



ASHTON on MERSEY SIXTH FORM Student Guidelines

As a student at Ashton on Mersey Sixth Form you will expect us to give you the best possible opportunity to succeed on your chosen programme. In return Ashton on Mersey Sixth Form will expect you to act in a responsible, respectful and mature way at all times.

Ethos:

The ethos at Ashton on Mersey is to support all learners and you will be expected to contribute to the overall learning within the Sixth form.

We will provide you with an outstanding learning environment that is safe, healthy and enjoyable. The environment will maximise your learning opportunity and so this can happen we will ask you to follow these *Guidelines* and respect their integrity.

Student dress code:

In keeping with accepted Professional and Commercial standards a Sixth Form student dress code will apply to establish a high quality professional standard and ethos.

It will be appropriate for students to dress appropriately and professionally for their studies. Programmes such as BTEC Sport, Performing Arts, Dance and Construction as there are a large proportion of practical activities; the appropriate practical clothing is required. In the Common, Social and Learning areas the following dress is required by **ALL** students:

Male Student Dress Code:

- A smart dark business suit
 - A collared dress shirt
 - A suitable tie worn appropriately
 - Sensible shoes (No trainers or Moccasins)
 - Construction students will require additional overalls and work boots
 - Sport students in practical activities will wear AoM branded tracksuits and Polo Shirts and appropriate trainers.



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- Training shoes, hooded jackets or coats may not be worn in the sixth form.

Female Student Dress Code:

- A dark business suit to include a tailored jacket with appropriate length skirt or trousers
- A collared blouse
- Sensible shoes (No High heels, trainers or Moccasins)
- Sport students in practical activities will wear AoM branded tracksuit and Polo Shirts and appropriate trainers.
- Make-up jewellery should be subtle.

The Sixth Form management team and tutors will insist on the highest professional standard of dress at all times in keeping with the expectations of industry and the commercial world.

Inappropriate dress by students will be dealt with by disciplinary procedure and students will be sent home to change into appropriate attire.

The Student Code of Conduct and the Student Dress Code will be reviewed regularly to consider 'current' practice in the world or work.

Around the Sixth Form:

The Sixth Form and school premises and grounds are strictly **NO SMOKING at any time.**

- You may be asked at any time for your student identification. Please have this available at all times.
- You should treat all visitors, staff and other students with respect at all times.
- Unacceptable rowdy or noisy behaviour in and around the sixth form will not be tolerated.
- Use all Sixth Form areas appropriately e.g. the LRC is a student work area.
- Swearing and the use of offensive language are unacceptable.
- Dropping litter or gum will not be tolerated



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- The carrying of open or canned drinks is not allowed in any area of the building. (eating and drinking is only allowed in the designated areas)
- Be a role model to younger pupils and act as an ambassador for Ashton on Mersey School.

In the Class rooms:

- Attend all your learning sessions.
- Arrive to lessons on time.
- Dress appropriately. The Sixth Form dress code of smart suits and professional business attire should be adhered to at all times.
- Be prepared for your lessons by having relevant books, pens, files and other suitable equipment with you.
- Mobile phones should be turned off during all seminars.
- Personal ipods and stereos are not allowed whilst seminars are taking place in seminar rooms.
- Pay attention at all times in seminars without disrupting the session, or teaching and learning that is taking place.
- Have respect and show respect for your tutors
- No food or drink (other than bottled water) is allowed in seminar rooms at any time. (eating and drinking is only allowed in the designated areas)
- Submit homework or assignment work within the deadlines set by your tutors.
- Respect your surroundings at all times.

Unacceptable behaviour:

To protect the learning environment, the Sixth Form management team will take a serious view on any breaches of the Code of Conduct. Breaches of the Code of Conduct may be dealt with by following the Student Disciplinary Procedure.

The Student exclusion procedure will be used in cases where students are involved in:

- Theft of any kind
- Threatening behaviour or assault of staff or students



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- Bullying
- Any form of discrimination
- Damage to property (Sixth Form/School or staff and student personal property)
- Misuse of Alcohol
- Possession and/or use of illegal substances

Attendance:

Regular attendance at Sixth Form is essential if you are to achieve your target outcome on your chosen programme. If you do not attend Sixth Form seminars for **FOUR** consecutive weeks you may be automatically withdrawn from the programme.

Absence procedure:

Students must inform the Sixth Form **IN ADVANCE** if they are going to be absent from classes due to a scheduled appointment. For unforeseen absences, the student, or their parent/guardian, must telephone the Sixth Form on **0161 973 1179** before **9.30am** on the first day of absence. Absence must always be explained.

Authorised Absences - if Sixth Form is notified in advance

- Medical appointment which cannot be arranged outside school hour (appointment card or appointment letter must be presented to Reception)
- A religious holiday (a letter from parent/guardian should be submitted to Reception)
- Visit to university to attend an open day/interview; a career related interview or audition (appointment letter must be submitted to

Reception)

- Occasional extra-curricular activity giving significant personal achievement (must be authorised by Director of Sixth Form)



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- Attendance at a funeral of a close relative (a letter from parent/guardian should be submitted to Reception)
- Attendance at court or an appointment with a legal adviser (appointment letter must be submitted to Reception)
- A driving test (appointment letter must be submitted to Reception)

Note: Routine medical appointments (e.g. Doctor, Optician and Dental appointments) should be made outside timetabled sessions and are not considered as authorised absences.

