

The McAuley Catholic High School and Sixth Form



'Sixth Sense' 2022/23

A guide for Sixth Form students and their parents/carers

Term Dates 2022 – 2023

Tuesday 6 th September	Years 7 & 12
Wednesday 7 th September	All years in school
Friday 21 st October	School closes
Monday 31 st October	School re-opens
Friday 16 th December	School closes
Wednesday 4 th January '23	School re-opens
Friday 10 th February '23	School closes
Monday 20 th February '23	School re-opens
Friday 31 st March '23	School closes
Monday 17 th April '23	School re-opens
Monday 1 st May '23	Bank Holiday Monday
Friday 26 th May '23	School closes
Monday 5 th June '23	School re-opens
Friday 21 st July '23	School closes

Training days

Monday 5 th September 2022
Friday 9 th December 2022
Tuesday 3 rd January 2023
Monday 24 th July 2023
Tuesday 25 th July 2023



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'Sixth Sense' 2022/23

A guide for Sixth Form students and their parents/carers

Welcome to the McAuley Sixth Form.

This guide outlines the policies and procedures of sixth form life; which can be very different from the ones you're used to! Please keep it for future reference.

Content may change during the year. The latest version can be viewed via the 'Sixth Form' tab of the school website, www.mcauley.org.uk

Contents	Pg
Welcome, Contents, Contact Us	1
Mission Statement , Key Contacts , Pastoral Support, Attendance	2
Holidays, Punctuality	3
Sixth Form Uniform, lanyard and ID badge	4
Equipment, Flexible Learning	5
Independent 'STUDY' periods, Registration Periods, Timings of the school day, Signing in	6
Teacher absence, Signing out, Student Planner, Changing Courses	7
Continuation on courses of study, Target grades, SARs Progress, Celebration of Success	8
Communications – schoolcomms, students mobile phone numbers, social media and the school website, letters home	9
Text, Online payments using 'parentpay', mobile phone app, Contact details	10
Announcements, Medicines in School, Illness/accidents/injuries, Child Protection, Drinks in school, Mobile Phone policy	11
Use of mobile phones in the classroom, Online safety, Sixth Form council	12
Sanctions, Smoking, Extra-curricular activities, Part time work	13
Work experience, Driving lessons, Student drivers, Entering and exiting the site, 16 – 19 Bursary	14
Exam tips – how parents can help	15
School transport	16
Catering Service, Cashless Catering Payment System	17
Free School Meals	18
Post Sixth Form Pathways and LAMA	19

Contact us:

If you have any queries regarding home/school communication, please email sixthform@mcauley.org.uk or phone the school on 01302 537396 and we will be happy to help.

Our Mission Statement

The McAuley Sixth Form offers a distinctive, high quality education and broader experiences that are rooted in the Gospel values. We work in home-school partnership with students, parents/carers and the local churches.

We believe in the unique dignity of each individual within our community and therefore treat each other with deep respect. Each individual is challenged to be the best that they can be in a christian atmosphere of peace, justice and reconciliation.

We commit ourselves to equality of opportunity and access to lifelong learning. We actively encourage the development of students in all aspects of their lives.

Key contacts

There is a large team to support you through your sixth form journey. Form Tutors are your first point of contact. Other key contacts are:

Associate Headteacher, Head of Sixth Form -----	Mr R Shenton
Year 12 Pastoral Leader -----	Mrs R Rainsbury
Year 13 Pastoral Leader -----	Mrs R Jackson
Associate Headteacher, KS5 Alternative Pathways Lead ----	Mrs N Jefferies
Sixth Form Administrator -----	Miss L Harte
School Chaplain-----	Polly Witter
Designated Safeguarding Lead (DSL) -----	Miss J Allport
Deputy DSL -----	Mr D Stuart
Graduate Intern -----	tbc
ITT student mentor -----	tbc

Pastoral Support

In the Sixth Form, we provide a learning and social environment where students are encouraged to be the best they can be in all that they do. We do our best to deal with every student on an individual basis. We go 'the extra mile' to remove barriers to learning where necessary. Students know they can trust us to support, encourage and motivate them along this new and challenging learning journey. We have an open door policy and will meet with students as requested.

We aim to respond to parental enquiries within 24hrs and arrange to meet at the earliest practicable convenience if required.

Attendance

You are in school for 190 days out of 365 per year. This means you have 175 days for holidays, family time, appointments and 'other things'. Parents and carers are legally responsible for ensuring their child is educated and there must be a good reason for any absences eg genuine illness. We promote and expect excellent attendance above 95%.

Excellent attendance is important whether in school, university or employment. There is a strong correlation between attendance and achievement. Aim for 100% attendance with any absence being unavoidable. Whatever the reason for absence, it is your responsibility to catch up any missed work. **Students must attend all timetabled lessons.**

If a student has an unplanned absence and genuinely cannot attend eg due to illness then the parent/carer must contact the school's Attendance Officer, Mrs Allinson, by phone on 01302 537396 ext 280 or Sixth Form Administrator, Miss Harte, ext 161 explaining the reason for the absence before 8:00am.

Parents/carers will be contacted by text on the first day of absence if a student is expected in school but we do not have an attendance mark.

Planned absence - an Absence Request Form along with supporting evidence should be submitted to Miss Harte in the Sixth Form Office at least 2 days before any planned absence. Absence Request Forms are available, on request, from the sixth form office or by emailing lharte@mcauley.org.uk The end of the school day is 2:15. This leaves plenty of time to arrange non-urgent medical appointments. Students are expected to make medical appointments outside school hours, where possible, to avoid missing taught lessons.

Holidays

In the Sixth Form, it is more important than ever that you do not miss lessons so **please do not book holidays with friends or family during term time**. Holidays taken in term time will be unauthorised. Good attendance is a condition with regard to continuation on courses, participation in trips/visits, suitability for senior positions in student leadership teams and invitations to the Year 13 Leavers Prom.

This is particularly important in June and July when all students will be continuing with their A level studies.

Open days – Most universities now offer Open Days on weekends and holidays. Attend these when possible in order to avoid missing lessons. Students are allowed a maximum of 2 school days per year to attend career related events such as apprenticeship fairs and university open days.

Punctuality

Be prompt to all lessons, leave the common room as soon as the bell goes and walk purposefully to lessons! The school day starts promptly at 8.a.m. with Lesson Registration Time. Arrive early! The Sixth Form Canteen will be open from 7:45 for breakfast, snacks and drinks.

The bell will only go at the start of lesson time. It is your responsibility to set off before the bell to ensure you are there on time. You may use alerts in your phone!

Sixth Form Uniform, lanyard and ID badge

Please observe the guidance below when buying uniform. Clothing described as 'school wear' in the shops may not conform to the Uniform Guidance so keep your receipts! Sixth Form ties are available for purchase via the sixth form office (£7.50).

A Sixth Form Lanyard and ID badge must be worn at all times. The first issue is free. Replacement cards are £5 each thereafter.

Item	Allowed	Not allowed
Sweaters/ cardigans	Plain black, V neck sweater/cardigan. School branded hoodies allowed.	Sports logos, designer badges, round neck sweaters.
Shoes	Plain black only. Shoes should be suitable for all school terrain.	Stilettos, canvas, converse, trainers, boots, ballet pumps, obvious studs or logos, open-toed or backless footwear.
Ties	Clip on, plain, red with school crest. Must be worn correctly at all times. For sale via the sixth form office.	Clipped onto a lower button
Trousers	Plain black classic style.	Jeans, jeggins, bootleg, combat, stretch/skin tight fabric, linen, accessories or extremes of length or width.
Socks	Plain black ankle or short length socks only.	Knee length socks – the 'long socks short skirt' look is not appropriate!
Earrings	Discreet, <u>one</u> pair in lobes of <u>both</u> ears.	Stretchers or bars, extreme sizes e.g. hoops
Facial Piercings		Visible facial piercings eg through lips, eyebrows, bullrings, nose loops etc
Belts	Plain black.	Large buckles, accessories or logos.
Badges	School badges only permitted.	
Headgear	Practical headgear only. Modest/plain and red/black only if worn for medical or religious reasons. Any essential hairpieces to be discreet.	'Fashion items', bunny ear style headbands, headgear worn for 'look' rather than practical purposes
Outdoor gear	Practical coats or jackets to protect against the weather.	Hoodies, corduroy, leather or denim jackets.
Hairstyle	Business like	Extremes of style or colour, hair dyed with obvious unnatural colouring, low grades or shaven heads.
Bags	Practical e.g. to take A4 folders and text books. Backpacks preferred.	'Fashion items' or obvious logos.
Skirts	Smart plain black, 'business-like', <u>knee length</u> .	Accessories, full length zips, fashioned belts, skin tight or stretch fabric, miniskirts, peplum, 'puffers' or 'tulips'
Blouses and shirts	Plain white, buttoned to the collar and tucked in at all times.	Pleated, sports or casual blouses, slogans, messages or emblems.
Tights	Plain black, grey or natural.	Patterns or footless tights.
Make - up	Must be discreet. Nail lengths must be sensible and practical.	Bright or vivid colours.

The Sixth Form and School Leadership Teams have the final say on the suitability of any item of clothing, jewellery, make-up or hairstyle etc. Students will be expected to accept any judgement made and rectify any issues ASAP eg borrow/buy a replacement, remove inappropriate items etc.

Equipment

We advise you to purchase the following to help organise your work:

Item	Description
A4 lined paper	one pad for each subject. Hole punched and left hand margins essential. Leaves must pull out 'cleanly' ie without ragged edges so please avoid spiral bound pads!
A4 Lever Arch Files	one for each subject – these will be your 'subject master files' to be kept at home. These will be used to store work from your 'working file' when it gets too full/heavy.
A pack of plastic wallets	useful for storing handouts/worksheets
Packs of dividers	one pack for each subject to separate topics and/or work from your different teachers
General Stationery	Black pens, HB pencils, ruler, eraser, pencil sharpener etc
Additional stationery	a green pen, a purple pen and a set of highlighter pens
Calculator(s)	a graphical and/or a scientific calculator is essential if studying mathematics and/or science subjects. These can be purchased through school. Your teachers can provide more advice about what to buy.
School bag	Backpacks are recommended

Flexible Learning

As we encourage students to become more independent, take responsibility for their own time management and to help prepare students for Life After McAuley, we have introduced a 'Flexible Learning' approach to some 'STUDY' periods. This is a **Sixth Form privilege** conditional on students meeting their course requirements and observing BEST standards of behaviour.

- if you have a 'STUDY' period 6, you may leave school early provided you sign out.
- If/when we lift the requirement to attend registration every day then if you have a 'STUDY' period P1, you may arrive in school in time for period 2. If you have a 'STUDY' period in both P1 and P2, you may arrive in school for P3 etc
- you will be assigned 'B' marks ('authorised study at home') when using your Flexible Learning Time. This does not count against your attendance.
- These arrangements are optional. You are very welcome to come into school before your first lesson and stay in school up to the end of the school day. If you wish to remain in school then you must sign in with Miss Harte in the sixth form reception at the start of period 6 so you get your afternoon attendance mark.
- Students are only allowed to leave and return to site at lunchtimes. Students are not permitted to leave school in 'STUDY' periods between lessons.
- parents will not receive a text in the morning if a student is absent and has a Period 1 STUDY period. Please contact sixthform@mcauley.org.uk if you would like to discuss this further eg if a student plans to come in for 8:00 every day and you wish to continue with texts.
- **Flexible Learning is a sixth form privilege.** It may be withdrawn if there is any decline in progress or, in rare cases, behavioural concerns.

Independent 'STUDY' Periods – “there is no such thing as a ‘free’ period!!”

'STUDY' periods appear on your timetable when you have no timetabled lesson. They are not supervised and we trust students to use their time purposefully and responsibly for self-directed study. 'STUDY' periods should be used to: complete coursework or homework, review previous work, discuss school-work with friends, read around subjects, research university or employment options, continue with a MOOC (online course) etc. You are not permitted to leave the school site nor play football or cause a distraction to others during 'STUDY' periods so please find a suitable place for private study eg Sixth Form study area, Cantley Lane Site Library, a free room, back of a classroom subject to negotiation with a teacher etc.

Registration Form Periods

All sixth formers are expected to attend Registration (Form Time) every day at 8a.m. The Sixth Form Team may remove this requirement at a later date whereby up to three registration periods may be replaced with alternative sessions.

Timings of the school day

Timings of the school day from September 2022		
Lesson	Start	Finish
Registration	8.00	8.20
Period 1	8.20	9.20
Period 2	9.20	10.20
BREAK	10.20	10.40
Period 3	10.40	11.40
Period 4	11.40	12.35
LUNCH	12.35	1.15
Period 5	1.15	2.15

Signing in

If you arrive in school after the start of your first lesson then you must sign in immediately at the Pupil Reception of the site that you enter. This is an important safeguarding matter; not signing in will be recorded as an unauthorised absence. As well as being detrimental to your studies, bursary payments, attendance record, future references etc, sanctions will apply for persistent failure to sign in and lateness to school or lessons.

Teacher absence

You will be informed each morning, by email and notices on the Common Room plasma screen, of any teacher absences. Please read your emails/view the plasma screen carefully every morning so you know whether or not to go to your classroom and whether work has been set. If a teacher is absent for a Period 6 lesson then see the note below re: Period 6 STUDY' periods.

Signing out

If you need to leave school due to a planned absence and have already submitted an Absence Request Form, then please sign out at Sixth Form Reception or Pupil Reception on the site you are leaving when you leave.

If you need to leave school at short notice during the day eg due to illness or an emergency medical appointment then you are required to sign out with Miss Harte in the sixth form office. In these circumstances, permission must be granted by Mr Shenton, Mrs Jackson or Mrs Rainsbury and we will contact your parents before allowing you to leave. We will also assess whether you are in a fit state to travel alone.

Student Planner:

You will receive a sixth form planner in which you can record homeworks and sixth form events. The cost, £2, can be paid via parent pay.

Changing Courses

Occasionally students find that they wish to change or drop a chosen course. If you find yourself in this situation, act sooner rather than later. Course changes are big decisions so seek the advice of your teachers before committing. Before requesting a change, you should:

- consider honestly why you wish to make a change,
- speak to your Form Tutor and the Subject Tutor(s) about any concerns,
- arrange to see Mr Shenton, Mrs Jackson or Mrs Rainsbury who will discuss the situation thoroughly and explain potential impact on progression routes after sixth form.

If a change to your programme is in your best interests, then a 'Course Change Form' MUST be completed. On this form, all changes must be signed for by all relevant staff and your parent/carer before final approval from Mr Shenton. Continue with your lessons until you receive your new timetable. All books must be returned promptly once you have changed or completed a course.

Course Change Forms are also available on request via the sixth form office or by emailing Miss Harte at lharte@mcauley.org.uk

Continuation on courses of study

The move to Linear A Levels (2 year study programmes with final examinations at the end of Year 13) means there will be departmental 'stepped' assessments throughout the course as well as at the end of Y12 to determine how students are progressing.

The most successful students:

- have excellent **Student Assessment Reports (SARs)** that indicate 'End of Key Stage Predicted Grades' at or above target grades and consistently good or excellent 'Attitude to Learning'.
- have at least 95% **Attendance** – unless there are extenuating circumstances we expect sixth formers to have high levels of attendance with no unauthorised absences. Attendance is taken into consideration with regard to participation in trips/visits, suitability for senior positions in student leadership teams and invitations to the Year 13 Leavers Prom.
- meet all course requirements including coursework and home learning deadlines
- secure a minimum of a grade D in End of Year Assessments

Continuation on chosen courses of study is conditional on students meeting course requirements.

Target grades

Target grades are set to help measure your progress. You will receive an A level 'Target Grade' for each subject based on your GCSE results. These are always aspirational. Exceeding your target grade means that you are progressing better than the average student would be expected. A target grade is not a 'cap' on your potential. Many students exceed their target grades!

Student Assessment Reports (SARs)

You will receive three **Student Assessment Reports (SARs)** each year by schoolcomms email. Each SAR shows your Target Grades, predicted end of key stage grades, Attitude to Learning, Attendance etc. These are sent to you via email.

For most students SARs are positive and reassuring. There will be opportunities to discuss any issues through various mentoring and intervention channels. You, with your parents/carers if needed, may be required to meet with one of the sixth form team if there is cause for concern.

Celebration of Success

We love to recognise the efforts and achievements of our Sixth Form Students. In order to foster a positive ethos, we aim to establish a culture of praise and reward.

We celebrate effort and achievement in a variety of ways including rewards afternoons, free buffet lunch, voucher prizes, canteen vouchers, celebration

assemblies, green cards, McAuley Stars, 'Sixth Form Shout Outs, Phone calls home, Rewards evenings, personal emails, personal acknowledgements etc.

In addition, **Sixth Form Commendations** are regularly awarded to individual students for various reasons including: community involvement, attendance, representing school, participation, overcoming challenges, achievement, kindness, determination, independence, role model behaviour etc

Head of Sixth Form Commendations are given to students who go above and beyond in more than one of the categories above. Parents of these students are contacted by phone and students receive a special reward.

Communications

Schoolcomms (The School Gateway):

We use a system called Schoolcomms as an effective and efficient means of home/school communication. The contact information that you provide allows us to send school information to you by email and text, helping us to ensure that you receive important communications quickly and securely. We find that this is an immediate and cost effective way of communicating with parents so please inform us if any contact details change. In order that you do not miss any messages we advise that you add the school email address to your safe sender list so that it doesn't go into your 'spam' folder. This is: SC3714606a@schoolcomms.com

Students mobile phone numbers:

We will require each student's mobile phone number. This is a safeguarding measure that allows us to contact students directly if they are expected in a lesson, mentor meeting or at an event but are absent.

School website and Social Media:

Our website, www.mcauley.org.uk, should be your first port of call for all school information, news and announcements.

News articles are also published on Facebook, Twitter and Instagram.



www.mcauley.org.uk



facebook.com/McAuleySch



twitter.com/McAuleySch



instagram.com/mcauleyhighschool

Letters home:

We send all letters to by email. Please ensure that you update us with any changes in email addresses.

If we do not have an email address then we will send a paper copy of the letter by post. Please note that parents/carers who receive information this way will receive it later than others who have provided us with an email address.

Text messages:

Text messages are sent to parents/carers for various reasons. For example:

- To provide urgent or important announcements (e.g. school closure, transport issues)
- Reminders about important events or dates
- To alert you to the fact that your child is not in school/or is late to school

It is important therefore that we have an up to date mobile phone number from yourselves. Please notify us if the number you have recorded with school needs to be changed.

Online Payments using 'Parentpay':

This 'cashless' facility allows you to make payments for school lunches and trips without the need for cash or cheques. You will be able to register with this after **1st September** to make online payments. To register, you first need to provide us with an email address and mobile phone number. When you have done this, follow the instructions below to register for a School Gateway account:

- Go to www.schoolgateway.com and select 'New User'. There is a link on the school website
- Enter the email address and mobile telephone number you have registered with the school.
- The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

We would encourage you to pay by bank transfer directly into your child's lunch money account. This avoids the need for your child to carry money around with them. You can also use debit/credit cards. Please use the direct transfer option if possible. It is free and it avoids the school being charged a fee (which it does for every debit/credit card transaction!).

Again, we recommend that you inform us of any changes to your email or mobile phone details to avoid experiencing difficulties when paying for anything via 'School Gateway'.

Mobile Phone App:

There is a mobile phone app, 'School Gateway', which is available to download free of charge. This allows you to send messages to the school securely and **free of charge**.

Contact details:

For families where there are two parents, whether living together or apart, it is crucially important that you provide us with contact mobile numbers and email addresses for both parents with Parental Responsibility. Our systems will then send emails/texts to both parents (if living apart).

Announcements

Students are informed of general announcements and opportunities by email, common room plasma screen, announcements in registration, assembly and 'Activities' sessions. **Please check your school email as part of your daily routine.**

Medicines in School:

The school will only administer medicines that have been prescribed by a Doctor and are handed into school in the original packaging as dispensed by the pharmacist and should include the prescriber's instruction for administration. This should be accompanied by a letter from the student's parent/carer clearly indicating the name of the medication, the dose and times to be taken.

Students should not carry any medication on them, even 'over the counter medications' such as Paracetamol. The only exception to this is an asthma inhaler or an epipen. **If at all possible it is preferable that medication is taken at home.**

If your child has a medical condition that we are unaware of, or if there are any changes to an existing condition, then please speak with Mrs Rainsbury (Y12 pastoral lead) or Mrs Jackson (Y13 pastoral lead) so we can discuss how we can support you. It is important that any issues are addressed to ensure the highest possible attendance. Special Access Arrangements for examinations would also be considered so it is important that you provide medical evidence wherever possible.

Illness/accidents/injuries:

There are first aiders on all three sites. Students who feel unwell in class should inform the nearest member of staff. If necessary students will be sent to the Medical Room and the First Aider may contact you. **Students are not to contact parents themselves.**

Child Protection:

The safety and wellbeing of our students is of paramount importance. Miss Allport, Designated Safeguarding Lead, takes overall responsibility for Child Protection and Safeguarding but you may contact any member of the Sixth Form Team if you have any concerns.

Drinks in School:

Students are allowed to carry a water bottle with them to ensure that they are properly hydrated during the day. Water fountains are located in the Dining Halls on all three sites where bottles can be refilled out of lesson time. 'Energy' drinks and large bottles of soft drinks are not allowed in school; they are not considered to be healthy.

Mobile Phones

We recognise that mobile phones are part of many young people's lives. We want to help students establish a healthy relationship with their electronic device whilst understanding and managing its various risks and challenges.

Note - The policy for Sixth Formers beyond the Sixth Form Centre and adjacent field is the same as that for Y7 – 11 pupils. ie No phones to be visible or used at any time

between 8:00am and 2:15pm on Acacia Road Site, Cantley Lane Site or between sites. See the Mobile Phone Policy on the school website for more information.

Sixth Formers are allowed **unrestricted use** of devices out of lesson time in the **Sixth Form Centre and adjacent grounds before the tennis courts only**.

The intention is that students develop effective ways of organising themselves and can use their phones for research, downloading resources and worksheets etc. If this privilege is abused by playing games or use of social media then the student will be asked to put it away in the first instance. Persistent problems will be reported to parents. In worst cases, the student will be required to hand their phone in on arrival and collected at the end of the day for a period of time.

This allows students to take responsibility for their mobile device use and keeps the focus on learning.

Please note that the school cannot be responsible for what students access through their personal electronic devices using data available through the phone's contract. We make it clear that students may not take images of others without their consent, and that phones will be confiscated if seen outside of the Sixth Form area.

Use of mobile phones in the classroom

Sixth Formers are allowed to use their mobile phones in lessons if authorised by the teacher. Students are not expected to have a smart phone for this purpose and provision will always be made for those who either do not wish to use a phone, or do not bring one to school.

Online safety

The following sites come highly recommended to help you and your family form good habits with regards online safety and mobile phone use:

- Parent Zone <https://www.parents.parentzone.org.uk/>
- Think U Know <https://www.thinkuknow.co.uk/>
- Net Aware, NSPCC
<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- UK Safer Internet Centre
<https://saferinternet.org.uk/guide-and-resource/parents-and-carers>

Sixth Form Council

We are always interested in students' views and any suggestions on how their sixth form experience can be improved. Any issues and ideas raised via your Form Representative are discussed in **Sixth Form Student Council** meetings. These are led by the Senior Student Leadership Team and attended by a member of the Sixth Form Team and Form Representatives. There are many opportunities to develop leadership skills through the sixth form council so we encourage you to raise issues with your form rep and get involved!

Sanctions

The vast majority of sixth form students observe the 'Best Standards' of behaviour. However, in the rare event that a condition of enrolment has been breached then we may apply the following:

- **Removal of Flexible Learning Privileges** – students will be required to attend supervised study in the Sixth Form Graduate Resources Hub (room S1) from 8:00am to 2:15pm every day as directed by their pastoral lead
- **After School Detention** (Parents are not normally informed of these in the sixth form) This mainly applies for isolated incidents. Failure to attend will result in the sanction being doubled and possible referral to the Time Away (Inclusion) Unit.
- **Sent home** (Your parents will be informed/message left if you are sent home). This may apply in response to a more major incident.
- **Inclusion/Exclusion** – sixth formers are subject to the school behaviour policy. Referral to the Inclusion Unit and/or exclusion will apply in more serious incidents.

Students who repeatedly make poor choices and/or do not respond to the support offered will be placed on the Sixth Form '5 point intervention plan'. This is a supportive process but the school reserves the right to remove such students from courses of study if behavioural problems and/or significant underperformance persist.

Smoking (including vapes and e-cigarettes)

The school and its grounds are 'no smoking' areas at all times, and to parents/carers as well as students. This includes parents evenings and other events out of school time. Students are not allowed to smoke or vape when wearing school uniform or representing the school eg when at the local shops or on trips/visits.

Extra-curricular activities

We offer many opportunities to support your personal development. Activities include: 'Friday Fun on the Field', lunchtime quizzes, open mic events, Lego Master, Rounders, Archery, Sports Teams, Music Groups, Retreats, Young Enterprise, Reading Partners Literacy Support, Numeracy Support, Public Speaking competitions, Faith & Light Party, Mature Citizens Party, Residential trips, Student Council, Talent Shows, charitable events, school productions, First Aid, Sixth Form Magazine, and an Introduction to British Sign Language Course. We're always keen to hear your ideas and will support you if you want to start one up!

Part time work

We encourage students to take on part-time work out of school to develop teamwork/personal/social skills as well as help students manage their own money. However, research suggests that **anything over eight hours part-time per week has a detrimental effect on academic performance**. Students are not permitted to complete any external paid work during the school day; Monday to Friday 8:00am.to 2:15pm. Sixth Formers are expected to complete 10 - 15 hours of 'extended learning' per week so leave plenty of time for this.

Don't commit to too many hours of part time work! The short term financial/social benefits will be detrimental to your longer term academic success and chances of progression to your chosen university course or employment.

Work experience

Work experience is extremely valuable and essential in fields such as teaching, medicine, care professions etc. You are allowed to participate in voluntary unpaid work experience in school time during 'STUDY' periods. There will be a Work Experience Week towards the end of Year 12. It is your responsibility to organise your own work experience. Once a placement has been found, please collect a work experience pack from the sixth form office. You are required to keep a log of your work experience. Minimum hours of work experience are an additional entry requirement for some courses/vocations; ensure that you research the need for this and make arrangements as early as possible so you have at least the required number of hours before you apply.

You cannot be paid for voluntary work experience undertaken during school time.

Driving lessons

Students with good attendance, attitude to learning and progress are allowed to arrange driving lessons during lunchtime or 'STUDY' periods. Parental permission is required and should be submitted to the Sixth Form Office. Otherwise students must arrange driving lessons outside of school time.

Student drivers

If you have a car, moped or motorbike then you must register your vehicle and sign a 'Car Agreement' form with the sixth form office. You can only park in the Sixth Form Car Park and you are not allowed to use your vehicle to drive between sites. You are allowed to leave site in your vehicle at lunchtime but you must ensure that you and all passengers return on time for Period 6. If you need to park in the surrounding streets, please show consideration for the local residents. Do not park over driveways or too close to junctions.

Entering and exiting the Cantley Lane site

There is just one entrance which is separate from the exit to the Cantley Lane site. Please use the correct access and be patient at busy times when school buses cause congestion at the start and end of the school day. Dropping off/collection is not allowed on either site between 7:45 – 8a.m and 2:15 – 2:30pm.

16 – 19 Bursary

There is fund available to help students with the costs of post 16 education. Eligibility criteria applies. Students may collect an information pack and application form from Miss Harte in the Sixth Form Administration Office. All details are also available on the school website via the link: <https://www.mcauley.org.uk/index.php/16-19-bursary-fund>

School Transport:

The vast majority of our students come to school by bus:

487	Doncaster Town/Hatfield/Thorne
451a	Woodlands/Adwick
455	Rossington
481	Armthorpe, Kirk Sandall, Edenthorpe
482	Armthorpe, Doncaster Royal Infirmary
490	Town Moor, Doncaster Town
414	Balby
466	Intake
473	Lakeside, Balby (Woodfield Plantation) a.m. only
472	Lakeside/Woodfield(Woodfield Plantation) p.m. only
688/689	Retford Services (Nottinghamshire Council)

Please visit:

www.travelsouthyorkshire.com/onboard for school bus services and timetables

<https://travelsouthyorkshire.com/en-gb/landingpage/zoom-16-18-pass> for how to apply for a ZOOM 16 - 18 Travel Pass which entitles students to discounted bus fares at 80p per journey. A weekly ticket can be purchased on the app or on the bus. This ticket can then be used for unlimited travel on First buses throughout the week.

www.mcauley.org.uk for general transport information. Click on the 'Parents' Tab then select 'Information for parents and carers' then 'Transport in school'.

We continue to offer subsidised services in the 3 areas that are not covered by First Buses or Nottingham County Council. These 3 routes are organised by McAuley as

- **Route 1** Commencing at Campsall then stopping at Toll Bar and Bentley and then directly on to school. **MORNING ONLY**
- **Route 2** Commencing at Denaby Main then stopping at Conisbrough, Sprotbrough and then directly on to school. **MORNING ONLY**
- **Route 3** Commencing at Tickhill, some pickups in Rossington then straight to McAuley. There is a return service in the afternoon from McAuley to Tickhill, via Rossington

Information about how you register for these three routes will be sent separately. Contact buses@mcauley.org.uk if you have any queries.

Catering Service

The catering service at McAuley is contracted to Doncaster Catering Services. They provide high quality, nutritional meals in the school environment. They do so whilst maintaining value for money.

There is a servery in the Sixth Form Centre that sells a range of hot and cold snacks, drinks and meals at dinner time. Sixth Formers may also use the Canteen on the other sites.

Cashless Catering Payment System

The catering service operates on a Cashless Payment system which

- facilitates a more efficient, faster and, ultimately, a better quality of service to students
- reduces the amount of cash that students are required to carry in school each day
- ensures students who access free school meals are treated fairly and equitably
- provides greater transparency for parents on their child's use of lunch money

There are two methods that you can use to pay for school meals:

1. Online payments via our SchoolGateway – this is the preferred method that removes the need for students to bring cash to school

You will need to register with 'SchoolGateway' after the 1st September to make online payments. To register you will need to provide an email address and mobile phone number. When this has been done you will need to go to www.schoolgateway.com, select 'New User' and follow the instructions

We would encourage you to pay by bank transfer directly into your child's lunch money account. This avoids the need for your child to carry money around with them. You can also use debit/credit cards. Please use the direct transfer option if possible. It is free and it avoids the school being charged a fee (which it does for every debit/credit card transaction!). If this is not an option there are payment machines in school that students can add 'cash' to their account.

2. Coin and note payments using in-school pay-points

- There is a pay-point on each site that students can access before school and at morning break
- Please note that change cannot be dispensed by this machine.

A daily spend limit of £5 is automatically set for all students. Parents and carers may request a higher or lower limit by emailing a request to the school

If you have any questions regarding the cashless catering system, please use the [CONTACT US](#) form on the school website.

Free School Meals

Students who receive free school meals automatically have a daily credit added to their account to enable them to purchase a 2-course meal.

You can check if you are eligible to claim free school meals by visiting the [Doncaster Council website](#).

Your child may be eligible for free school meals if you are in receipt of one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit - for 4 weeks after employment finishes
- Universal Credit

If you meet this criteria then please apply using the link below:

<https://www.doncaster.gov.uk/doitonline/free-school-meals>

Study and Exam Revision tips – how parents can help

Here are the top 10 tips from one group of caring parents to the next.

Many of these apply in general term time as well as preparation for examinations:

1. A dedicated quiet space with good natural light or lighting is best for studying, with no distractions. If you have other children who are not studying for exams, make sure that they know the importance of revision time.
2. Ensure that your son or daughter has a sense of balance between work, rest and play!
3. Be around as a 'feeding station' – feed your child lots of healthy food and proper meals - not too many sugary snacks and junk food!
4. Get involved with their learning - read their work and test them on it, work with them to research a new topic on the internet, at the end of a day ask what was learned, what questions they asked, any over and above efforts etc. .
5. Reassure them you are more concerned about their attitudes than their results.
6. are studying and how they feel they are progressing. If you know that they are not at their best first thing in the morning, encourage them to rest then and work when they are livelier. They should choose their weakest/sleepiest time of day to be sociable and go out, or watch TV at those times.
7. If your son or daughter has a medical condition, for example diabetes or hayfever, or you feel there may be extenuating circumstances eg family crisis, divorce or bereavement that might be to the detriment of exam performance then make sure that the school knows about it ASAP. 'Special considerations' may be applied by the awarding body.
8. Every lesson should generate up to 1 hour of homework, reading around the subject etc. There is no such thing as 'no work set' so students are expected to have school work to do in the evenings/weekends. Challenge them or contact school if no work is brought home!
9. Make sure that your child is using the internet to genuinely study and not to give the appearance of study!
10. Tell them that they can only try their best and even if they don't do as well as you'd hoped, you still love them just as much!

Post Sixth Form pathways and 'LAMA'

It is important that you make informed choices about your **Life After McAuley (LAMA)**. Throughout your time in the Sixth Form, you can access:

- Meetings with our independent Careers Advisor, Mrs Hepworth.
- Information about different university/employment opportunities via announcements, poster/display, email
- Visiting speakers including alumni
- Opportunities to attend Open days at universities
- Talks from University Admission Tutors
- Information about student finance
- A tutorial programme which offers an insight into the UCAS process
- Interview practise before University/Apprenticeship interviews.
- Specific advice regarding Oxbridge applications
- Advice for those applying for other competitive courses e.g. Medicine, Dentistry, Law, Veterinary Studies, Midwifery etc
- **LAMA (Life After McAuley)** activities

We hope that you find this handbook useful and that you have an enjoyable and successful experience in The McAuley Sixth Form.

The Sixth Form Team and your teachers look forward to working with you!

