

ST. MARY MAGDALENE  
C OF E SIXTH FORM



Student Handbook 2023/2024



# Contents

**Welcome to St Mary Magdalene Sixth Form (SMM6)**

**Values and Ethos**

**Sixth Form Core Principles and Expectations**

**Rewards Process**

**Academic Responsibilities**

**Behaviour Sanctions**

**Facilities**

**Attendance and Punctuality**

**Dress Code**

**Pastoral Structure**

**The Extended Curriculum**

**Safeguarding**

**Wellbeing**

**Acceptable ICT Use**

**Sixth Form Team**

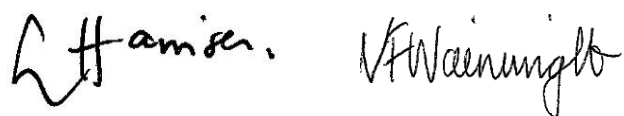
## Welcome to the Sixth Form

We are very proud to be able to offer you as families and the students of Greenwich the opportunity to study at our brand new Sixth Form provision. We have spent many years working on our All-Through School vision and it is with great pleasure that we are now able to offer high quality provision for 16–19-year-olds.

You will have the opportunity to study a range of A levels and BTECs as you prepare for your future. In addition, as an All-Through Federation we are able to give you the opportunity to take on many leadership roles which will enhance your interpersonal skills and confidence as well as giving you the opportunity to serve others. We are confident that our modern, well-resourced building and highly competent and skilled staff will successfully support you as young adults as you take the next step in your education career.

We aim to develop you as an individual who can go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.

We look forward to working with you as you prepare for your future either in Higher Education or a professional career.



**Mrs Claire Harrison and Mrs Victoria Wainwright**

(Federation Executive Co- Headteachers)



**Mr Razwan Hussain**

(Principal)



## Welcome to the Sixth Form

It gives me great pleasure to welcome you to St Magdalene C. of. E Sixth Form (SMM6) at such an exciting time as we launch our brand new Sixth Form Provision. As the only All-Through School and Church of England Sixth Form provision in the Royal Borough of Greenwich, SMM6 is set to be an exciting, challenging and stimulating environment in which to achieve your full potential.

Our broad and balanced curriculum at SMM6 will give you access to tailored study programmes depending on your desired destination after sixth form. Our robust extended curriculum will also provide you with opportunities to serve the community and take part in various enrichment activities.

Our highly skilled and committed staff will work collaboratively to deliver high quality teaching and learning during your time at SMM6, and will offer you the support needed to ensure that you gain not only the qualifications but the qualities required to succeed in your adult life and the career to which you aspire.

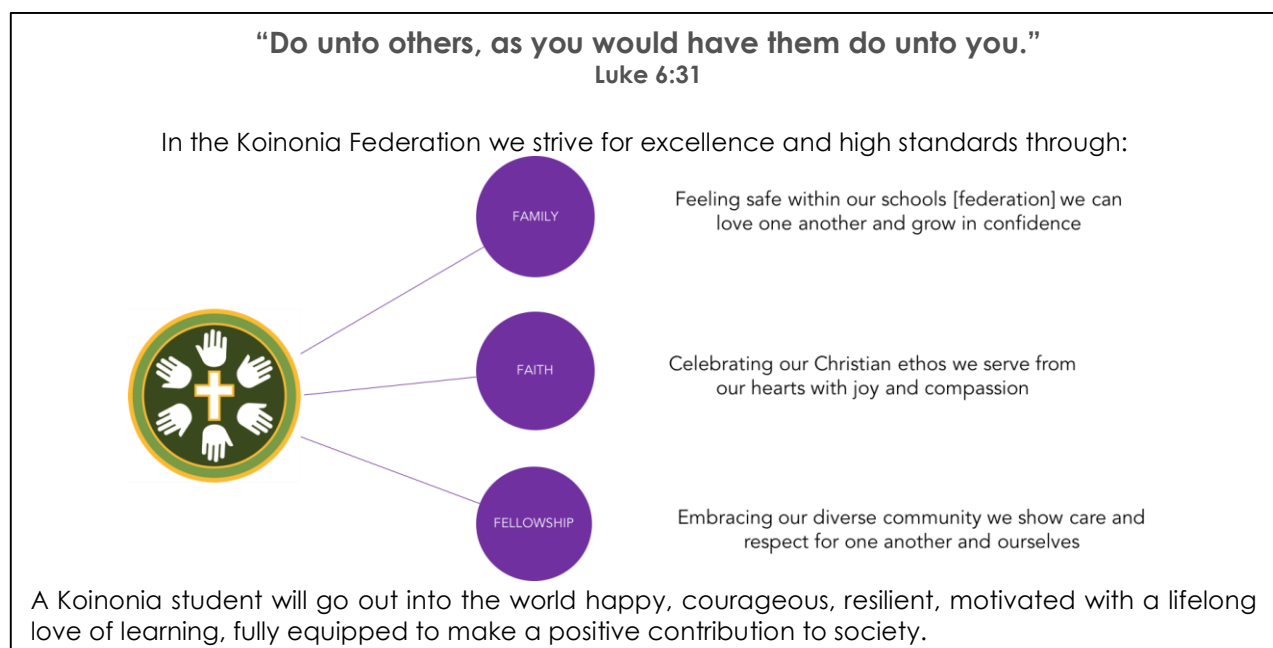
Located in the heart of the Greenwich Peninsula in our innovative building with state-of-the-art facilities and excellent transport links, SMM6 will provide you with a unique sixth form experience. With all this to offer and more we are the ideal post 16 provision for a wide range of students who want to develop and flourish in their talents.

I look forward to welcoming you to our sixth form and working with you over the next 2 years.

**Andrew Watson**  
Head of Sixth Form

# Vision, Values and Ethos

The Koinonia Federation consists of two schools over three campuses: our original school – St Mary Magdalene C of E Primary Campus in Woolwich, our All-Through St Mary Magdalene C of E Campus on the Greenwich Peninsula and Christ Church C of E Primary in Greenwich. Leaders have created a clear vision and direction for our schools. The school's values of 'Family, Faith and Fellowship' are rooted in the shared ethos across the school campuses.



***Do unto others what you would have them do unto you***, our school motto, is firmly and deeply embedded in every aspect of school life. Taken from the words of Jesus' Sermon on the Mount, it has been referred to as the Golden Rule since the 16<sup>th</sup> century. It is certainly the Golden Rule at St. Mary Magdalene All-Through School and is lived out by all members of the school community. St Mary Magdalene is more than a school, it is a learning family where you are valued and part of the Koinonia Federation of schools that have the shared aim:

## TO GROW IN FAITH, LIVE AS FAMILY AND BE UNITED IN FELLOWSHIP

**To grow in faith:** the school is fully inclusive and welcomes students and staff from all faiths and no faith. We will journey with you from where you are by strengthening, challenging, supporting and nourishing you. Collective worship is a key part of each day where you will come together either as a family group or year group to spend time in reflection allowing you to grow in your spirituality. Led by senior leaders, the school chaplain or you as our students, collective worship is a creative and responsive time that follows the Anglican calendar and also acknowledges key dates in other faiths.

**To live as family:** as a student joining St. Mary Magdalene you belong to the school as a family. In and outside of the classrooms, you will learn to be a friend to all and to trust each other at all times. Our pastoral structure ensures that you will be known individually. Students enjoy coming to our school and feel safe and secure.

**To be united in fellowship:** our all-through school celebrates and embraces the diversity of the communities from which you are from. We work hard to create unity through fellowship. You will flourish in companionship with others through mutual trust and sharing of experiences, interests and activities. St. Mary Magdalene is an outward looking school and works hard to serve its local community, such as through foodbank collections and responding to natural disasters in areas of the world where you may have family connections.

# Sixth Form Core Principles

A core principle of our federation is that we live in fellowship and unity, celebrating diversity within our school family and Federation community. These are the core values and personal attributes we expect sixth formers to uphold as members of our school community.

## SERVING OTHERS

Put the interest of others above your own. Actively seek to improve the lives of those in our school and wider community.

## RESPECT

Treat others how you want to be treated. Be considerate and honour the feelings, opinions and property of others.

## INTEGRITY

Be honest and trustworthy in your interactions with others. Be reliable and consistent in your approach to all aspects of school life.



## RESILIENCE

Be willing to persevere and overcome difficulties. Take the initiative to solve problems and learn from your mistakes.

## GROWTH

Take personal responsibility and initiative to develop as an individual.

## KINDNESS

Be generous, considerate and patient. Show compassion towards others.

## Sixth Form Expectations:

As a St Mary Magdalene Sixth Form student I will uphold the core values and personal attributes of respect, integrity, growth, kindness, resilience and serving others: In upholding these I will:

1. Strive for excellence in all I do and show self-discipline and motivation.
2. Be a responsible and respectful citizen when travelling to, from and within school.
3. Be on time every day, aiming for 100% attendance and follow the absence protocols if I am unable to attend sixth form.
4. Listen carefully and follow the instructions of staff promptly.
5. Engage in learning and stay focused, avoid distracting myself or others during study time and approach all tasks with determination and ambition.
6. Recognise that taking academic risks and making mistakes are integral to my learning.
7. Fully participate in the extended curriculum at SMM6.
8. Use the appropriate language to communicate in a given situation and speak and act kindly towards everybody in the school and wider community.
9. Wear smart and professional dress as set out in the dress code.
10. Keep the school environment tidy and treat the building with care and respect.

## Rewards Process

At St Mary Magdalene C of E Sixth Form, we believe that positive behaviour is best promoted and developed by recognising, celebrating and rewarding outstanding behaviour. There are certain formal reward structures that exist to support this, but this also manifests in a constant environment of praise and recognition for students. Some of the formal reward structures for students include:

### Student Reward Points (SRPs)

Students are awarded individual reward points for exceptional learning behaviours such as:

- Improvements to quality of work
- Excellent verbal contributions
- Persevering at challenging tasks
- Quality of class work
- Quality of home learning

Students are also rewarded for their substantial commitment, for example for their contribution to wider school life, extracurricular achievements and qualifications, their contribution to the community and excellent punctuality and attendance.

Students can exchange SRPs for the following rewards:

- 20SRPs = School canteen voucher
- 40SRPs = A voucher prize
- 80SRPs = A commendation and reward

### **How are student reward points awarded?**

Number of Student Reward Points (SRPs)	Description
2	Highly motivated and consistent engagement during lesson time, high quality homework, extended curricular activities or behaviour in and around the school. Upholding one of the core values and attributes.
3	Outstanding contributions, engagement and willingness in lesson time, high quality homework, extended curricular activities or behaviour in and around the school. Upholding two of the core values and attributes.
4	Commendation for going above and beyond in all aspects of sixth form life which encompasses the sixth form core principles. Can only be issued by a member of the senior leadership team (SLT). <i>Students awarded with 4 SRPs will be acknowledged during weekly collective worship.</i>

*SRPs automatically refresh at the end of every term however if a student achieves 80SRPs before the end of the term their SRPs will automatically be refreshed.*

*At the end of each term students who have achieved the highest amount of SRPs will be invited to have afternoon tea with the Head of Sixth Form. At the end of the year students who have achieved the highest amount of SRPs throughout the year will be celebrated and rewarded during the annual award ceremony.*



# Rewards Process (continued)

## Attendance and Punctuality Awards/Privileges

- Certificates each term for students with 100% attendance and punctuality.
- Students with 100% attendance and punctuality will be rewarded with a canteen fast pass and café voucher every half term.