Authorised Unforeseen Absences

- An emergency family situation (a letter from parent/guardian should be submitted to Reception)
- Transport problems with no alternative solution (inform Reception on arrival at School)

Examples of Unacceptable Reasons for Absence

- Holidays
- Part or full-time work which is not part of the student's programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons
- Driving Theory Test

Whatever the reason for absence, it is very important, and the student's responsibility, to complete the work missed as quickly as possible.

Student illness, unless supported by a Doctor's note or a note from parents, will be classed as an unauthorised absence.

Students eligible for EMA will lose their week's payment if the School's absence procedures are not followed.



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Year 12 Study

Students will be allocated Supervised Study for a 'set' number of teaching periods. Students must sign in at the start of a study period and ensure they have suitable work to complete independently.

Year 13 Study Leave

In year 13 where students have study time allocated on their timetable they will be granted permission to leave the premises during the day to independently study at home, if they have:-

- An excellent and punctuality record
- Are on 'Green' for their most recent progress check

Where Year 13 students do not meet these requirements they are expected to remain in the Sixth Form and undertake supervised study.

Long Term Sickness

Where a student is absent from College for an extended period of time, EMA will not normally be paid. However, each case of long term sickness is considered individually, and it may be that where a student is able to study at home for a minimum of 12 hours per week and be in regular contact with school staff, the EMA may be payable. A Doctor's Certificate/Letter is required to make such a special agreement.

EDUCATIONAL MAINTENANCE ALLOWANCE (EMA)



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The Educational Maintenance Allowance (EMA) scheme entitles eligible students to a weekly payment of up to £30 per week. Payments will be means tested and be paid directly into the young person's bank account each week. The amount of EMA received depends upon household income:

Up to £20,817 a year £30 per week
£20,818 - £25,521 a year £20 per week
£25,522 - £30,810 a year £10 per week

Students in receipt of EMA must have 100% attendance at all sessions to ensure that weekly payments are made. Any absences must be reported in line with the Absence Procedure. Unsatisfactory effort and behaviour during lessons could result in students losing their EMA payment for that week. Students who remain on course, have outstanding attendance, punctuality and effort may also receive bonuses of £100 in January and July. If you have a significant medical problem which prevents you from being able to attend School full-time, you may be eligible to a different contract which enables you to achieve EMA payments. You should contact the EMA directly for advice.

Applications should be made as early as possible so that students can receive confirmation of entitlement before starting School in September.

Application packs are available from www.direct.gov.uk/ema or by telephoning the EMA Helpline 0808 10 16 2 19.

Students wishing to take advantage of the EMA scheme should hand in their EMA Notification of Entitlement Contract Part 1 on Enrolment Day to Student Services.

PART TIME WORK

Many students have part-time jobs and gain personal and financial benefit from them. However, students should not take on more than **eight hours** of part-time work per week (including weekends) during term-time periods.

Studies have shown that working more hours than this will have a significant negative impact on academic performance.



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PARKING PERMITS

There is parking available for students but the car parks do become full, particularly in the winter term. Please see Student Services who will make you aware of what spaces are set aside for Student parking. To limit congestion and for environmental reasons students are encouraged to make use of alternative transport including car sharing, walking / cycling to and from school.

There is a Parking Permit scheme commencing September '09. Drivers need to register their vehicle and sign to agree to the safety guidelines. An annual permit will be issued with an adhesive pouch for display on the windscreen.

Student Parking Permits are available from Student Services.

Permits must be displayed on the front windscreen of a car, or in a prominent position on motorcycles and scooters.

PLEASE NOTE that, although there is a sophisticated CCTV system in operation, the School cannot accept responsibility for the theft, loss or damage of any bicycle, motorcycle or car brought onto the School site.

Amenities Contribution

On Enrolment all new students are asked to pay an Amenities Contribution.

This is £30 for Year 12 students and £20 for Year 13 students. The money collected goes into the Student Amenities Fund which subsidises a wide range of enrichment activities and facilities that are of great benefit to all students in the School.

Examples are: Travel costs for teams and university visits Membership of external organisations for student groups, additional facilities for students eg. additional equipment for some recreational activities, support for student excursions eg coach fares etc

Files, Paper and Photocopying

Students are expected to provide their own stationery. Loose leaf binders and paper can be purchased at very reasonable prices at the Student Stationery Shop, along with a range of stationery items. Students may carry out photocopying on the photocopier in the Learning Resource Areas at a cost of 10p per A4 sheet. Alternatively, they may lodge it for completion with the Reprographic staff in the Print Room at a cost of 10p per A4 sheet in black and white or 20p in colour. A3 prices are double the A4 prices.



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Resale of Textbooks

Arrangements can be via our 'Student Stationery Shop' for textbooks to be resold, at a reduced price, to the following year's students. Books must be in very good condition and should not have been written in. Payments for textbooks should be made at Student Services and the textbooks collected from the student stationery shop.

Information regarding the required textbooks, study guides and specialist materials for each subject will be given to you when you enrol with our Sixth Form.

Notes: