up to date bursary information can be found on our website:

<https://ems.bhcet.org.uk/financial-support/>

If you do require further information, please contact stait@ems.bhcet.org.uk

Part Time Work

We recognise that many students have part-time jobs and may gain personal and financial benefit from them. However, research shows that 5 hours part time work per week can impact upon A level grades to the extent of one UCAS point per subject. Part time work should not conflict with studies and definitely must not be undertaken during College hours. We strongly advise students not to undertake paid work on Monday to Thursday evenings in order to minimise the impact on academic work.

Trips and Visits

A range of educational and recreational visits are offered for which your consent is required. A consent form is issued at the beginning of the academic year and parents are requested to complete this and return it to the College.

The College will keep costs to a minimum. Parents will be informed of any trip or visit, regardless of the age of the student, and students are expected to undertake any missed work. Obviously trips and visits are under constant review and will be dependent upon government guidelines and restrictions.

Attendance and Absence

Attendance to all timetabled sessions is compulsory and Heads of Year actively monitor the attendance of each student. College is a full-time commitment and students are required to attend every week day for registration and to attend all timetabled sessions. If students do not attend a timetabled session, they are challenged accordingly and expected to make up the time. We hope that students respond positively to this and that we do not need to contact parents, but if attendance is becoming a concern, we will look to parents / carers for support. We expect that students have 90% attendance as an absolute minimum – although this in itself would be concerning - because we know that every moment counts.

All students are expected to attend registration at 8.40 am on a Monday. This is the major point of contact for Personal Tutors. It provides us with an opportunity to deliver key messages, share upcoming opportunities and deal with any issuing arising.

If students are absent we ask the student or their parent to telephone the College before 9 am and speak with Mrs Tracey Barratt in the office or leave a message. Absence must always be explained. Prolonged absence or unexplained absence will involve contact with parents and can result in discontinuation of a student's programme of study.

Absence from College, when known in advance, should be indicated by the completion of a green absence slip, signed by a parent and by any teacher whose lesson they will miss due to the absence. This green slip must be given to Mrs Barratt in the office prior to absence. Please note that pre-planned absences from college should only be needed in extreme or special cases, for example, a hospital appointment that cannot be moved or a family emergency. Absence will not be granted for things such as routine dental or doctors appointments, driving lessons, holidays, part time work or leisure activities. These need to be arranged outside of college hours.

Holidays during Term Time

Sixth Form students' programmes are demanding and the time available to prepare for A Levels is relatively short (around 30 weeks). Because of this, students **may not** take holidays during term time and holidays will not be authorised. If students require leave of absence during term time this request must be supported by parents. It will also involve consultation with Head of Sixth Form and the completion of a Holiday Request Form. In the majority of cases, absence will be recorded as unauthorised but at least we will be aware of why the student is absent.

It should be noted that Year 12 students do not have study leave prior to their end of year exams. It will be a condition of progression into Year 13 that students attend any lessons and satisfactorily complete the work.

What we expect of students

As well as appreciating student rights and opportunities, it is important that students have a clear understanding of our requirements, which will enable them to make a success of their time with us. Students will be expected to sign the 'Sixth Form Contract' early during their studies with us. We therefore expect that all students will:

- Accept responsibility for their own learning and academic progress with the support of their subject teachers.
- Complete all set work to the best of their ability and by the required date, as well as giving appropriate and dedicated 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 College and while engaged in activities associated with the College.
- Ensure that their behaviour and attitude never have a detrimental effect on the academic progress of other students.
- Follow the School / College Equal Opportunities Policy with regard to all students, members of staff and College visitors.
- Abide by the School / College policies including those on Health and Safety, ICT, Safeguarding, Illegal Substances, Smoking 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 College buildings, property and general environment.
- Abide by any code of conduct issued during a College trip or visit.
- Follow any instructions and guidelines issued by the College.

Students should accept as necessary any appropriate actions taken by the College if the above conditions are not fulfilled. Such action will obviously depend upon the nature of the transgression and is likely to involve discussion with parents/guardians. A severe breach of discipline may result in students being dismissed from College for a given period or being permanently required to leave the College.

Dress Code

We do not ask students to wear a uniform but we do ask that they consider carefully what they choose to wear in what is essentially a work place environment.

Students should wear clothing that is:

- Appropriate within an organisation which has students aged 11 to 18.
- Appropriate for a working environment.
- Not revealing and does not cause offense e.g. be mindful of the slogans included on T-shirts.

Potentially dangerous or Illegal Substances

No one is allowed to consume or possess illegal substances on College premises, or at any stage during the College timetabled day whether on or off site. Any student found using or dealing in illegal substances will be suspended pending an investigation. Students who are found to have been involved in anything of this nature, risk permanent exclusion as a result. This includes, but is not exclusive to, items such as drugs, alcohol, offensive weapons. The police will be informed according to our legal obligations.

Smoking

In accordance with current legislation smoking is not permitted within College buildings or any other part of the College site.

Fixed Term Dismissal

The College is committed to the provision of first class learning opportunities for all students. It may be necessary, in a very limited number of cases, to exclude a student from the College as part of the College disciplinary procedure. This would normally follow discussion with the student and parents, but the College will act in the best interests of all students and staff at the College.

College Environment

In the interests of the whole College community, we request and expect students to maintain high standards of care for the physical environment at all times. In particular we ask students to observe restrictions regarding consumption of food and drink inside and outside designated areas.

College students have set high standards of care for their environment in the past. In instances where students do not take due care of the College environment, it is College policy that individual students and their parents will be asked to pay for any repairs or corrective action necessary.

Insurance

Students are covered for accidental injury whilst at College or on a College sponsored activity. Further cover is automatically taken when a trip is organised. Details of cover are available on request. Students personal belongings are brought in to College at their own risk, this includes bicycles and cars. Students and parents are advised to ensure they have personal insurance arrangements for personal property. All College students can apply for a locker; it is the students' responsibility to look after the key and the items they choose to store in the locker, they do so at their own risk.

Catering in College

Food and drink are available from the Bistro in the Common Room. Meals and snacks are of good quality and are good value for money. The College is committed to promoting healthy eating.

Contacting students

In an emergency, students may be contacted via the College switchboard [01429 273790]. It should be stressed that this provision is made for **emergency use** only and whilst every effort will be made to contact the student as speedily as possible, we cannot guarantee to be able to relay a message.

Security

Lockers are available at College for the storage of inexpensive personal property. A charge of £10 is made, refundable on the return of the key. Students will be required to sign a locker contract, accepting the terms and conditions of use. All exit doors can be opened from the inside but entrances are limited. Students will be issued with a College lanyard. All students are required to wear this form of photographic identification at all times so that they can move around the school and College freely and be identified easily as students of the College.

Mobile Phones and Social Networking Policy

Members of staff are not allowed to give their personal mobile phone details, private e-mail address, home address or social networking sites to students. This is to safeguard both staff and students.

Any student found using these sites to bully, intimidate or harass other students or staff will be dealt with by the College. The College takes bullying seriously and will inform the relevant parties, such as parents, the Headteacher and authorities as necessary.

First Aid

The School and College has several members of staff who are qualified First Aiders. Students who are feeling unwell may seek assistance from any member of staff. Students leaving the College because of illness should inform relevant staff by the use of the green absence slip, available outside of the Common Room.

Safety Procedures

The College has a full set of safety rules and procedures. Students must follow these rules and, in an emergency, follow the instructions of members of staff. In the event of a fire or any other emergency, a bell will ring continuously and everyone will be asked to leave the building immediately using the nearest exit, then reporting to the allocated meeting point. Fire drills take place at regular intervals.

Parking for Students

Students are asked not to park on the site. There are a small number of bays opposite the school which students can use for parking.