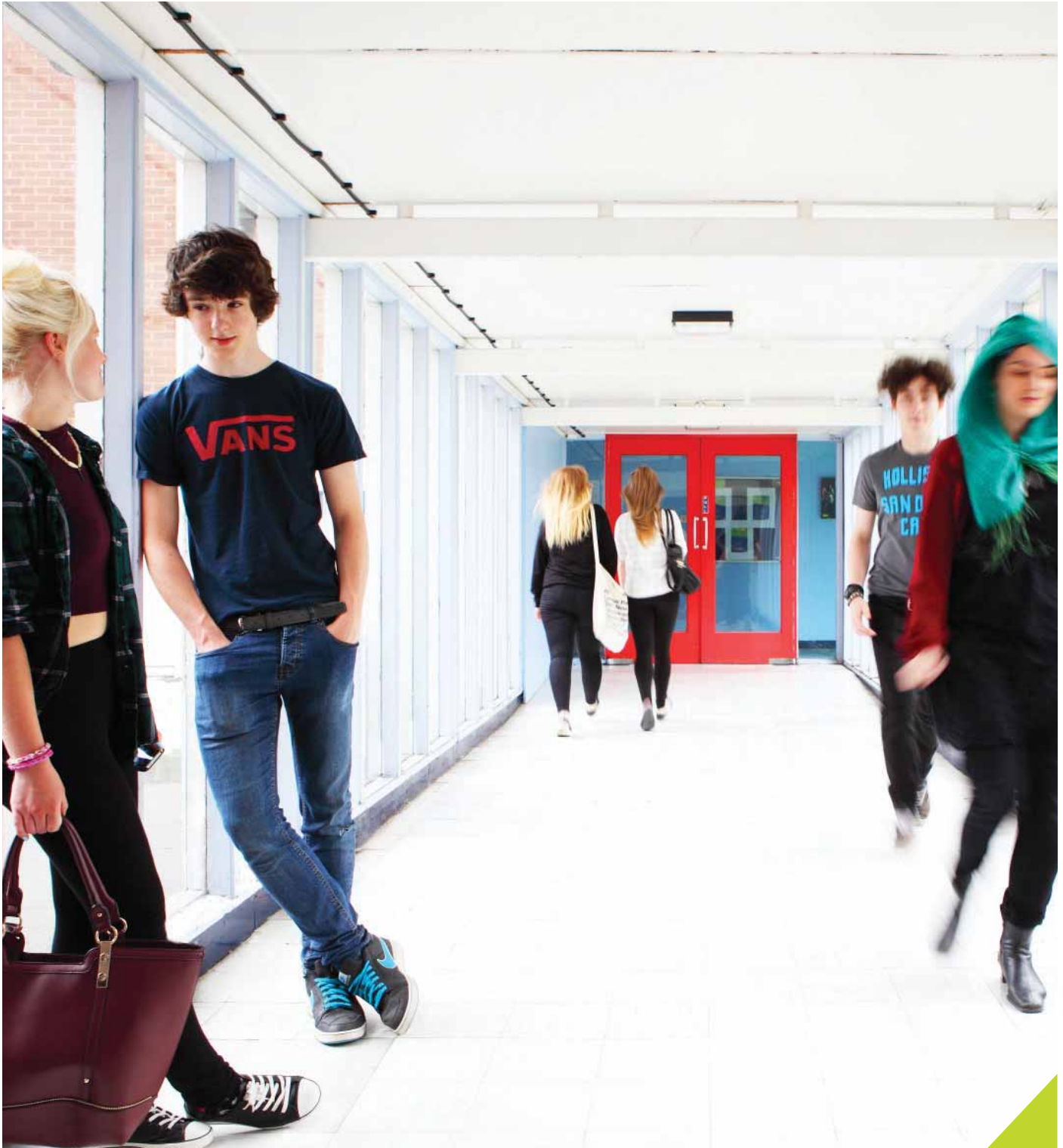


# WELCOME GUIDE FOR PARENTS / CARERS

2016 - 2017

MARPLE  
SIXTH FORM  
COLLEGE





# WELCOME TO MARPLE SIXTH FORM COLLEGE, A PART OF THE CHEADLE AND MARPLE COLLEGE NETWORK.

**'Our mission is to provide the highest quality education for our students, whatever their age, background and ability; and to be recognised as outstanding within the community we serve'**

Welcome to Marple Sixth Form College part of the The Cheadle and Marple College Network. A unique Network both in concept and structure, that presently consists of two Colleges, serving 2000 students from across Stockport, Derbyshire, Tameside and Greater Manchester.

Our values are built upon the premise that 'students are our first priority' and require both staff and students to work with:

- Moral Purpose
- Integrity
- Mutual Respect
- Care for Others
- Positivity
- Transparency

By honouring and practicing our values, we will build a climate of trust and mutual respect.

*'Our Mission is to provide the highest quality education for our students, whatever their age, background and ability; and to be recognised as outstanding within the community we serve'.*

Having improved our results every year for the last five years, we are now ranked as one of the best performing Sixth Form Colleges in Stockport and were graded '**Good**' by **OFSTED** in **March 2014**.

Whilst studying at The Cheadle and Marple College Network, our students will be challenged and supported to achieve the highest grades in a range of qualifications and to take part in activities designed to help them leave with the best possible passport to university and employment.

I look forward to working with you to ensure that your son or daughter has every success in the future.

With Best Wishes

*Jenny Singleton*

**Jenny Singleton**  
Principal



**'The Cheadle and Marple College Network – a place where ordinary people achieve extraordinary things'**

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This booklet provides parents/carers with essential information on college procedures including important dates in the college calendar.

**Our Mission**

To provide the highest quality education for our students, whatever their age, background and ability; and to be recognised as outstanding within the community we serve

**Our vision**

To create a unique, high achieving College Network within Stockport.

**Our Values**

Students are our first priority. Both staff and students are expected to work with:

Moral Purpose, Mutual respect, Positivity, Care for others, Transparency, Integrity.

By honouring and practicing our values, we will build a climate of trust and mutual respect.

## DIFFERENT TYPES OF PATHWAYS



### What are “Study Programmes”?

- They are individualised programmes for each student.
- They provide progression to a higher level of study or employment.
- They meet the student’s career aspirations.
- Students must have **GCSE Maths** and **English** at grade **C** or above or be working towards achieving this.
- Students must undertake a meaningful work experience.
- Students must take part in non-qualification activity to develop their personal skills and prepare them for employment, training or HE.

## Pastoral System

- Every student belongs to a **House (A level or Vocational)**.
- There will be a **Head of House**, and a designated achievement and progress **House Monitor** who will liaise with students, parents, carers and track attendance.
- The students will be involved in **House assemblies, competitions, charity events and enrichment activities**.
- Each student will be allocated a **Personal Tutor**.
- Parents/carers are invited to a **Welcome Evening in September**.
- There are **two** designated **Parents/carers Consultation Evenings** during the academic year.
- Parents/carers will be provided with a **password** to access **Parents/Carer Portal** where they can view relevant information regarding their son/daughter.
- **Wise Pay** is an on-line service to enable parents/carers/students to **pay online** for college trips, college meals etc.
- Students have to wear ID cards/lanyards at all times whilst in college. This provides access to key areas in the college and is part of our safeguarding policy.
- The college has a designated Learning Support and Wellbeing team to support students whilst they are at college.

## Marple Sixth Form College “Individualised Programme”

At enrolment all students will be allocated one of the following college Pathways based on **GCSE** results. There are **5** different pathways

- **Academic Excellence**
- **Advanced Pathway**
- **Advanced Vocational Pathway**
- **Intermediate Vocational Pathway**
- **Vocational Studies**

## CHOOSING THE CORRECT COURSE

### Which subjects should your students choose?

Students must consider very carefully the combination of subjects they choose to study.

### They should aim to ask themselves these two important questions:

- Am I going to enjoy the course and succeed at the level for which I am opting?
- Will choosing this particular course and combination of subjects allow me to progress into my chosen career, or higher education pathway?

### They should think about what they want to do after they finish at college:

- Are they hoping to get onto a training course or an Apprenticeship?
- Are they hoping to get a job?

- Are they hoping to go to university?

Do not worry if they are unsure of the path they want to follow, but do make sure that they make realistic choices and keep their options open. Their proposed combination of subjects must be both practical and realistic.

### Who can help your child make these decisions?

It is really important that your child seeks advice and listens to others when making a decision about which route to take and which subjects to study. He/she can talk with subject teachers, curriculum leaders, form tutors, key stage co-ordinators, pastoral leaders for year 11, the careers advisor in their school, or you as their parent or guardian.

Alternatively, your child can always arrange to come into college to have a chat with one of our guidance advisors who can go through their post-16 choices.

## WHAT IS THE ROLE OF MY SON / DAUGHTER'S TUTOR ?

**All students will have a tutor who will closely monitor academic progress, and encourage them to achieve their potential throughout their time at College.**

The tutor is central to everything students do. Their tutor will be there to guide them through their course and is the key person who will really get to know them whilst at College.

In many ways their Tutor will be the professional and critical friend who is their first line of support.

Students will have a range of informal and formal

conversations with their Tutor, including weekly group tutorials and regular one-to-one sessions as part of the College progress monitoring process.

You will receive a Progress Monitoring Report about your son / daughter's progress in the autumn and spring terms; these will be complemented by Parents' / Carers' Consultation Evenings.



# YOUR SON / DAUGHTER'S JOURNEY AT MARPLE SIXTH FORM COLLEGE

## September 2016

Students will enrol at Marple Sixth Form College.  
Students receive their Aspirational Target Grades (ATGs)  
and meet their Personal Tutor. Academic Progress Monitoring begins.  
Key Assessment I (Induction Test) will be carried out in subject areas.

## October 2016

Key Assessment 1. Every student will discuss progress with Subject Teachers  
and their Personal Tutor on a one-to-one basis.

## November 2016

Key Assessment 2.  
Students will be monitored on their progress so far.  
Reports will be sent to parents/carers via the parents/carers portal.

## December 2016 / January 2017

December 2016 - Key Assessment 2.  
December 2016 - Key Assessment 3.  
Mock Exam Week.  
Year 12 Consultation evening Tuesday 6th December 5.00pm - 8.00pm

## February 2017

Academic Progress Monitoring will consist of one-to one.  
discussions with Subject Teachers and Personal Tutors.  
A progress monitoring report will be sent to Parents / Carers via the parent portal.  
Parents' / Carers' evening.

## March / April / May 2017

April - Key Assessment 4.  
April - Key Assessment 5.  
May - AS and GCSE examinations begin. Vocational courses continue.

## June / July 2017

Teaching ends on Thursday 11th July 2017.

## August 2017

AS and GCSE examination results are published.

# THE COLLEGE HOUSE SYSTEM



- **Alistair Hodgson**  
*Head of House*
- **Terry Hardaker**  
*Progress and Achievement House Monitor*  
0161 484 6686 terry.hardaker@cmcnet.ac.uk



- **Neil Allen**  
*Head of House*
- **Bev Ayres**  
*Lead Progress and Achievement House Monitor*  
0161 484 6662 bev.ayres@cmcnet.ac.uk



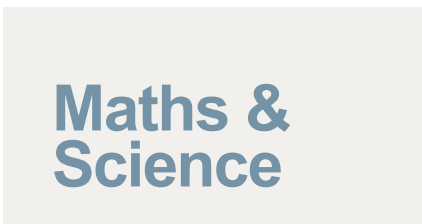
- **Spencer Davies**  
*Head of House, Head of Curriculum / Student Journey*
- **Lesley Williams**  
*Progress and Achievement House Monitor*  
0161 484 6666 lesley.williams@cmcnet.ac.uk



- **Lu Barrie**  
*Head of Inclusive Curriculum / Level 1 Vocational Studies*



- **Sheila Mather**  
*Head of English*
- **SJ Mason**  
*Progress and Achievement House Monitor*  
0161 486 4641 Sarah-Jayne.Mason@cmcnet.ac.uk



- **Joanna Rogers**  
*Head of Maths and Science*
- **SJ Mason**  
*Progress and Achievement House Monitor*  
0161 486 4641 Sarah-Jayne.Mason@cmcnet.ac.uk

# OUR EXPECTATIONS OF MARPLE SIXTH FORM COLLEGE STUDENTS

The Learner Agreement is the student's contract with Marple Sixth Form College. We want every student to succeed and we will do everything we can to get them to where they want to be. It is a partnership and we will work as a team; please encourage your son/daughter to take their commitments very seriously. We have included the "learner agreement" so that you are aware of what we expect of all our students.

Your son/daughter has enrolled at Marple Sixth Form College because s/he is a bright young adult who can achieve and aspire to progress in to a career that excites them further down the line. They shouldn't waste the opportunity but instead have high expectations both of themselves and of the College.

## A Marple Sixth Form College student should:

- Attend 100% of timetabled sessions on time and with the correct equipment This includes subject lessons, tutorials, extra-curricular activities, one-to-one interviews, study sessions and appointments. Attendance will be closely monitored in College. Weekly reports will be available for parents/carers through the parent/carer portal. It is certainly the case that students who attend all of the time get the most out of College and maximise their potential. Please ensure absences are reported to the College by **8.30am** on the first day of absence by phoning the absence line **0333 320 1928**
- Submit all work on time and completed to the best of your ability. You should keep to the deadlines set by your teachers. If you are having difficulty in meeting a deadline, then you should talk to your teachers and not 'bury your head in the sand' thinking the problem will go away – staff are here to help. You should be aiming for at least 4 hours homework and private study per AS/A2 level per week. Vocational students should put in the same amount of time to complete assignment work.
- Behave within the college in a way which shows respect for the needs of other students, staff and visitors. We expect that other students, staff and the public will be treated with respect and courtesy.
- Take good care of the college premises, facilities and equipment. When using social areas they should be kept clean and tidy.
- Switch off mobile phones and personal music devices when in class. You should also adhere to the College E-safety Acceptable Use policy that will be explained during induction.
- Take note of and implement the College Equal Opportunities policy at all times. Please refer to the E-student handbook via the VLE.
- Be aware of and implement the college Health & Safety policy at all times. Please refer to the E-student handbook via the VLE.
- Refrain from smoking except in the designated smoking area. Smoking and congregating outside the college entrances is not acceptable.
- Wear your student Identification card at all times and produce it when requested to do so by a member of staff. For Safeguarding reasons this is a requirement of all students.
- Adhere to the college guidelines for the use of electronic devices. Please refer to the E-student handbook via the VLE and e-safety acceptable use policy.
- Comply with all other rules and regulations of the college.

Breaching these conditions may result in action taken by the College through the Student Disciplinary Procedure.

## Additional information

### Part time work

We encourage students to obtain a part-time job as it provides a valuable experience. However, they should at no point let this interfere with College work – i.e. it should not be during College hours and we recommend no more than 10 hours per week.

### Holidays in term time

Students should not book holidays during term time; losing vital days and weeks of study through taking a holiday will impact on their studies and performance in examinations and is regarded as unacceptable by the College.

# WHAT IF MY SON / DAUGHTER IS ABSENT?

Your son / daughter is expected to attend all lessons unless there is an unavoidable reason for absence.

Excellent attendance is one of the key factors affecting student success at the College. It is the student's responsibility to have high attendance and be punctual to all classes – this is a top priority. It is worth noting that a comment on attendance is always required on references for universities and employers!

Tutors will speak with students on a regular basis about any difficulties relating to attendance or punctuality. Tutors will also review attendance on a weekly basis with the Heads of House and speak with students privately if there are any patterns of unsatisfactory attendance or poor punctuality beginning to occur, or if any subject teacher passes on a concern.

Attendance records will be available to parents / carers through the parent/carer portal and the main contact at home will receive a text message each time that any absence occurs.

## Permitted Absence

Any absence from College that students may have will be recorded on their attendance record. The College recognises that some absences are unavoidable and will authorise these.

Routine medical and dental appointments are not permitted reasons to be absent and will be recorded as unauthorised. In the case of permitted absence, students will be required to take evidence to their tutor with a completed authorisation form (collected from reception) to obtain permission. Depending on the nature of their absence they may also be advised to speak to their House Monitor.

## The following are examples of permitted absence:

- Hospital or orthodontist appointments which cannot be arranged outside College hours, backed by evidence of an appointment card or letter from the health provider
- A family bereavement
- Attendance at a family funeral, a letter is required from the parent/carer
- Religious festivals notified in advance (24 hours) by a letter from the parent/carer
- Visit to a university to attend an open day or interview; a career related interview or audition, production of a letter required
- Driving test and theory test (not a lesson), evidence required

Other absence will be classed as unauthorised. These are absences where there are not adequate reasons to justify missing classes. As with all absences, a parent or carer will need to contact the College before **9.00am** on the day of absence, but ideally before **8.30am**. The College has a commitment to notify the main contact supplied on the application form about unauthorised absences.

On each day of absence we will send a text message to the main contact even if you have phoned through an absence.

## House Monitor Contact Numbers

<b>Terry Hardaker</b>	(Willows House)	<b>0161 484 6686</b>
<b>Lesley Williams</b>	(Ridge House)	<b>0161 484 6666</b>
<b>Bev Ayres</b>	(Woodville House)	<b>0161 484 6662</b>
<b>SJ Mason</b>	(GCSE English and Maths)	<b>0161 486 4641</b>

# HOW TO ADVISE THE COLLEGE THAT STUDENTS ARE GOING TO BE ABSENT

## Parents/ Carers will need the following information:

- The student's full name and date of birth
- Reason for absence
- First date of absence  
(and time if less than a full day)
- Last date of absence if known  
(and time if less than a full day)

## Planned Absences

Prior to a planned absence, students should inform their tutor taking any evidence as appropriate. Students will be advised whether the absence will be classed as authorised or unauthorised absence. Religious holidays must be notified at least **24 hours** in advance to be classed as a authorised absence.

## College related trips and visits

If students are going to be absent from any subject or tutorial classes because they have an activity planned in a different subject, the absence will be authorised. It is polite to inform teachers in advance of any classes students expect to miss as a result of taking part in a trip or visit.

## Arriving late

If students arrive late they should go straight to their class where they will be marked present but late. Students should speak to their teacher at the end of the class to explain the reason for their lateness and to check that they have not been marked as absent. If they arrive late for a class on a regular basis teachers will discuss this with them and may speak with their tutor, who will meet with students about any patterns of unacceptable lateness.

If students have arrived so late that they have missed a class and they think the reason may be an authorised one, they should inform their house monitor

or their tutor when they have their next break. If they know they are going to miss a class due to lateness they should inform the absence line **0333 320 1928** or their house monitor (*see page 12*).

## Monitoring your son / daughter's attendance

Attendance data will be available to view on a live basis on Proportal, the College portal. If they think that the attendance record is incorrect, students should discuss the issue with the teacher concerned. Marks will not be changed where prior evidence was required but not produced in advance.

## College Web Site

Please visit [www.cmcnet.ac.uk](http://www.cmcnet.ac.uk) to view key documents, news and updates of all that is happening at the College.

## Student E-mail

Student email is one of the ways in which we will contact students. The notices are regularly e-mailed to students, as well as the times of meetings, careers bulletins and information about the range of opportunities available to students at the College.

## What is the Parent Portal?

Proportal is the electronic Individual Learning Plan (ILP) system. Every student in the college has an ILP which is updated throughout the year by students and teachers. It details progress on courses, important information, achievements and targets for development.

It is used to view, record and track a wide range of information about all our students, such as their personal details, attendance, exam timetable and assessment marks. Parental ProPortal is a place where you as a parent or carer can view much of this information.

# STUDENT DISCIPLINARY

Expected high standards of behaviour should be well understood by all students as a condition of joining Marple Sixth Form College.

These standards will be embodied within the Learner Agreement that each student declares a commitment to at enrolment and that will be re-enforced at induction. The Formal Student Disciplinary Procedure 2016/17 will comprise of three stages:

- Misconduct (*Amber*)
- Serious Misconduct (*Red*)
- Gross Misconduct (*Purple*)

Gross Misconduct is a single event of such severity as to justify dismissal without initially invoking the two other stages of the Student Disciplinary Procedure.

## Formal disciplinary action will be taken relating to three specific strands:

- Attendance
- Behaviour
- Performance

(Gross Misconduct does not apply to this strand)  
Types of behaviour associated with each stage are listed below. It should be noted that zero tolerance will be applied to any incidents of a student being in possession of/ or under the influence of alcohol or illegal substances whilst on the College premises.

## Misconduct

Behaviour*	Action	Administrator
<ul style="list-style-type: none"> <li>■ Repeated lateness</li> <li>■ Pattern of poor attendance</li> <li>■ Repeated inappropriate behaviour</li> <li>■ Failure to submit work</li> <li>■ Persistent late submission of work</li> <li>■ Repeated misuse of mobile phones in the classroom</li> <li>■ Failure to comply with a reasonable request from a member of staff</li> <li>■ Disruption to the work or recreation of others</li> </ul>	<p><b>Written Warning</b></p> <p>Parents/Carers informed if applicable</p>	<p><b>Personal Tutor</b></p> <p><b>House Monitor</b></p>

## Serious Misconduct

Behaviour*	Action	Administrator
<ul style="list-style-type: none"> <li>■ Cheating, plagiarism or copying of others' work for assessment</li> <li>■ Theft, fraud or unauthorised removal of College property</li> <li>■ Violence or serious threat of violence</li> <li>■ Serious breach of Health &amp; Safety regulations</li> <li>■ Sexual Misconduct</li> <li>■ Possession or use of alcohol, illegal substances, weapons or laser pens or other behaviour which jeopardises the safety of members of the College community</li> </ul>	<p><b>Written Notification</b></p> <p>Parents/Carers informed if applicable</p>	<p><b>Head of House</b></p> <p><b>Head of Curriculum / Student Journey</b></p>

## Gross Misconduct

Behaviour*	Action	Administrator
<ul style="list-style-type: none"> <li>■ Failure to meet the terms of an Initial Stage contract</li> <li>■ Repetition of action leading to an Initial Stage contract</li> <li>■ A series of breaches of the Learner Agreement</li> <li>■ Breaches of the E Safety Acceptable Use Agreement</li> <li>■ Harassment, bullying or discriminatory behaviour</li> <li>■ Breach of Health &amp; Safety endangering others</li> <li>■ Persistent failure to complete course work or assignments</li> <li>■ Refusal or failure to show correct ID</li> </ul>	<p><b>Written Notification</b></p> <p>Parents/Carers informed if applicable</p>	<p><b>A member of the Principalship</b></p>

\*examples only: list is not exhaustive

# ADDITIONAL INFORMATION

## What is the Bursary Fund?

The Bursary Fund is a payment made to eligible students. The purpose of the Fund is to support students who may be at risk of leaving College due to financial hardship.

Support may be given in a variety of ways, including support with learning materials, travel, meals in College and payments directly into the student's bank account.

To receive regular support from the fund, students must have a minimum of **95%** attendance and punctuality. Unsatisfactory effort and behaviour can result in the support being withdrawn for a period of time. An information pack which outlines the application process and lists the eligibility criteria is available from the Admissions Office near reception.

## How does Marple Sixth Form College safeguard students?

The care and well-being of all young people in the College is of paramount importance. The College takes seriously its legal responsibility with regard to **Keeping Children Safe in Education 2016**. The College actively promotes health awareness amongst students, and each member of the College community has an individual responsibility for health and safety.

College staff cannot always offer absolute confidentiality to students. There are clear situations when it is essential that staff share information with their colleagues, for example when there is suspicion or evidence that a student is in danger of being harmed or abused.

Please contact Mike Rivett, (*Head of Wellbeing & Safeguarding*), if you have any suspicions that a student is in danger of harm or abuse. We have a legal obligation to refer any suspicions of harm or abuse to the Stockport Borough Child Safeguarding Board.

## How do I make a complaint?

The procedure for dealing with complaints about any aspect of College life is detailed in the Complaints Policy on the College website. Parents should address their complaints directly to the Principal. Any complaints will be acknowledged within one working week.

## Can my son / daughter go on excursions?

- Marple Sixth Form College will offer a variety of excursions to students during their time at the College, as we believe such experiences enhance their education
- Participation on most excursions is optional
- In the case of an optional excursion where a student has difficulty in meeting the expense incurred, s/he should consult their Personal Tutor as help might well be available
- For all excursions out of College, parents/carers are required to complete an indemnity form to confirm their agreement with and understanding of the arrangements.

## Transport: Uni-riders

**Autumn Term: £105.00**

*Valid from 1 Sept 2016 until 31 Dec 2016*

**Spring Term: £90.00**

*Valid from 1 Jan 2017 until 31 Mar 2017*

**Summer Term: £55.00**

*Valid from 1 Apr 2017 until 30 Jun 2017*

*Tickets available from the admissions office near reception*

■ The prices above are for this academic year 16 -17, it will be reviewed in August and updated on Stagecoach website [www.stagecoachbus.com](http://www.stagecoachbus.com).



# TERM DATES 2016 / 17

## Academic year starts Monday 22nd August 2016

- Y12 Induction Thursday 9th September 2016
- Teaching Starts Monday 12th September 2016

## Autumn Term

**Monday 22nd August – Monday 20th December 2016**

October Half Term

Close for half term **Friday 21st October 2016** and return on **Monday 31 October 2016**.

## Spring Term

**Monday 9th January 2017 - Friday 31st March 2017**

February Half Term

**Friday 17th February 2017** and return on **Monday 27th February 2017**.

## Summer Term

**Tuesday 18th April 2017 - Tuesday 11th July 2017**

Whit Half Term

**Friday 26th May 2017** and return on **Monday 5th June 2017**

# USEFUL CONTACTS

## Cheadle and Marple College Network

<b>Jenny Singleton</b> <i>Principal</i>	0161 484 6729	<a href="mailto:jenny.singleton@cmcnet.ac.uk">jenny.singleton@cmcnet.ac.uk</a>
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<b>Sharon Burton</b> <i>Deputy Principal</i>	0161 486 4606	<a href="mailto:sharon.burton@cmcnet.ac.uk">sharon.burton@cmcnet.ac.uk</a>
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<b>Spencer Davies</b> <i>Head of Curriculum / Student Journey</i>	0161 484 6657	<a href="mailto:spencer.davies@cmcnet.ac.uk">spencer.davies@cmcnet.ac.uk</a>
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## Internal Marple

<b>Mike Rivett</b> <i>Head of Student Wellbeing &amp; Safeguarding</i>	0161 484 6706	<a href="mailto:michael.rivett@cmcnet.ac.uk">michael.rivett@cmcnet.ac.uk</a>
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<b>Admissions</b>	0161 486 4602	<a href="mailto:admissions-marple@cmcnet.ac.uk">admissions-marple@cmcnet.ac.uk</a>
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<b>Careers and Guidance</b>	0161 484 6641	<a href="mailto:careers-marple@cmcnet.ac.uk">careers-marple@cmcnet.ac.uk</a>
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<b>Exams</b>	0161 484 6659	<a href="mailto:exams-marple@cmcnet.ac.uk">exams-marple@cmcnet.ac.uk</a>
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<b>Reception</b>	0161 484 6600	<a href="mailto:rec.m@cmcnet.ac.uk">rec.m@cmcnet.ac.uk</a>
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## MARPLE SIXTH FORM COLLEGE.

Marple Sixth Form College  
Buxton Lane  
Marple  
Stockport  
SK6 7QY

General enquiries: 0161 484 6600  
Admissions: 0161 486 4602

EMAIL: [INFO@CMCNET.AC.UK](mailto:INFO@CMCNET.AC.UK)  
WWW: [WWW.CMCNET.AC.UK](http://WWW.CMCNET.AC.UK)

## THE C&M COLLEGE NETWORK.

### ABOUT THE CHEADLE & MARPLE COLLEGE NETWORK

The Cheadle & Marple College Network draws on a range of organisations working together to ensure the delivery of high quality education and training for people from Stockport and beyond.

Previously operating as a combined institution, Cheadle and Marple Sixth Form College, The C&M College Network continues to be underpinned by two learning hubs – The Cheadle College and Marple Sixth Form College - and further includes employers, universities, schools, local and central government, policymakers, other colleges, support agencies, Ofsted and additional partners.

To find out more about The C&M College Network  
visit [www.cmcnet.ac.uk](http://www.cmcnet.ac.uk)