## Head of Sixth Form Award

- These will be given weekly in Collective Worship for students exemplifying any of the Sixth form principles and expectations.

## Termly Awards

- These will be celebrated in collective worship for those students going above and beyond in all aspects of sixth form life.

## Annual Award Ceremony

- An opportunity to award students with prizes for their academic, extended-curricular and community service achievements.

*Students who receive any of the awards mentioned above will also be rewarded 4 SRPs.*

# Academic Responsibilities

In addition to the Sixth Form Expectations which can be found on page 6 in the handbook, students are responsible for the following while completing their academic studies:

## Attendance & punctuality:

- Attendance to lessons is fundamental to success in sixth form study. Students must show resilience by attending all timetabled lessons and if, through illness, any lessons are missed students must take personal responsibility and initiative to catch up on the work/learning that has been missed.
- 100% Punctuality is expected at SMM6 and students arriving repeatedly late to lessons not only compromise their own learning but do not serve others or show respect.
- Students should refer to the attendance and punctuality section in the handbook for further information.

## Organisation and completion of work set:

- With the greater freedom awarded in sixth form comes a greater sense of responsibility and ownership for learning. Students are expected to strive for excellence in all they do and follow the advice and guidance of your subject teachers.
- Students have opted for the subjects they are studying and must complete all class work and homework set in addition to your wider reading and research into their subjects. It is every student's responsibility to take the initiative in the organisation of their own workload.
- Students must have the following equipment to enable them to make progress in each lesson: lined A4 paper, biros, pencil, rubber, ruler, highlighter, ring binder folder, subject specific equipment and books. You will need to follow the subject specific requirements for recording and storing your work, these expectations will be made explicit by your subject teacher.

## Meeting deadlines (Coursework based subjects):

- Subject teachers will give advance notice of all deadlines. These must be noted and strictly adhered to by sixth form students. Students must ensure they plan their time sufficiently to allow them to prioritise work when needed and demonstrate they are reliable by consistently meeting all deadlines.
- Faculties may not accept work submitted after a deadline has passed and students must be aware of the serious implications missing deadlines could have on their examination results. Extensions will only be issued in prior consultation with individuals, their subject teacher, the subject lead and in some cases the Director of Faculty.

## Participation and Focus:

- Students are expected to engage fully with lessons and participate in any additional opportunities provided to best support their learning and progress. Students must participate with determination and ambition with a clear desire to progress.
- Sixth form students are expected to behave in a manner that prioritises their learning above all other distractions. In lessons students should be entirely focussed on their learning. Whilst mobile phones can be useful for setting homework reminders and internet searching, they should only be out of a student's bag with permission of the classroom teacher.

# Academic Responsibilities (continued)

## Homework

- It is expected that students in order to help them develop as an individual as well as academically will undertake supplementary academic work outside lesson time: 'homework'. This work may be done at school and/or at home and will be set during lessons and as a task on Satchel. As well as homework tasks set by teachers, students are expected to work independently by undertaking further reading, revision or research.
- Students are expected to complete homework tasks to the best of their ability to meet the deadlines set by teachers on Satchel.
- If a student does not understand the instructions or if the homework task is too hard, they will seek early help from the teacher to enable them to do the homework to meet the deadline.
- Teachers will set tasks that can be completed within the timings set. If a student is spending longer than advised on a homework task they should stop doing it and seek help from the teacher.
- If a student cannot complete a homework task for any reason, they should email or see the teacher and explain (often an extension will be possible). Students should not wait until the lesson to inform the teacher that they haven't completed a task.
- In the event a student misses a deadline without an extension then they will abide by the appropriate sanctions that may include: Homework EMC, formal warning, detention.

# Academic Support Plan

If a student doesn't make expected progress in any of their subjects, they are put on the subject teacher's underachievement tracker. An academic support plan will then be created for students who are on the underachievement tracker; this is a supportive rather than a punitive measure, which involves targets being set and reviewed regularly and certain actions put in place to help the student make the necessary progress to fulfil their potential.

## **Stage One: Underperformance in specific subjects**

### **Departmental responsibilities:**

One-to-one meeting with subject teacher/lead/Director with clear targets set and notes taken  
Meeting follow up within two/three weeks measuring performance against targets, again clear notes should be kept  
Phone call home with outline of issues and targets  
Sixth form team (Mr Marshall) to be informed of each of these steps and all notes to be taken on the shared document

## **Stage Two: At risk of U or no progress during stage one intervention**

### **Sixth Form responsibilities:**

Student to be placed on academic report to Mr Marshall and subject teacher  
Phone call home from sixth form team and then in-person parental meetings  
Students will be expected to spend their free periods working/revising

## **Stage 3 – Extended Individual Learning Plan**

- If a student is still not making expected progress (evidence from most recent class test/data drop) further targets will be set.
- An email home to inform parent/carer of continued underachievement and current strategies in place to support underachievement.
- Students will be expected to continue attending compulsory intervention sessions.
- Non-contact periods to be removed for half a term and replaced with supervised study periods, during these sessions students must complete targeted independent learning that has been set by the subject teacher/subject lead.
- A review will be arranged with the student and the subject teacher/subject lead/ Director of Faculty to see if targets have been met and how the student is getting on with their independent learning.

*In extreme cases, if all stages have been exhausted and students still do not seem to be making necessary progress, a meeting will be held between the student, parent/carer (if requested) and the Head of Sixth Form to discuss whether or not students should change their subject choice or possible withdrawal from examinations.*

## Behaviour Sanctions

Sanctions are given in situations where students do not adhere to our Sixth Form core principles and expectations. These can be issued for behaviour in and around the school whether this be during lesson time in the sixth form hub, canteen, corridors etc.

Sanction	Process	Examples of expectation breaches (This is not an exhaustive list)
(S1)  Formal Warning	<ul style="list-style-type: none"> <li>• Given by a Teacher</li> <li>• Given for persistent misbehaviour following a verbal warning.</li> <li>• A consultation between the student and teacher to discuss reasons for the warning and expected behaviour moving forward.</li> <li>• Logged on the school's MIS (Satchel)</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to adhere to sixth form expectations e.g. dress code infringement, non-adherence to sixth form core principles (e.g not exemplifying respect with peers or staff following a verbal warning)</li> <li>• Failure to meet academic responsibilities.</li> <li>• First instance of lateness to lesson without a valid reason.</li> <li>• First instance of not following correct absence procedure</li> </ul>
(S2)  Single Detention (30 Mins)  <i>Daily with Subject Teacher</i>	<ul style="list-style-type: none"> <li>• Given by a Teacher</li> <li>• Given for one-off serious misbehaviour.</li> <li>• Given for persistent breach of sixth form expectations</li> <li>• Logged on the school's MIS (Satchel)</li> </ul>	<ul style="list-style-type: none"> <li>• Persistent breach of academic responsibilities such as non-submission of homework or consistent submission of poor-quality homework</li> <li>• Persistent breach of sixth form expectations e.g. continued breach of sixth form core principles, continued failure to meet dress expectations</li> <li>• Second instance of not following correct absence procedure</li> </ul>
(S3)  Double Detention (1 Hour)  <i>Tuesdays and Fridays Only with Head of Sixth Form</i>	<ul style="list-style-type: none"> <li>• Given by a Teacher</li> <li>• Given for persistent or serious breach of sixth form expectations</li> <li>• Restorative justice meeting to take place with student and teacher who set the detention at the end of the day on the day the detention is issued.</li> <li>• Parental contact to be made</li> <li>• Logged on the school's MIS (Satchel)</li> </ul>	<ul style="list-style-type: none"> <li>• Persistent breach of sixth form expectations e.g., serious or continued breach of sixth form core principles, continued failure to meet dress expectations despite actions of S1 and S2</li> <li>• Repeated lateness even after EMC has been issued</li> <li>• Third instance of lateness to lesson without a valid reason</li> <li>• Third instance of not following correct absence procedure</li> </ul>
(S4)  Internal Exclusion	<ul style="list-style-type: none"> <li>• Given by a member of the Senior Leadership Team (SLT)</li> <li>• Given for persistent or highly serious breach of school expectations</li> <li>• Can be given as a half day or full day exclusion</li> <li>• Logged on the school's MIS (Satchel)</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to meet sixth form expectations after a series of previous sanctions</li> <li>• A serious breach of school expectations e.g. truancy to lessons</li> <li>• Non-attendance to S3</li> <li>• Continuous truancy to school detentions</li> </ul>
(S5)  Fixed Term Exclusion	<ul style="list-style-type: none"> <li>• Recommended by the Head of Sixth Form to the Principal and Executive Co-Headteachers</li> <li>• Given for persistent or substantial breach of sixth form expectations</li> <li>• Logged on the school's MIS (Satchel)</li> </ul>	<ul style="list-style-type: none"> <li>• A substantial breach of school expectations e.g. bullying, smoking in the school vicinity.</li> <li>• Failure to meet sixth form expectations after a series of previous sanctions</li> <li>• Truancy to an internal exclusion</li> <li>• Activity that brings the school into disrepute</li> </ul>

**A permanent exclusion can be recommended by the senior leadership team for persistent or severe breach of sixth form expectations. (A full list of serious breaches of school policy can be found in the whole school behaviour policy).**

## Additional Points

### Mobile Phone Policy

Students may bring phones to school but they must be out of sight and unheard between 8:45am and 3:15pm except for use during Private Study, break and lunchtime and in the Sixth Form Hub (students must follow the expectations of behaviour in the Sixth Form Hub as stated in the handbook below) or if given permission to do so by a teacher during the lesson. It is important that Sixth Form students set an example to lower school students by not using their phones anywhere else in the school, including corridors, in the canteen and in external areas of the school.

Students seen using their phones in areas where they are not permitted will be issued a formal warning by the staff member in the first instance. In the second instance students will be issued a single detention and their phone confiscated for the remainder of the day.

### Punctuality

If students are late to school in the morning twice in one week or miss an entire family group session once in a week, with no valid reason they will be issued with an **Early Morning Check-in**. Students will be expected to arrive to school and sign-in by **8:15am** for 2 consecutive days in the week following the lateness.

### Uniform (See dress code for more detail)

Staff on the gate and family group tutors will check all students' uniform each morning. If an item of uniform including shoes is missing or incorrect, spare uniform is lent from the Sixth Form Office and a formal warning issued. If a student does not have the correct uniform for two days in a week, the student will be issued a single detention by your family group tutor.

### Homework Sanction

If students hand in incomplete or inadequate homework they will be issued with a **Homework Early Morning Check-in**. Students will be expected to arrive to school and sign-in by **8:15am** and leave their completed homework in the assigned tray in the Sixth Form Hub the day after the EMC has been issued.

# Facilities

The school building is open to Sixth Formers from **8.00am to 5.00pm**. After 4.15pm students must be in the Sixth Form Hub and must only be in there for silent study. *The seminar room can be booked in advance for group work that is to be completed after 4.15pm.*

## The Library

In the interests of productive work, students must follow the expectations of behaviour in the library. Please note that failure to recognise these guidelines may result in a loss of library privileges.

- Food and drink are not permitted (except water).
- Mobile phones must be turned to silent on entering the library.
- If you wish to listen to music, this must be done using headphones and the music must not be audible to other people.
- Treat library property with care – do not write on or mark books.
- Get all resources issued by the librarian before you take them out of the library.
- Leave the library neat and tidy. If you have books or magazines that need to be re-shelved, take them to the librarian's desk.
- Communication is by whisper only. If you need to work in a group please do so in the canteen or book the seminar room in advance.

## Photocopying and printing

A printer is available in the Sixth Form Hub to print and photocopy. Your ID card is required to release your print jobs and to access copying facilities. Credit can be added using the biometric top up machines which can be found opposite the main reception and the student welfare reception.

## ICT Equipment

It is possible to use a MacBook while working in the silent study booths in the Sixth Form centre and during supervised study sessions. It is the responsibility of students to sign these out and sign these back in upon return.

## The Sixth Form Hub

The Sixth Form Hub is a space for Sixth Formers to socialise and eat during break and lunch and complete work during the school day. In order to ensure the Sixth Form Hub is being used correctly students must follow the expectations of behaviour at the different times stated. Please note that failure to follow these guidelines may result in a loss of access to the Sixth Form hub for a duration of time.

- Silent study is permitted during lesson times, during this time mobile phones must be turned to silent and music must not be audible to other people but must be listened to via headphones.
- No food or drink (except water) is permitted while you are in a silent study booth or using an iMac.
- The Sixth Form Hub can be used to socialise during break and lunch however, this should take place on the sofas and round tables. *(Please be mindful that some students may still be working in the silent study booths and on iMacs during these times).*
- Food or drink in the Hub during break and lunch times must be consumed on the sofas and round tables.
- Any hot drinks consumed in the hub must have a lid.
- All litter **MUST** be thrown in the appropriate bin.

# Facilities (continued)

## **The Sixth Form Seminar Room**

The Sixth form seminar room is used for supervised study sessions however this room can be booked in advance for group study before and after school and during lunchtime. The booking form can be found in the student support area on the sixth form website.

## **Catering**

Food and drink are available for sixth formers from the canteen during break and lunch time. \*Hot and cold snacks/drinks are also available to purchase from the Sixth Form Hub.

Specific timings for this are displayed in the Sixth Form Hub and the canteen.

*(\*Any hot dinners purchased from the school canteen during lunchtime must be eaten in the school canteen.)*

Payment: We operate a cashless system. You can top up your account using the biometric top up machines which can be found opposite the main reception and the student welfare reception.

Students are allowed to leave the premises for break and lunch but must ensure they are signing in and out for health and safety reasons.

## **The School Canteen**

A section of the school canteen (from the chapel to the cafe) can be used by sixth formers for group study or as a social place to both discuss and relax. Please note that this area will not be available to sixth formers during secondary students' break and lunch times.



# Attendance and Punctuality

At St Mary Magdalene C of E Sixth Form, we believe that 100% attendance and punctuality is what maximises your educational experiences and attainment. You are required to attend all timetabled lessons, Family Group Sessions and extended – curricular activities such as clubs and societies, sports and volunteering. The school will regard you achieving attendance and punctuality of **over 98%** as excellent and will report it as such in any reference given.

As a school we will continually recognise and reward good attendance and punctuality however, attendance **below 95%** without good reason will face sanctions that may lead to exclusion from the sixth form and/or withdrawal from examinations.

Absences will be unauthorised unless you notify the school in line with this policy and your absence is authorised.

## Absences which can be foreseen:

If the absence can be foreseen, then you must apply for authorisation at least **2 days** in advance by completing an absence request form. This is available in the student support area on the sixth form website. You must submit this form alongside any required evidence. *Absence taken for foreseeable reasons will not be authorised retrospectively.*

## Absences which cannot be foreseen in advance:

In the case of an unforeseeable absence, we will consider whether or not this should be authorised. In such cases you should notify the school on the day in question; unless there is a good reason why this could not be done. This should be done by a phone call to the Sixth Form Administrator or Student Support Officer by 8:40 on the day of the absence.

## Sickness Absence:

In the event of an absence due to sickness you should notify the school on the day(s) in question; unless there is a good reason why this could not be done. This should be done by a phone call to the Sixth Form Administrator or Student Support Officer by 8:40 on the day(s) of the absence.

## Will my absence be authorised?

<b>Foreseen Absence (This is not an exhaustive list)</b>	
<p>The following are examples of reasons which would normally be authorised:</p> <ul style="list-style-type: none"> <li>• A medical appointment which cannot be arranged outside school hours or unavoidably falls in school time e.g. hospital appointments</li> <li>• To look after a family member or another person for whom the student has formal caring responsibilities – however, this does not cover babysitting younger family members</li> <li>• A Day of religious observation in line with the student's faith (one permitted per academic year)</li> <li>• A career related interview</li> <li>• Attendance at the funeral of a close friend or immediate family</li> <li>• Severe disruption to a student's mode of transport where there is no practical way of getting to school</li> <li>• A driving test/ A driving theory test</li> <li>• Court attendance</li> <li>• Family bereavement</li> <li>• Visits approved by the school</li> </ul>	<p>The following reasons for absence would not be acceptable:</p> <ul style="list-style-type: none"> <li>• Holiday taken during term-time</li> <li>• Social events during term-time</li> <li>• Part- or full-time work which is not part of the Student's programme of study</li> <li>• Political activities</li> <li>• Leisure activities</li> <li>• Birthdays or similar celebrations</li> <li>• Babysitting younger family members</li> <li>• Shopping</li> <li>• Driving lessons</li> <li>• Late arrival to lessons/Family Group Sessions</li> <li>• Missing lessons to complete coursework/ homework</li> <li>• Taking unapproved exam study leave</li> </ul>

### Unforeseen Absence (*This is not an exhaustive list*)

The following are examples of exceptional situations where unforeseen absence may be authorised:

- An emergency involving a family member or another person for whom the student has caring responsibilities. Details must be provided to the school. However, while such cases will be treated sympathetically on a one-off-basis, they will not be acceptable as regular grounds for authorising absence
- Family bereavement
- Transport problems, where these were **not** known about in advance, and where there is no alternative means to hand
- Sickness Absence – up to a **maximum of 5 days self-certificated absence per year** may be authorised. However, the school is entitled to turn down applications for authorised sickness absence if they have reason to doubt their validity. Any emerging pattern of non- attendance due to sickness without explanation would be unacceptable. **Where students are absent for a period of more than 3 days medical certificate/evidence will be required.**

## Attendance and Punctuality (continued)

### Late to a lesson:

If you are late to a lesson and you do not have a valid reason you will be given a formal warning by the teacher. Persistent lateness to the same lesson will result in a detention (this may be a single or double detention depending on the severity of the lateness and is down to the subject teacher's discretion).

### Absence to a lesson:

If you are not present in a lesson you will be marked as absent by the teacher. If you do not have a valid reason for not attending the lesson this is classed as truancy and will result in a double detention. Persistent truancy to the same lesson without a valid reason may result in students being internally excluded.

### Unreported absence of a day

If you have not attended school, have not completed an absence request form and received authorisation or contacted the school **before 9:00am**, you will be marked as absent for every lesson in the day and considered truanting.

## Dress Code

Our dress code is designed to both personally embody and publicly reflect the high expectations and professional ethos of the school. As Sixth Formers you are role models to our lower years and ambassadors for our school, therefore high standards of dress and appearance are important. Expectations are no different to how they would be in a formal place of work.

### **SMM6 students enjoy a smart but more casual dress code than students in the younger years**

Do's	Don'ts
<ul style="list-style-type: none"> <li>•Lanyards and ID must be worn at all times – students will not be allowed on site without them.</li> <li>•Students are not required to wear blazers/suit jackets/ties/ but all tops/shirts/blouses should be collared.</li> <li>•Trousers and chinos should be full length and free of tears/rips or frayed edges.</li> <li>•Length of dresses and skirts should be appropriate for a professional environment.</li> <li>•Plain leggings are acceptable only if worn under a skirt, dress or long shirt.</li> <li>•Smart shoes must be worn. Sports trainers are not acceptable and open shoes are not suitable.</li> <li>•SMM6 Basketball Scholar/Girls United students wear the SMM6 Sports Scholar uniform and change into training kit when needed</li> </ul>	<ul style="list-style-type: none"> <li>•Hoodies are not to be worn</li> <li>•Jeans, jeggings, polo tops, t-shirts and shorts are not acceptable</li> <li>•Sports attire, such as tracksuits, joggers, sports shorts and football shirts are not appropriate.</li> <li>•Caps (baseball, trucker caps, durags etc.) and hoods are not to be worn.</li> <li>•Shoulders and midribs should not be seen.</li> <li>•Words and diagrams on clothing should not be offensive or possibly be seen as offensive (e.g. references to drugs or sex).</li> <li>•Facial piercings should be discreet and there should not be more than one. Tattoos should not be seen</li> <li>•Underwear should not be seen.</li> </ul>

**Expectations** - All staff reserve the right to challenge students, and make decisions, regarding acceptable items of clothing and appearance. Students who fail to meet these expectations may be asked to return home to change and persistent failure to do so will lead to sanctions.

# Pastoral Structure

At St Mary Magdalene it is important to us that every student feels that they are a part of one family and feel safe within our school community, because of this not only do we ensure that students are achieving academically but we do everything we can to ensure they are supported emotionally too.

## Family Groups:

Each student will belong to a family group. Family groups will meet every morning at 8.45am for 25 minutes, the session will start with an act of worship and reflection and allows students to prepare their minds for the day. The weekly timetable for family group sessions can be found below:

<b>Monday:</b>	<b>Tuesday:</b>	<b>Wednesday:</b>	<b>Thursday:</b>	<b>Friday:</b>
Leadership Collective Worship	PSHE and 1:1 Sessions	Family Group Worship	Clergy Collective Worship	PSHE and 1:1 Sessions

PSHE sessions will cover various areas such as:

- Mental Health and Emotional Wellbeing
- Healthy Lifestyles
- Drugs, Alcohol and Tobacco
- Forming and Maintaining Respectful Relationships
- Sexual Health
- Financial Choices
- Choices and Pathways
- UCAS/ Life after sixth form

## 1:1 Sessions:

This is an opportunity for students to have a 1:1 conversation with their family group tutor about any concerns they may have about any aspect of sixth form life.

## Family Group Tutors:

Each family group will have a designated personal tutor (family group tutor) who you will see daily. Your family group tutor is there to provide you with pastoral and academic support and guidance, they will play a key role in supporting your progress and development during your time in sixth form, and will hold you to our high expectations.

Your family group tutor will work with you to:

- Monitor your academic progress by supporting you to set meaningful SMART targets after each assessment
- Meet with you once every half term to discuss your progress in the school and create strategies with you to further your personal development
- Write your UCAS references
- Hold you to high behavioural and academic expectations
- Be a source of pastoral guidance and support

# The Extended Curriculum

At St Mary Magdalene School we pride ourselves on balancing academic success with wide ranging enrichment opportunities which will allow you to develop your interests and support the community. As a sixth form student we want to offer you as many different life experiences as possible to help you find out what is right for you and give you a well-rounded education. These opportunities have been built into the timetable and are part of your day-to-day life as a sixth former, to ensure that your sixth form experience is unique.

## **Leadership and Volunteering**

The Sixth Form Leadership and Volunteering programme builds upon previous traditional leadership roles (such as Head Students and Prefects) and combines them with volunteering schemes such as paired reading with students in our primary phase and mentoring schemes with our younger students. The school has an excellent reputation for its involvement in the wider community and has developed some successful links with local organisations (e.g., the local homeless shelter and the local foodbank) giving you the opportunity to volunteer and serve others.

## **Clubs and Societies**

You will be given the opportunity to further explore your passions and broaden your subject knowledge by joining and leading various clubs and societies. Many of these sessions will be student led and may include but are not limited to: Debating, Choir, Drama Club, Mental Health Society, Mindfulness Club and many more. You will also have the opportunity to complete the Silver or Gold Duke of Edinburgh award.

## **Sports Programme**

It is our expectation that all sixth formers will participate in our wide-ranging sports programme. You will take part in one hour of sport every week with a variety of different sports to choose from including: football, basketball, netball, yoga, street dance, personal training and many more.

## **Careers Programme**

The careers programme will take place every Friday afternoon for one term in year 12. You will attend employability workshops, workplace visits and have the opportunity to network with a range of professionals. We encourage all students to apply for work experience throughout during their time at sixth form. In addition, Ms Botha, our Careers and Enrichment Lead is here to support and guide you about your future. If you would like to receive careers advice, please book a meeting with her.

# Safeguarding

## Meet the Safeguarding Team

Who	Whole School Role	Safeguarding Role	Where can I find them?
Mr J Golding	Assistant Principal	Safeguarding Team	Office on 2nd floor
Mr T Greenwood	Vice Principal	Safeguarding Team	Office on ground floor
Mr R Hussain	Principal	Safeguarding Team	Office on 3rd floor
Mr A Watson	Head of Sixth Form	Designated Safeguarding Lead	Office in the Sixth Form Hub
Ms A Hinds	Home School Link Worker	Deputy SG Lead	Office in Learning Zone
Mr I Benson	SENCO Director/Inclusion	Safeguarding Team	Office in Learning Zone
Mr Y Shimirty	Assistant Head of Sixth Form	Safeguarding Team	Office in the Sixth Form Hub
Ms M Brady	Assistant Principal	Safeguarding Team	Office on 1st floor

Your safety and welfare are paramount, and during your time at St Mary Magdalene all staff will act in a way to keep all students safe.

- If you ever feel unsafe inside or outside of school you should immediately talk to a staff member for help.
- If you are worried about a friend you can speak to a staff member for support.
- If you are a victim of or a witness to bullying (online or in person), you should immediately report this. (The school has a zero tolerance to bullying).
- If you have any concerns over the conduct of a member of staff you should talk to a member of SLT.

Other safeguarding concerns may include:

Self-harm, home issues, eating disorders, mental health, sex without consent, peer on peer abuse, grooming, gang involvement, radicalisation, forced marriage, female genital mutilation (FGM).

If you are worried about anything but are unsure if it is a safeguarding concern please still speak to a member of the safeguarding team.



# Wellbeing

Your wellbeing during your time at SMM6 is very important to us. Various challenges may appear during your time here, however, there are many people in the school you can speak to in a safe and non-judgemental environment.

## Who to see if you need support?

There is lots of support in place to help you through any difficulties you may encounter during your time as a sixth former. Please seek the support you require as soon as possible, so that we can act quickly and support you as best as we can. Please remember that any member of staff will listen to your needs so speak to whoever you feel most comfortable speaking to.

### Academic

Problem	Who to see
Subject work/homework/subject assessments	Speak to your subject teacher at the end of the lesson or send them an email.
Feeling overwhelmed with your workload	Speak to your family group tutor
Have an additional learning need	Speak to your family group tutor, Head of Sixth Form or Ms Hughes.

### Financial

We are committed to ensure that all students in our care, regardless of their socio-economic background achieve the highest possible outcomes and can take full advantage of all the amazing opportunities that we have on offer. The 16-19 Bursary Scheme enables the school to allocate funds directly to students who face financial circumstances that may prevent them from participating in post 16 education. Please speak with your **family group tutor, the student support officer or the Head of Sixth Form** for full details of the criteria and process for applications should you need to access it.

### Social/Emotional

You may face social and or emotional challenges that may affect your studies, it is important that you speak to someone as soon as possible so that we can help. Your first point of contact is your **family group tutor**. They will listen to you and will be able to direct you if you need further support. **Ms Kwabi: Head of Sixth Form** is another member of staff whose door is always open. You can also speak to **a member of the safeguarding team, the chaplain or the school counsellor**. Please remember that it doesn't matter who you speak to, **any** member of staff will support you so choose whoever you feel most comfortable talking to.

Outside of school there are a growing number of resources available. Please refer to any of the external agencies below if you are experiencing any of the following challenges:



## CRISIS/EMERGENCY/SUICIDE

Contact	Phone Number	Other Information
Police/Ambulance Service	999	Contact when you or another is in immediate danger
Young Minds Crisis Messenger	TEXT YM to 85258	If you are experiencing a mental health crisis and need immediate support.
Samaritans	116123	Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a>
CALM	0800 585 858	<a href="http://www.thecalmzone.net">www.thecalmzone.net</a>

## BEREAVEMENT SERVICES

Contact	Phone Number	Other Information
#HELP2MAKESENSE	N/A	Email: <a href="mailto:ask@winstonswish.org">ask@winstonswish.org</a>
Hope Again	0808 8081 677	Email: <a href="mailto:hopeagain@cruse.org.uk">hopeagain@cruse.org.uk</a>

## DEPRESSION

Contact	Phone Number	Other Information
Mind	03001233393 or TEXT 86463	Email: <a href="mailto:info@mind.org.uk">info@mind.org.uk</a>
Young Minds	08088025544	<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>
The Mix	0808 808 4994	<a href="http://www.themix.org.uk">www.themix.org.uk</a>

## ANXIETY

Contact	Phone Number	Other Information
Anxiety UK	03444775774 or TEXT 07537416905	<a href="http://www.anxietyuk.org.uk">www.anxietyuk.org.uk</a>
No Panic	03007729844	<a href="http://www.nopanic.org.uk">www.nopanic.org.uk</a>

## SELF-HARM

Contact	Phone Number	Other Information
Self-Injury Support	0808 800 8088 TEXT 07537432444	A national organisation that supports girls and women affected by self-injury or self-harm.
National Self-Harm Network	N/A	<a href="http://www.nshn.co.uk">www.nshn.co.uk</a>

## EATING DISORDERS

Contact	Phone Number	Other Information
ABC	03000111213	Email: <a href="mailto:support@anorexiabulimiare.org.uk">support@anorexiabulimiare.org.uk</a>
Beat	08088010811	Email: <a href="mailto:studentline@beatingeatingdisorders.org.uk">studentline@beatingeatingdisorders.org.uk</a>



## ONLINE COUNSELLING

Contact	Phone Number	Other Information
Kooth	N/A	<a href="https://student.kooth.com/">https://student.kooth.com/</a>

## LGBTQ+ SUPPORT

Contact	Phone Number	Other Information
Stone Wall	08000502020	<a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a>
Switchboard	03003300630	Email: <a href="mailto:chris@switchboard.lgbt">chris@switchboard.lgbt</a>



## Digital Wellbeing

Being online isn't necessarily bad for you – in fact it can have a positive impact on your wellbeing. However, how you engage with it and what you use it for will define whether it has a positive or negative impact on your wellbeing.

The online world can help us to feel more connected to others, more productive, and more engaged. It can also provide us with entertainment, intellectual stimulation and fun.

Being online can also make us feel disconnected, tired or irritable. It can enable us to procrastinate and watch time slip by. This might mean we feel lethargic and drained, and can contribute to spikes in anxiety and low mood. This is partly because screens keep us from other activities that are good for our wellbeing, such as spending time in nature, exercising and sleeping.

What steps can you take to develop healthy digital habits?



# Acceptable ICT Use

At St Mary Magdalene Sixth Form we believe that expertise in the use of Information and Communication Technology will play an increasingly important role in the futures of our students. Computers offer access to a wide range of information to support study in all areas of the curriculum. Computers are provided and maintained for the benefit of all students and therefore the school insist that students adhere to the rules set out below for the acceptable use of the equipment.

## Computer Rules:

- Students must not install or download programmes of any type on a machine, or store programmes on the computer or network drives without permission.
- Students must not damage or disable or otherwise harm the operation of, the computer or the network, or intentionally waste resources, including paper, ink and toner cartridges.
- Students will not use the network for commercial purposes, e.g., buying or selling goods.
- Students must not disclose their password to others, or use the password intended for the use of another student.
- Students making use of the network must do so in a way that does not harass, harm, offend or insult others. Students are expected to respect and not attempt to bypass security in place on the computers or network. Accessing, copying, removing or otherwise altering other people's work or attempting to alter the settings of the computer are not acceptable and will result in sanctions being taken against the offender.
- Students must immediately report any damage or faults involving equipment or software however this may have happened.

## Internet Rules:

- Students may only access the internet for study purposes or for authorised or supervised activities.
- Students must not use the internet to obtain, download, send or print or otherwise transmit material which is unlawful, obscene or abusive.
- Students are expected to respect the work and ownership of rights of other students, staff and persons outside of the school. This includes abiding by copyright laws.
- Students must not engage in social media over the internet. Students must not give personal information such as addresses or telephone numbers to those they contact online.
- Students must immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.
- Students should not open any attachments to emails, unless they know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.

## Social Media Use:

- St Mary Magdalene have the right to take action against any student who is involved in incidents of inappropriate behaviour, that are covered in this agreement, when they are outside of the school vicinity and where they involve their membership of the school community (examples would be cyber-bullying, use of images or personal information that may be construed as offensive to another member of the St Mary Magdalene community or actions that will bring the school into disrepute).

Sixth Formers should understand that if they fail to comply with this Acceptable Use Policy Agreement, they will be subject to disciplinary action. This may include loss of access to the school's network / internet, detentions or suspensions, contact with parents / carers, exclusion (in the event of systematic or persistent cyber-bullying) and, in the event of illegal activities, involvement of the police.

*(By enrolling to St Mary Magdalene Sixth Form, you have agreed to follow the Acceptable ICT Use Policy above.)*

## Sixth Form Team

<b>Staff</b>	<b>Role</b>
Mr A Watson	Head of Sixth Form
Mr O Marshall	Assistant Head of Sixth Form
Mr Y Shimirty	Assistant Head of Sixth Form
Mrs S Ahmed	Sixth Form Administrator
Mrs S Newington	Student Welfare Officer

If you need any support or you have any queries, please see your Family Tutor or any of the Sixth Form team.

We hope you found this handbook useful and we are very much looking forward to welcoming you as you begin your Sixth Form journey.

Faith, Family & Fellowship

30









**ST. MARY MAGDALENE**  
C OF E SIXTH FORM  
PENINSULA CAMPUS

*Excellence through innovation,  
founded in faith since 1840.*

