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THE STELLA SMEDLEY  
POST-16 CENTRE  
STUDENT HANDBOOK

2017-2018

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**THE DUKERIES**  
ACADEMY

***ASPIRE ACHIEVE CONTRIBUTE***



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# WELCOME TO THE STELLA SMEDLEY POST-16 CENTRE

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## A Students Guide

This guide is intended to help you make a smooth transition into the sixth form at the Dukeries Academy. It is worth reminding you that we have high expectations of our sixth form students and this guide is designed to help you to understand our expectations of you. Please read your handbook carefully and keep it as a point of reference throughout the final two years of your school education.

We are proud of our sixth form and the contribution it makes to the life of the whole school community. We therefore have two main two main aims:

- to help you achieve your best possible qualifications
- to afford you every opportunity to develop as a person.

In short, we aim to give you the best possible preparation for your future.

The Stella Smedley Post-16 Centre is more than just a place to gain qualifications. It is a bridge between school and Higher Education, employment or Higher Level Apprenticeships where you will enjoy developing skills, responsibility and self-discipline as a member of a caring and vibrant community.

You will find this a warm and friendly place and our staff will help you to settle in quickly. I can guarantee that these will be two of the most important and memorable years of your life.

We hope you will able to add to the growing strength and quality of our school.

Best wishes for a successful academic year,



Miss M. Hackett Head of Post 16

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# YOUR POST-16 TEAM

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## Roles and Responsibilities

### **Miss M Hackett Head of Sixth Form**

Miss Hackett is responsible for overseeing the day-to-day running of the sixth form. This includes tracking progress, conduct of sixth form students, overseeing post-16 careers guidance, personalised learning, apprenticeship schemes and university outreach links.

### **Miss C Reay UCAS and post 16 tutor**

Miss Reay is responsible for overseeing the UCAS application process which includes personal statement writing and choice of university courses

### **Ms G Wright Careers Advisor**

Ms Wright will meet with you to offer guidance regarding careers and higher apprenticeships.

### **Mrs E. Harrison-Clay Progress Assistant**

Mrs Harrison Clay is responsible for student welfare such as bursary, pastoral support, monitoring behaviour and student support.

### **Mrs A. Poulton Examinations Officer**

Mrs Poulton is responsible for entering all sixth form students for their examinations. She also coordinates any re-sit examinations and re-marks.

### **Tutor Team**

Miss C Reay

Mrs A Walker

Mrs E Fegan/ Miss S Bonsell

Mrs D Alderson

Mr N Burns

Mr C Francis

## Absence procedure overview

Absent contact the attendance team on your first day of absence

Miss Calvert by phone on 01623 860545 ext 209; Direct Dial on 08442 393393; text on 07624 813575; or by emailing **N.Calvert@dukeries.attrust.org.uk**.

You can email the progress assistant Mrs Harrison-Clay E.Harrison-Clay@dukeries.attrust.org.uk

Driving lessons, driving test and holidays in term time will not be authorised and will go down as an unauthorised absence

Once you are well and you have returned back to Post-16, it is your responsibility to collect class notes from all of the sessions missed

Medical appointments require you to complete an application for authorised absence form.

**(Mrs Harrison Clay can issue you this)**

You will need proof of the appointment and your personal tutor's signature without these the absence will not be authorised.

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# ATTENDANCE

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Students must attend registration at 08.40am every morning. In addition you must attend all time-tabled subject lessons.

If you are absent through illness or other unavoidable circumstances, your absence must be reported by your parents to Miss Calvert that morning, either by phone on 01623 860545 ext 209; Direct Dial on 08442 393393; text on 07624 813575; or by emailing **N.Calvert@dukeries.atrust.org.uk**. Or you can email the progress assistant Mrs Harrison-Clay who will confirm with parents via a phone call. **E.Harrison-Clay@dukeries.atrust.org.uk**

This absence must be confirmed by a signed letter from a parent/guardian on your return to school. The note must be handed to the relevant form tutor on the day of 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.

Only urgent medical, dental and other appointments should be made during school hours, preferably out of lesson time. Routine appointments must not be made in lesson times. If a student requires to be absent from school for any reason, they must complete the Absence Authorisation form failure to do so will result in the absence being recorded as unauthorised.

You **must not** be absent from school to attend family holidays, festivals or go away with friends during term time. This is viewed very seriously and will be recorded as unauthorised absence. Universities and future employers often ask us to comment on attendance. Unsatisfactory levels of attendance may result in you being required to pay for your own examinations or being asked to leave school.

Driving lessons must not be arranged during lesson times. If you receive notification of a scheduled driving test and find that it clashes with a timetabled lesson, we expect you to let tutors and subject teachers know in advance. Missing lessons to attend driving lessons will be treated as unauthorised absence. Please bring proof with you of the test date.

Common sense and past experience indicate that paid employment can have a detrimental effect on your performance and ultimately your results.

We cannot stop you from having part-time jobs but you should see your studies as your full-time job. Our advice is that you should not undertake more than ten hours of paid employment per week. Students must not undertake paid employment during the school day under any circumstances!

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## EXPECTATIONS

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- Arrive at 08:40am, every morning.
- Wear appropriate business dress (see Dress Code).
- Display Identity Badge. Temporary badges can be signed out at the sixth form office, these must be returned at the end of the school day or you will be charged.
- Students must not eat or drink on the corridors, no energy drinks are allowed anywhere on the school site.
- Mobile phones and Mp3 players must not be used on the corridors and around the Academy. They must be switched off in lessons and in the Library.
- Come to lessons prepared to learn with all of your relevant text books and note books.
- Take responsibility for your individual learning. Any sessions missed you must contact your tutor for class notes.
- Study at home and complete course work on time
- Leave all study areas tidy and free from rubbish. Bins are provided so please use them.

The school is seeking to maintain a positive, happy and ordered community. The sixth form students are expected to set the example to the rest of the school in terms of behaviour, dress and attitude.

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# DRESS CODE YEAR 12 & 13

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The dress code has been created to ensure that all students are role models for the rest of the school. Your attire must be appropriate for the world of work. You will be asked to return home (regardless of distance) and change your appearance if we feel that you are inappropriately dressed. You must report to the Progress Assistant on your return to school.

## Policy

The Dress Code requires students to wear clothes suitable for a professional working environment such as an office.

The objectives of this dress code are to help:

- promote self-esteem amongst our students
- prepare students for the world of work
- provide our wider community with a positive image of our school

Members of Post-16 will be expected to set a decent and high standard in their personal appearance. Post-16 students will be seen by the rest of the school and will therefore be expected to act as role models and set an example for all other students in their personal appearance.

## Female

- Smart trousers, skirt or dress. Optional smart jacket
- Skirts below or just above the knee. Short skirts are not permitted
- Appropriate shirt or top (**not low cut or spaghetti string straps**)
- Shoes – smart shoes
- Smart boots are allowed **not UGG type boots, or Doc Martens**



## Male

- Smart trousers
- Shirt
- Shoes – smart shoes



## All

- No shorts, trainers, hoodies.
- No facial piercings
- No ear stretchers
- No caps/hats
- No denim



It is the role of the student to maintain the boundaries of acceptable business dress and presentation. Students should consult with a member of the Post-16 staff before wearing an item of clothing about which they are unclear as to its suitability.

The judgement of the Principal will be final on matters of acceptable dress and presentation.

All out door coats and jackets must be removed once inside the academy.



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# HEALTH AND SAFETY

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## **Fire Drill**

In the event of a fire please leave the building via the nearest exit and meet at the meeting point. Please report to your tutor

## **Meeting point**

### **Field next to the Basketball Courts on the back drive**

To safeguard the students at The Dukeries Academy it is important that all adults are instantly recognisable as part of the school community. To ensure this we ask all staff, sixth form students and visitors to wear an identity badge so it is clearly visible around school. Please note if you forget your identity badges, you will be asked to collect one from the sixth form office.

Years 12 and 13 are allowed off site during the day during break time and lunchtimes. For safeguarding reasons, you must sign out and in either at the main reception or with Mrs Harrison-Clay in the main sixth form office. You must not sign in or out for any other student.

Before signing out sick, you must see either Miss Hackett or Miss Harrison-Clay to gain permission before leaving the site.

If you are signing in late, after registration has finished, you must sign in with either Mrs Harrison-Clay in the Sixth Form Office or at the Main Office.

When you are off site, you must be considerate towards our neighbours in the local community, especially in relation to litter and noise.

The Dukeries Academy is a smoke-free zone: smoking is not permitted anywhere on site. Alcohol and non-prescription drugs are also prohibited. Sixth form students are expected to set a good example to younger students and must not smoke within the vicinity of the school site. Any student found in possession of drugs or illegal substances will be excluded. Any issues relating to drug use (whether as a supplier or user) will automatically be referred to the local police.

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# INDIVIDUAL ADVICE AND GUIDANCE (IAG)

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Mrs Wright is the IAG Personal Advisor. She will support the careers education and guidance programme in the sixth form. Miss Hackett and Mrs Wright will conduct one-to-one interviews that explore options at 18 and support choices and decision making. Appointments with either Mrs Wright or Miss Hackett can be arranged by your tutor.

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## ICT

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You may use the Academy's computers and network for any work related to your school studies. In addition to this, we will also allow you to connect personal devices such as tablets, laptops and mobile phones to the Academy network. If you wish to do so, please arrange an appointment with the ICT team through Mrs Harrison-Clay

**You may not use either Academy computers or personal devices to:**

- Access chat rooms.
- Access or download obscene or illegal material (e.g. photographs, movie files and music.)
- Access to any areas within the computer network not related to your course.
- Access to or modifying any files that belong to others.
- Play games.
- Install, download or copy any software.
- Write viruses or any other malicious software.
- Send broadcast messages to other users on the network.
- Print documents unrelated to your school work.
- Send SMS messages.
- Download ring tones.
- Use for private or commercial use.

Whenever you wish to use the school computers you will be required to enter your username and password.

- Your password will be set for you, and for security reasons you will need to change it. You will be asked to change it when you first login.
- You can also change your password whenever you wish. You can do this once you have logged on by pressing CTRL+ALT+DEL and then select the Change

Password... option.

- Your password must be 6 or more characters.
- **You must keep your password private!** No-one but you should know your password once you have changed it.

If you forget your password, or if you have any other problems using a school computer, please ask Mrs Harrison-Clay to contact the ICT technicians to re-set it for you.

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# MONITORING AND TARGET SETTING

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On entering the sixth form, all students will be given a grade based on prior achievement and results. The target band is calculated using a blended approach of data provided by ALPS and a Value Added measure used by the government. Form tutors and subject teachers will communicate grades to you. Your form tutors will conduct a monitoring interview with you once every half term to discuss these targets and assess any barriers to learning. In addition to this, there will also be two days during the year time-tabled for your tutor to meet with yourself and your parents during Academic Interviews. Every student is expected to attend these days.

We also operate an electronic monitoring system. This allows tutors and subject teachers to comment on your attitude, behaviour, effort and highlight general concerns on a daily basis. Miss Hackett will discuss any monitoring system inputs with you within 24 hours and report back to tutors and subject teachers. This could result in a phone call home to keep your parents informed or a parental meeting with Miss Hackett and Mrs Leitheiser.

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# MALPRACTICE

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Malpractice is the official word for cheating in examinations, coursework or other assessments. These things are forms of malpractice and will be taken very seriously:

Collusion – when the work of several people is submitted as though it were one student’s work.

For example if a group of students work together on a project which is then submitted as one student’s coursework, or if tutor or relative helps a student to write an essay which is then submitted as the student’s own work.

Copying or plagiarism (including the use of ICT to aid copying).

Plagiarism is when students copy the work of other people and pass it off as their own. There is a particular danger of doing this through copying and pasting text into an essay and not clearly stating where the text came from and who wrote it. Always be careful to say whose work you are quoting, and don’t pretend it is yours when it is not. When you use other people’s words, always put them inside “quotation marks”.

Bringing a mobile phone or other device into an examination

Whether or not the phone is used for cheating, having a phone in your pocket or bag during an examination is considered malpractice and will result in serious consequences. A student recently had a A level examination withdrawn because they had a mobile phone with them in the examination room.

Fabrication of results or evidence.

You might think that there is no way anyone could know that you made up the results of your survey or experiment, but in fact it is often quite obvious. If you are not using genuine results that you have collected you must say so, and if you are using someone else’s data you must make it clear where that data came from and who collected it.

Impersonation by pretending to be someone else in order to produce the work for another or arranging for another person to take your place in an assessment/ examination/ test.

This is not an exhaustive list: any activity that gives you an unfair advantage over other students can be considered serious enough for us to report it to the examining body. The consequences of malpractice can range from a particular piece of work not being accepted by a teacher, to having all your qualifications cancelled by the examining body. The school is obliged to report serious incidents of malpractice and, in extreme cases, could permanently exclude students who cheat.

Notes: