

Sixth Form Student and Parent Handbook 2021-2022



THE NOTTINGHAM EMMANUEL SCHOOL

A Church of England Academy

Gresham Park Drive, West Bridgford, Nottingham NG2 7YF

Telephone: 0115 9775380 (main reception) or 0115 9775387 (Sixth Form reception)

The main reception and Sixth Form reception is open from 7.30am – 4.30pm. Outside of office hours there is an opportunity for messages to be left on the school answering service. Equally we encourage communication through the school's email service.

E-mail: P16@emmanuel.nottingham.sch.uk

Website: www.emmanuel.nottingham.sch.uk

“Together to learn, to grow, to serve”

Parent and Student Handbook

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Equal Opportunities Statement

Our school actively seeks to provide a relevant, worthwhile and appropriate education for all, acknowledging that the society within which we live is enriched by ethnic diversity, culture and faith of its citizens. We believe that all are equal in the eyes of God. Our aims are designed to ensure that the school creates a culture and environment for students and staff that enables them to be treated equitably, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. We foster respect, acceptance, understanding and friendship amongst all members of our community and are genuinely committed to eliminating discriminatory practice wherever it may occur.

Welcome to Nottingham Emmanuel School Sixth Form

Welcome to The Nottingham Emmanuel Sixth Form; we are delighted that you have chosen to study with us as you begin a new and truly exciting stage in your educational journey. Our committed team of staff will provide you with opportunities to excel academically, grow as leaders and stretch your imagination so that you progress onto the most prestigious universities and ambitious employment and apprenticeship pathways. We believe that success in the Sixth Form depends upon a deep level of personal commitment and the motivation to do well.

We are a Church of England Academy and Sixth Form. We believe our Christian service to the local community and our students is motivated by the desire to remove any barriers that are preventing students achieving or reducing their aspiration. This Christian service is based on the words of Paul in the Bible **'I am able to do all things through Him who strengthens me' (Philippians 4:13)**. As a school we believe that our faith in God will enable us to have the strength and resilience needed to learn from Him and each other, to grow in faith, knowledge and experience and to serve our local community. Our Christian ethos is firmly grounded in the four values of Wisdom, Hope, Community and Dignity which run through all of our interactions with each other as well as our decision-making processes

We strive to ensure that self-confidence, ambition and purpose are consistently nurtured through praise, encouragement, and celebration of achievement. Standards and expectations are high and an ambitious culture of learning is developed through a wide range of engaging and enterprising educational opportunities, both within and beyond the classroom. We welcome those of other faiths and those who have none, regarding spiritual development as a key component of a rounded and aspirational educational experience.

We want you to feel valued as individuals and we will make sure that we listen to you and provide a programme of study to meet your needs. You will receive support from your form tutor, subject teachers and all of the Sixth Form team to make sure that you can do well in your studies but also to challenge you to reach your potential.

We offer careers guidance and extensive support when applying to university, for an apprenticeship, or for the pathway you decide to follow. In addition to your programme of study, you will be provided with opportunities for enrichment. You may want to become a member of the Sixth Form Student Leadership Team, take part in a sporting activity, complete your Duke of Edinburgh Award, go out to Ghana to support our sister school or volunteer to support younger students.

We expect you to remain motivated and always to try to produce the best work possible by the deadlines that you are given. We expect high standards of attendance, behaviour and dress and to always remember that you are a role model for younger students in the Nottingham Emmanuel School.

Whilst students in Sixth Form are encouraged to be independent as they make the transition into adulthood, we maintain regular communication with parents/guardians regarding all aspects of Sixth Form life to promote a united support network from staff and parents/guardians. For this purpose, we encourage all parents to log on Go4Schools — an online tool which parents are able to access for an overview of attendance, student progress and character for learning. Parents are also encouraged to make contact with us as soon as a need arises by calling Sixth Form reception 0115 9775387 who will make sure that your concern is passed on to the relevant member of staff.

We wish you every success in your studies and hope that you will make full use of your time in Nottingham Emmanuel Sixth Form to prepare for your future.

Good luck!

The Sixth Form Team

Who's Who in Sixth Form?

Name	Role	Email
Mr J Saunders	Assistant Principal/Strategic Lead for Sixth Form	JSA@emmanuel.nottingham.sch.uk
Mr J Irons	Head of Sixth Form	JIR@emmanuel.nottingham.sch.uk
Mr R Holness	Sixth Form Year Leader	rholfness@emmanuel.nottingham.sch.uk
Ms L Eatherington	Sixth Form Academic Mentor	LEA@emmanuel.nottingham.sch.uk
Ms K Wilkinson	Sixth Form Academic Mentor	kwilkinson@emmanuel.nottingham.sch.uk
TBC	Sixth Form Administrator	P16@emmanuel.nottingham.sch.uk
Mr J Bugg	Sixth Form Tutor	JBU@emmanuel.nottingham.sch.uk
Dr K Oates	Sixth Form Tutor	KOA@emmanuel.nottingham.sch.uk
Ms B Watson	Sixth Form Tutor	BWT@emmanuel.nottingham.sch.uk
Ms C Ball	Sixth Form Tutor	cball@emmanuel.nottingham.sch.uk
Mr C Stanfield	Sixth Form Tutor	cstanfield@emmanuel.nottingham.sch.uk
Ms D Tildsley	Sixth Form Tutor	DTI@emmanuel.nottingham.sch.uk
Ms B Webster	Sixth Form Tutor	BWB@emmanuel.nottingham.sch.uk
Ms S Robinson/ Ms D Reuss	Sixth Form Tutor	SRO@emmanuel.nottingham.sch.uk dreuss@emmanuel.nottingham.sch.uk
Ms W Moore	Sixth Form Tutor	WMO@emmanuel.nottingham.sch.uk
Ms A Davis	Sixth Form Tutor	ADA@emmanuel.nottingham.sch.uk

What to Bring to Sixth Form

Subject teachers will make known any specific equipment needed for their students, but all should attend Sixth Form prepared with:

- A lever arch folder
- A4 paper
- Spare pen/pencils
- Ruler/eraser
- A calculator for Science, Maths etc.
- You are welcome to bring your own laptop but please note that our insurance will not cover damage or loss of personal possessions e.g. laptops, phones or any personal belongings.

What to Wear in Sixth Form

One of the privileges of being a Sixth Former is no longer having to wear a uniform. However we still expect students to take pride in their appearance and set a good example to younger students in the school as well as to staff and external visitors.

In keeping with these principles, students should not wear dress that undermines the value of the school or causes offence.

To provide absolute clarity:

- Hats and hoods should be removed during lessons and Acts of Worship
- Underwear, cleavage or midriffs must not be visible
- Clothing should be smart, clean and modest with no offensive slogans
- Sliders and flip flops must not be worn

This list is not exhaustive and individual judgements may be made by the Sixth Form team. In all of this, the emphasis is on self-respect, maturity and setting a good example. We remind students that they will be asked to return home to change if their style of dress contravenes this dress code.

Lanyards

For safeguarding reasons, students are required to wear a lanyard and access/identity card around their necks at all times as it is an essential form of identification. It is also used to access buildings and rooms and to pay for food. Should you forget or lose your lanyard, you **MUST** inform the Sixth Form administrator immediately.

IT Accounts and Email

All students will be issued with an IT log on and email account at the start of the year. For existing Emmanuel students their IT account details will not change. Students are expected to check their email account daily for information from their subject teachers or from the wider Sixth Form team.

Mobile Phones/Head Phones

Whilst students can bring a mobile phone into Sixth Form, it should be switched off during Acts of Worship, exams, tutor time and during ALL lessons (unless directed otherwise by the teacher) as well as in the library or silent study areas. Use of mobile phones by Sixth Formers is not permitted across the school site other than in the Sixth Form study hub. Members of staff are entitled to confiscate mobile phones if they are used inappropriately. Headphones are **NOT** to be worn in class or across the school site. Outside of the Study Hub, they should not be visible.

Laptops

Students are permitted to bring their own laptops to Sixth Form. As with all personal belongings, they remain the responsibility of the student at all times.

The Sixth Form Day

MONDAY, TUESDAY, WEDNESDAY, FRIDAY	
8.25	You must arrive before 8.25am
08.30	Tutor Period/Act of Worship
09.00	Period 1
10 .00	BREAK
10.15	Period 2
11.15	Period 3a or lunch if you have no lesson this period
12.10	Period 3b or lunch if you have no lesson this period
13.10	Period 4
14.10	Period 5
15.10	Period 6

THURSDAY	
8.25	You must arrive before 8.25am
08.30	Period 1
09.25	Period 2
10.20	BREAK
10.35	Period 3
11.30	Period 4a or lunch if you have no lesson this period
12.20	Period 4b or lunch if you have no lesson this period
13.10	Period 5
14.00	ENRICHMENT

Act of Worship – Mondays and Wednesdays 8.30 -8:55am

The Nottingham Emmanuel School is proud of its Christian heritage and the ethos that this history creates. Students are required to attend an Act of Worship at 8.30am every Monday and Wednesday morning. This is an important part of the Sixth Form week where we join together as a whole community and where important information and notices are given to students. Acts of Worship are compulsory and take place every week.

Tutor Period and Meetings with your Tutor

Tutor Periods are held every week. They are compulsory and count towards attendance data. It is very important that students attend tutor periods and get to know their tutor as they will be first point of contact for students and parents, should they need to discuss any issues relating to life in Sixth Form. Tutors can provide support and guidance about all aspects of Sixth Form. The tutors will pass on any issues to the appropriate staff member where necessary. Tutors meet with small groups of students to ensure that students are seen at regularly each term.

Appointments with Staff

If an appointment with a specific member of staff is required, a prearranged appointment should be made. Visiting parents/ guardians must sign in at the main reception on arrival where they will be issued with a visitor's ID badge. Should you need to speak to your tutor/ subject teacher on a one to one basis, you can email them at any time to arrange a mutually convenient appointment.

Who Do I Turn To For Help?

The following table is designed to highlight who to contact in some of the more common pastoral and academic matters. Parents are encouraged to contact members of staff by email or by telephone. Staff will follow up the issues raised and in turn inform parents of the outcomes. We aim to respond to messages left by parents within two school days. Parents MUST inform the Sixth Form administrator as a matter of urgency if any contact details change.

Academic progress (after contact with subject teacher and/or Head of Department) Student welfare, including health issues Matters relating to homework assignments	FORM TUTOR
Matters relating to overall academic progress, UCAS process, intervention strategies and student behaviour or escalated issues relating to pastoral care and student welfare Family situations	HEAD OF SIXTH FORM SIXTH FORM YEAR LEADER
Student absence and lateness Change of detail information Lost property	SIXTH FORM ADMINISTRATOR
Initial subject concerns and concerns about academic progress in a particular subject	SUBJECT TEACHER/ HEAD OF DEPARTMENT

Attendance and Punctuality

All students are expected to attend Act of Worship, Tutor Periods, tutor meetings and attend all timetabled lessons. We use electronic registration for each lesson, which allows us to accurately track attendance. Your attendance should not fall below 96% each week. For any students receiving the bursary, payment may be withheld should attendance not meet the threshold outlined in the bursary policy.

Student sign in/out

Students are required to wear a lanyard and access/identity card around their necks at all times. Whenever they come in or go out of Sixth Form they should scan their access card on the reader that is located on bottom floor B block corridor, outside the Sixth Form admin office. This does not replace tutor or lesson registration but ensures we know where students are at all points during the day.

Absence Due to Illness

If you are unable to attend Sixth Form due to illness or unexpected absence a parent/guardian must:

- Telephone the Sixth Form office on 0115 977 5387 or email P16@emmanuel.nottingham.sch.uk by 8.25am on the day of the absence
- Contact the Sixth Form every day until you return

Medical absences for more than five consecutive days will require a medical certificate from your doctor. This is especially important if you are absent just before or during exams.

Students unexpectedly needing to go home during the school day must report to the Sixth Form office to obtain permission **BEFORE** leaving. Students **MUST NOT** curtail their school day without informing the office.

Advance Notice Absence

If students know in advance that they are going to be absent for any reason they must seek authorisation from the Head of Sixth Form prior to the day of absence to ensure the absence has been agreed. Students should obtain any work that is to be covered during the missed sessions.

Such authorised absences include University Open Days (we expect students to book visits to universities on Saturdays if the university offers this) and interviews, or pre-scheduled hospital/orthodontic appointments.

Unauthorised Absences

Routine GP and dental appointments and driving lessons **must not** be made in lesson times and will not be authorised. Unsatisfactory levels of attendance may result in the withdrawal of a student's place in Sixth Form.

Holidays

Holidays during term time are not permitted. Should a request be necessary, this must be made in writing to the School Principal and may only be granted due to extenuating circumstances.

Single Lessons Missed

Students who miss individual lessons within the school day will be asked to provide an explanation for the absence. Parents/guardians of students who repeatedly miss individual lessons will be contacted and this may result in a parental meeting.

All-Day Absences

Our admin team will endeavour to contact all parents/guardians when students miss a complete day. After the third all-day absence, the Sixth Form team will contact parents/guardians.

Please note that in serious cases of absenteeism, student's place in Sixth Form may be at risk.

Punctuality

Students must arrive in Sixth Form **before 8.25am** each morning. They are expected to be punctual to all Acts of Worship, tutor times, tutor meetings and timetabled lessons. Being on time to lessons will not only make sure that students get the most out of their time with the subject teachers but it is also an indication of your commitment and a mark of respect for your teachers and your peers. Students also need to be aware that when future references are requested by employers or universities, we are frequently asked to provide attendance and punctuality data.

To monitor attendance and punctuality, a register is taken at the start of every lesson in Sixth Form and any latecomers will be marked as late along with the number of minutes late. Subject teachers may choose to impose relevant sanctions where students are missing subject content due to persistent lateness.

The Sixth Form Team will discuss attendance and punctuality data with students on a regular basis, and any concerns will be communicated home. Where students are consistently arriving late to their lessons parental contact will be made by the Sixth Form Team to draw up an action plan of how to ensure this does not continue.

In serious cases of absenteeism or poor punctuality, a student's place in Sixth Form may be withdrawn from a subject.

The Nottingham Emmanuel School's complete Attendance Policy can be found on our website, and is also available on request from the School office.

Learner Agreement

This agreement is designed to inform students, parents and tutors of the expectations and responsibilities that each student accepts when taking up a place at The Nottingham Emmanuel Sixth Form. Please read the following information carefully, as any breach of this agreement may result in the eventual withdrawal of your place.

CODE OF CONDUCT:

As a part of the Sixth Form community you are expected to:

- Attend all timetabled sessions, including lessons, Act of Worship and tutor sessions
- Ensure your attendance level does not fall below 96% during the course of the academic year • Arrive to all lessons punctually and appropriately prepared
- Arrange for all planned absences to be approved in advance and report sickness absence to the Sixth Form Office by 8.25am on each day of absence
- Adhere to the school's policy relating to taking holiday in term time
- Make expected progress during the academic year as measured by formal and informal teacher assessments
- Hand in all homework and coursework on the deadlines given by your teachers
- Engage in independent learning during study periods
- Participate in a range of extra-curricular activities offered
- Behave in an appropriate manner at all times, showing respect and consideration towards fellow students, staff, the building and the facilities provided
- Adhere to school policies, including those relating to bullying, racial discrimination and mobile phone use
- Dress appropriately in accordance with the values of the school and Sixth Form dress code

As a member of the Sixth Form community you can expect the following:

- Good quality teaching and learning
- Regular assessment and good quality feedback on progress, from both your subject teachers and your tutor
- Appropriate individual guidance and support on topics such as improving attitude to learning, accessing subject intervention, study and revision skills, topics for wider reading, appropriate use of study periods and coping with stress
- Opportunities and guidance to support progression to higher education or other career pathways such as an introduction to application processes, personal statement and CV advice, interview skills, support in gaining relevant work experience and completion of references
- A range of courses, activities and enrichment opportunities

Disciplinary Action

Breaching this agreement or exhibiting behaviour contrary to School's expectations may lead to sanctions in accordance with the School Behaviour Policy. These may include fixed term exclusions, withdrawal from specific courses and in some circumstances, withdrawal of your place altogether.

A copy of the School's Behaviour policy can be obtained from the School office.

Acceptable System & Internet Use for students

When students log on to a computer they will be expected to agree to the Acceptable System & Internet Use Policy. Access will be denied if declined. **A copy of the school's Acceptable System & Internet Use Policy can be obtained from the School office.**

Trust Policies

Please go to our website to access all Trust Policies: <http://www.emmanuel.nottingham.sch.uk/documentation/policies/>

Sixth Form Codes of Practice

In order for everyone to have the opportunity to succeed and develop their individual potential, it is important for us all to work effectively together to maintain high expectations in upholding the Learner Agreement described earlier, supported by the following codes.

Racial Harassment Code

In keeping with our Equal Opportunities Policy and Race Equality Policy we reject all forms of racism and everyone is expected to follow this code.

- The Nottingham Emmanuel School is aware of its responsibility for the promotion of racial harmony and understanding. It is committed to creating a positive climate that will enable everyone to work free from intimidation and harassment in order to achieve their full potential
- We will use all our powers and resources at our disposal to eliminate racial incidents
- We will ensure that any complaint is promptly investigated and that everyone is aware of their responsibility and procedures to challenge and report it when it occurs
- We will work with parents, communities and other agencies to ensure that it is clearly understood that racial harassment is unacceptable

Always report complaints of racial harassment to a member of the Sixth Form team.

Anti-Bullying Code

We want to ensure that everyone enjoys their education in a pleasant, supportive environment, surrounded by good relationships.

- Every student at The Nottingham Emmanuel School has a right to enjoy learning, free from intimidation both in the school and the surrounding community
- We will not tolerate unkind actions or remarks, even those not intended to hurt or offend
- Any unkind action or comment will be considered to be bullying
- Students should support each other by reporting all instances of bullying
- Bullying will be dealt with seriously, we are an 'open-listening' school

Always report bullying to a member of the Sixth Form team

Smoking Policy

The school has a no smoking procedure that applies to everyone at all times throughout the campus.

Contraband

In order to ensure the health, safety and security of all members of the school community and to provide an appropriate learning environment, the following are examples of items forbidden and should never be in the possession of students in school, when travelling to and from school or on school organised off-site activities: Cigarettes, Fireworks, Alcohol, Illegal Drugs, Dangerous substances, e.g. chemicals, glue, Offensive weapons, e.g. knives, catapults, air pistols, laser pens or any other articles which might be deemed dangerous or potentially dangerous, Aerosol deodorants (due to the potential health and safety implications, particularly for students with asthma). School staff can search a student with their consent for any item banned under the school rules. Principals and staff authorised by them, have a statutory power to search students or their possessions, without consent, where they suspect the student has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.

Sixth Form Codes of Practice continued

Cars, Bicycles and Motorcycles

The Principal and Governors believe that the health and safety of all persons on the school site is of paramount importance. It is therefore our intention to ensure as far as is reasonably practicable that safe and accessible car parking facilities are provided and maintained for all staff, students and visitors. We do encourage all students to walk, cycle or take public transport but for students who wish to drive their own vehicle to school, they must park on the adjacent site in one of the allocated bays at Gresham Park.

If you cycle, please secure your bike in the bicycle sheds to the left of the school. As with all personal belongings, bicycles remain the responsibility of the student at all times.

Health and Safety

In the interests of Health and Safety all students are given ID badges/access cards which allow them to gain access to the school. These must only be used for your own access to the site. Students who forget their access cards must immediately visit the Sixth Form office. Visitors wishing to meet with a member of staff will require an appointment which should be booked in advance.

Plagiarism Policy

With increasing use of the internet the problem of plagiarism has grown in recent years. Plagiarism is the unacknowledged copying from published sources (including the internet) or incomplete referencing. The two most common types of plagiarism we come across are students simply copying and pasting articles from the internet without referencing and copying another students' work and handing it in as your own.

To help you avoid plagiarism the Sixth Form library has guides to help you with your referencing. The key is that it is fine to use sources from the internet or elsewhere but you must reference where the information came from.

Should any students be found guilty of plagiarism the following action will be taken: *Copying from another student*

Both students' work will not be marked and will need to be re-submitted. A letter will be sent home to your parents to inform them of the situation and our concerns.

Copying from the internet or any other source

Your work will not be marked and will need to be re-submitted, again a letter will be sent home.

Incomplete referencing

Your work will not be marked and will need to be re-submitted. You will have to attend a session on how to reference appropriately with the librarian during tutor period.

In both these cases if this occurs in a coursework only subject you will lose the opportunity to re-draft your work and the re-submitted piece will be final.

Should any of these situations occur on more than one occasion the matter will be passed to the Head of Sixth Form. This may mean that work for a particular unit may be withdrawn or in extreme cases students may be removed from the course.

Use of the Sixth Form

The Sixth Form is well equipped with excellent ICT facilities and a dedicated library. We ask that you do all you can to keep the building in the best possible condition.

In practice, this means respecting the rooms and the general environment by:

- Putting litter in the bins provided and any pots you use in to the Sixth Form dishwasher
- Not sitting on tables or putting your feet on chairs
- Eating and drinking is only allowed in the Study Hub - ***not in classrooms, the IT Suite or the library***
- Cleaning up any mess you make immediately, or reporting breakages to a member of staff
- Playing all ball games outside of the building

Sixth Form Study Areas

The Sixth Form Library is an independent study area, exclusively for Sixth Form students and staff. It is permanently staffed by the librarian who provides support and assistance to students. As this is a silent study area it provides an ideal environment for students to undertake independent study, research and revision.

The Sixth Form IT Suite and the Study Hub are quiet study areas where students are allowed to quietly discuss their work and complete group work.

Expected Behaviour in the Study Areas

Mobile phones should be switched off or on silent in the library and IT Suite

No food or drink allowed in the library or IT Suite.

Students are only permitted food and drink and mobile phones in the Study Hub

No computer games/ music videos to be played on the PCs in any of the study areas. PCs are provided for study purposes ONLY.

Assessment, Exams and Progression

Assessment

The school has invested in Go4Schools– software which allows students, parents and staff to track attendance, assessment data and character for learning (CfL). Students and parents will be given details of how to log on to Go4Schools at the beginning of term.

As well as monitoring academic progress, staff will also input one of four 'CfL' grades: 'Highly Motivated', 'Motivated', 'Inconsistent' or 'Reluctant'. See page 16 for a definition of CfL grades.

Each half term, staff are requested to update students' progress on Go for Schools. At this point, parents will be contacted to let them know that their child's progress has been updated and they can log on and access this information.

If students receive one of the latter two grades for their character for learning they will receive intervention to help them to improve this grade. If they are in receipt of the bursary, then payment may be affected.

Exams

Students will be required to sit formal mock exams in each subject with an exam component. These exams will take place at pre-arranged times in the year. These dates will be published in the school calendar.

We are keen that all students are successful on their chosen courses and that they demonstrate the qualities needed to achieve at this level. With this in mind, students failing to achieve at least an E (or equivalent) grade in the mock exams may not be able to proceed to the final Summer exams in this subject. This is not a decision taken lightly and will be made in consultation with subject teachers. Students who achieve a grade below their benchmark grade in their mock exam may also be asked to re-sit the exam until they prove themselves to have the knowledge and skill required to progress.

Progression

For students studying the level 2 pathway (GCSE equivalent), the natural progression is onto a level 3 (A level equivalent) programme of study. However in order to proceed, students will need to have a minimum of 5 GCSEs (9-4) including Maths and English Language.

It is expected that students in Year 12 should achieve at least pass (E grade) in their progress exams to progress into year 13. Where this is not achieved appropriate changes to a student's programme of study may be made.

As a Sixth Form, the option of repeating Year 12 is not something we offer to our students. Support and guidance will be provided to assess a student's future options including finding an alternative school or college if required.

Coursework

Final deadlines are **FINAL**. If **coursework** is not handed in by the deadline, there is the possibility that the teacher will give a mark of **ZERO**. Final deadlines are set to allow teachers sufficient time to mark and submit the work.

Homework

Homework is an extremely important part of consolidating learning and making academic progress. The expectation is that **ALL** homework is completed and handed in by the deadline. Where this does not happen, a student will be required to complete the departmental sanction as set by the subject teacher.

Baseline Assessment/Dyslexia Screener

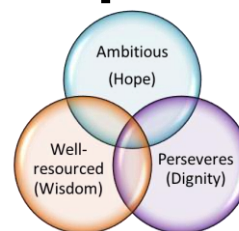
Please note that all entrants to Year 12 sit a baseline assessment within the first few weeks of term. The screener is not a diagnostic assessment, however depending on the nature of the results, in certain cases the screener may lead to the recommendation that a full formal assessment for dyslexia should take place (externally) or may suggest a processing skills assessment is carried out (organised internally). This may then lead to qualification for additional exam access arrangements such as extra time, use of a laptop etc.

Exam Access Arrangements

If a student has previously been eligible for exam access arrangements (extra time, reading support, writing support etc) they must notify the Exams Manager immediately hre@emmanuel.nottingham.sch.uk The Nottingham Emmanuel Sixth Form will endeavour to provide students with the same access they received at GCSE level, however please note there is no guarantee.

Character for Learning Grades – explained

A student who takes responsibility for learning at Emmanuel is **ambitious, well-resourced and perseveres**. Each of the three strands links directly to one of our school values. We develop these together as a school community. Students are assessed against four level descriptors (Highly Motivated, Motivated, Inconsistent or Reluctant) for each of the three strands



Ambitious (Hope)	
Highly motivated	<input type="checkbox"/> I am consistently clear about my strengths and my areas for development. I can consistently break down the steps that I need to take to improve my work. I know who to work with to help me achieve my goals.
Motivated	<input type="checkbox"/> I am clear about my strengths and my areas for development. I can often break down the steps that I need to take to improve my work. I mostly know who to work with to help me achieve my goals.
Inconsistent	<input type="checkbox"/> I am sometimes confused about my strengths and areas for development. I struggle to break down the steps to help improve my work. I don't know who to work with to help me achieve my goals.
Reluctant	<input type="checkbox"/> I don't know what my strengths are or my areas for development. I just want to get to the end point. I don't work with others to help me achieve my goals.

Perseveres (Dignity)	
Highly motivated	<input type="checkbox"/> I consistently use feedback to help me to complete the task or to solve the problem. I never give up when I face a challenge even though I may want to. I always seek the help and support of others.
Motivated	<input type="checkbox"/> I mostly use feedback to help me to complete the task or to solve the problem. I rarely give up when I face a challenge even though I may want to. I often seek the help and support of others.
Inconsistent	<input type="checkbox"/> I sometimes use feedback to complete the task or to solve the problem. I sometimes give up when I face a challenge. I sometimes seek the help and support of others.
Reluctant	<input type="checkbox"/> I rarely use feedback to complete the task or to solve the problem. I normally give up when I face a challenge. I am unwilling to seek the help and support of others.

Well-resourced (Wisdom)	
Highly motivated	<input type="checkbox"/> I consistently complete learning outside of the classroom. I can effectively use self-testing and revision techniques.
Motivated	<input type="checkbox"/> I mostly complete learning outside of the classroom. I can use self-testing and revision techniques. I often take responsibility for my work and work effectively with others most of the time.
Inconsistent	<input type="checkbox"/> I don't always complete learning outside of the classroom. I am inconsistent in using self-testing and revision techniques. I don't often take responsibility for my work and I don't always work well with others.
Reluctant	<input type="checkbox"/> I am reluctant to complete learning outside of the classroom. I would rather avoid using self-testing and revision techniques. I don't take responsibility for work and I don't want to work with others.

Applying to Universities

This process starts at the end of Year 12 students in the form of guidance in researching courses and universities using a range of resources available within college and via the UCAS Apply website www.ucas.com. In addition, a UCAS Parents Evening is held in the September of Year 13 to support parents and students through the process.

There are a number of different resources available to help with the decision about which universities and which courses to apply for. These include:

- Access to Unifrog – an online tool which helps you choose the most suitable universities for you
- Copies of university prospectuses available in the library
- University websites
- Information about university open days

In addition, subject teachers and tutors will be able to advise on the suitability of courses.

The UCAS Points Tariff

When you begin to research courses, you may find that rather than specify grades for entry on to a course, the prospectus instead gives you a required points score. This score is based on the total number of points you accumulate through completion of your A levels.

Grade	A Level	BTEC L3 Extended Certificate
A*	56 points	Distinction* - 56 points
A	48 points	Distinction - 48 points
B	40 points	
C	32 points	Merit - 32 points
D	24 points	
E	16 points	Pass - 16 points

Communication

We welcome parents to contact us by phone, email or in person by pre-arranged appointment as the need arises and are always happy to discuss any concerns you may have:

Tel : 0115 977 5387

Email : P16@emmanuel.nottingham.sch.uk

Change of Details

It is important that we have up to date student, parent/guardian contact details at all times. Please inform the Sixth Form **immediately** if there are any changes to circumstances relating to you or your child that we need to be aware of.

Parent Mail and Texts

To have text alerts and emails informing you of important announcements, events and activities taking place, please supply an email address and mobile phone number to the Sixth Form Office and you will receive a link to activate your ParentMail account.

We ask that all parents/carers have verified their accounts and ensure they keep their ParentMail account up to date with correct contact details (telephone number & email). ParentMail is available as an app on smart phones; we would encourage all parents/carers to download this app. It is the parent/carers' responsibility to ensure all these details are kept up to date so they can continue to receive communications from the school.

ParentMail is also be the payment system for the school. When you are sent the registration link and click on it to register, you will be able to register for the payment side as well as messages.

Parental/Medical/Photo Consent

There are many trips and visits students can get involved in throughout their time in Sixth Form. In order for students to participate we ask that a parental/medical consent form is completed. Please return this form as soon as possible at the start of the academic year. We also ask that, at the start of the year, students complete a photo consent form which covers permissions for that academic year.

Parental Access to Student Progress

The school has invested in an online package, Go4Schools** which will allow parental access to records on attendance, assessment and character for learning. Staff and students also have access to Go4Schools in order to track and analyse data.

**Details of how to access Go4Schools are available on our website

Financial Support

The Bursary Fund

Please see our bursary guidance for more information on our website:

<https://emmanuelsexthform.com/students/sixth-form-bursary-information/>

Here you will also find a copy of the bursary application form. This should be completed and returned, via email, to the Sixth Form administrator.

Free School Meals

You will need to re-apply for free school meals even if you previously received them at Emmanuel or at another school.

Please apply as soon as possible before the start of the new academic year using the following link:

<https://www.cloudforedu.org.uk/ofsm/sims/>

Transport & Travel

If you receive the Sixth Form bursary, this can be used to part or fully fund travel costs.

Nottingham City Transport offer a range of student bus cards www.nctx.co.uk /travelcentre@nctx.co.uk or call **0115 950 60 70** (open 7 days a week)

Frequently Asked Questions

What do I do with my 'free time'?

There is an expectation in Sixth Form that students commit to at least the same number of hours of independent study as they have contact time with their teachers. This means that 15-20 hours in the classroom should be matched by 15-20 hours outside of the classroom. Consequently during study periods, students are either expected to work from home or use one of the many study rooms available in Sixth Form.

Are there any enrichment opportunities available?

Whilst in our Sixth Form you will be given the opportunity to take part in a number of enrichment activities. As competition for training and university places is fierce, very often institutions distinguish between candidates by looking at their participation in other activities, for example through a volunteer programme or by developing leadership skills through sports.

Students will be able to sign up to enrichment activities at the beginning of the Autumn term but opportunities arise throughout the year and will be advertised on google classrooms.

I'm not from Emmanuel and I am afraid that I might not make any new friends

During the Summer term before starting Sixth Form, all students will be invited to an informal taster morning. This is an opportunity for you to meet other internal and external students in a relaxed environment. You'll be shown around the building and will have the chance to attend sample lessons to get a feel for Sixth Form study and to meet and chat with some members of staff. When term starts officially, you will already know some friendly faces and we will continue to support you with the transition. Should you have any concerns, do not hesitate to speak to a member of staff.

What if I decide I don't like the one of the subjects I have chosen?

We appreciate that this sometimes happens. If a student decides that they would like to change one of their subjects, we ask them to let this be known to the Head of Sixth Form within the first two weeks of term as by then students should have a clear idea of whether their choices were suitable. We will endeavour to find you an alternative to fit in with timetabling. Please take note that a clash on timetable may mean that we will not be able to accommodate all requests.

I have no idea what I want to do in the future

The Sixth Form team are on hand for guidance on topics such as further education, higher education, apprenticeships, career pathways or gap years. Advice can also be sought for application processes, personal statement writing and CV advice, as well as interview skills, support in gathering relevant work experience and completion of references.