



EMMANUEL COLLEGE

SIXTH FORM STUDY FILE

2021 - 2022

NAME:

TUTOR:

VALUED, CHALLENGED, INSPIRED

	1	2	3	4	5	6	7	8	Activities
MONDAY	LESSON								
	TEACHER								
	ROOM								
TUESDAY	LESSON								
	TEACHER								
	ROOM								
WEDNESDAY	LESSON								
	TEACHER								
	ROOM								
THURSDAY	LESSON								
	TEACHER								
	ROOM								
FRIDAY	LESSON								
	TEACHER								
	ROOM								

TERM DATES 2021 - 2022

AUTUMN TERM 2021

Staff training days (students on holiday)	Monday 6 September – Tuesday 7 September 2021
Autumn term begins	Wednesday 8 September 2021
Autumn half-term holiday	Monday 25 October – Friday 29 October 2021
Autumn term ends	Friday 17 December 2021

SPRING TERM 2022

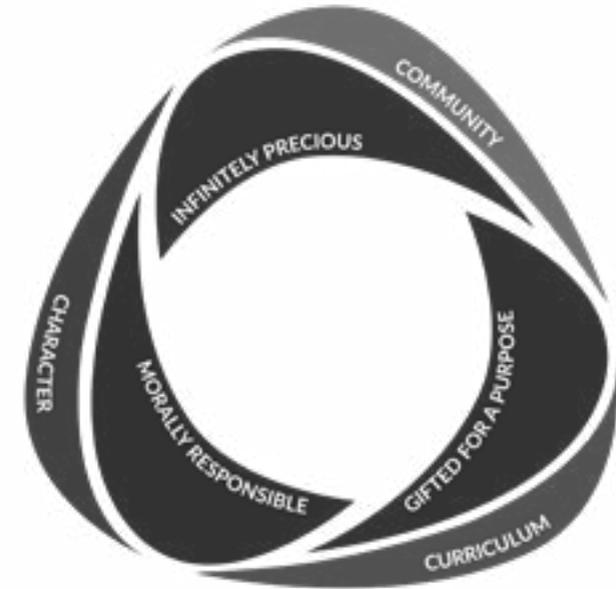
Spring term begins	Tuesday 4 January 2022
Spring half-term holiday	Monday 21 February – Friday 25 February 2022
Spring term ends	Thursday 7 April 2022
Staff training day (students on holiday)	Friday 8 April 2022

SUMMER TERM 2022

Summer term begins	Monday 25 April 2022
May bank holiday	Monday 2 May 2022
Summer half-term holiday	Monday 30 May – Friday 3 June 2022
Summer term ends	Friday 22 July 2022

THE FOUNDATIONS

Emmanuel College is a Christian ethos school of character for the whole community. We strive to cultivate good character as an end in itself; this raises expectations and supports high levels of performance. Our work is characterised by the pursuit of excellence as we seek to make the most of the gifts and talents we have been given. We believe in all human beings' outstanding potential, creativity and capacity for good as each one is made 'in the image of God'. We also acknowledge we all need instruction, motivation and practice if we are to nurture the virtues underpinning good character.



OUR MISSION

Providing Christian-Ethos Schools of Character for the Whole Community:

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad, ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit our community and environment.

OUR CORE VIRTUES



LOVE

We act selflessly, with kindness and compassion, for the good of others.



WISDOM

We exercise good judgement; seeing and doing what is true and good.



FAIRNESS

We treat everyone fairly and justly, the way we would like to be treated ourselves.



SELF-CONTROL

We control our desires, not letting our desires control us.



COURAGE

We are determined to achieve what is worthwhile even in the face of difficulty.



HUMILITY

We avoid arrogance, being realistic about our strengths and weaknesses.



INTEGRITY

We are honest with ourselves and others, so that our words and actions agree.

SIXTH FORM LEARNING AGREEMENT

All students agree to:

1. Make purposeful and effective use of lessons, Independent Study periods and homework time

Breach of this rule will lead in the first place to loss of Independent Study periods. If a pattern of laziness emerges then parents will meet with the Head of Sixth Form in an attempt to rescue the situation. Students who repeatedly fall significantly short of personal academic targets in internal assessments and/or display ongoing poor Intellectual Discipline will be referred to the Vice Principal and if necessary the Principal. This referral would lead to a frank discussion about the student's future in the College. Note that ten hours a week should be completed outside of College for a three A-Level workload in addition to independent study at school.

2. Maintain an excellent record of attendance and punctuality

Students whose attendance at the end of a term falls below 93% (except in cases where there is a known medical issue and alternative arrangements have been made to keep abreast of work) could be asked to repeat the year or discuss their future at the College in parental meetings with the Head of Sixth Form, Vice Principal and, if necessary, the Principal. Students who are late will receive sanctions as detailed in the Sixth Form Attendance Policy.

3. Uphold the Sixth Form rules

As role models to younger students, sixth formers are expected to uphold both the letter and the spirit of the Sixth Form Learning Agreement and Student Code of Conduct, and set an example in the way they dress. One such rule relates to part-time work: students agree not to exceed ten hours per week.

4. Make effective use of the College computer network and avoid plagiarism

Students who deliberately waste time on the computer network will be subject to an appropriate sanction. Use of the internet for gaming or shopping is prohibited. Plagiarism and any serious breach of the Computer Network Acceptable Use Policy could result in expulsion.

5. Contribute to the wider community through Student Leadership and Community Service

The sixth form is a time when you will be expected to take more responsibility than before for your academic progress, but there will also be an emphasis on taking responsibility for others. This is consistent with the aim of the sixth form: to prepare for future leadership. Leadership involves serving others with the gifts we ourselves have been given, and the sixth form Leadership Scheme aims both to encourage this sort of leadership and to make our school community a richer place.

INDEPENDENT STUDY AND DIRECTED STUDY

The purpose of Independent Study (I.S.) is to encourage a deeper understanding of the subjects studied and to develop organisation, responsibility and self motivation. The choices involved require students to manage their own learning outside of taught lessons, and this is good preparation for adult life.

The following Independent Study facilities are available for the responsible majority to use:

- The Sixth Form Centre, in which the atmosphere is of focused, quiet work. There are plenty of computers, as well as access to library resources next door.
- The library, available for silent study and research.
- The IT Open Area, for silent study.
- Specialist rooms in certain department areas may be used with the agreement of teaching staff.

Students who struggle to study independently – who miss deadlines or repeatedly submit substandard work – may be referred by their teacher to attend Directed Study (DS) under direct staff supervision. This will entail some or all a student's Independent Study periods being directed, either in terms of where a student should work, or the work they should complete in this period. Students can also be placed on DS by the sixth form

team if a general study issue is identified. In some cases this may require a student being required to attend College after 4pm in order to complete missing work, this may be for discrete periods of time or for a more prolonged period depending on the particular situation.

The most effective routine for students is to revise in College during their Independent Study periods and complete their homework at home. Every year the most successful students are those who, each week, complete 10 hours of independent study time in College and at least 10 hours of work from home during the evenings and over the weekend. As students approach assessments and examinations, this time is expected to increase.

The mindset of students with regard to the completion of their homework should change from GCSE. If students are set homework they do not understand or need help with, they must proactively find their teacher in advance of their next lesson, where possible, to seek help. It is not acceptable in sixth form to repeatedly turn up to class with homework incomplete or of a poor standard. The students who achieve their target grade are those who get help from teachers before deadlines not after work being due.

SIXTH FORM UNIFORM

Sixth formers wear a distinctive uniform designed to project a professional, businesslike image. Sixth formers are naturally a focus of inspiration to younger students, and the way in which they dress sets a lead; it is therefore vitally important that a high standard is set in respect of both smartness and professionalism and that uniform exemplifies the sixth form community.

SHOES

All students wear plain black, sensible, polishable shoes (not patent leather). Unlike younger students, some sixth form students wear shoes with minimal metal accessories which are part of the shoe design and not a fashion statement. Shoes with other distinctive fashion features, such as moccasins, training shoes and boots, are not worn as a normal part of day wear. Stiletto and sharp-heeled shoes are not worn for health and safety reasons, and all heels are not to be excessively high. All shoes must provide substantial foot support; therefore, thin-soled ballet pumps are not allowed. In the summer term girls may opt to wear flesh-coloured tights rather than the normal black tights.

JEWELLERY AND MAKEUP

Girls should limit their jewellery to a single ring, a single discreet gold or silver chain with a pendant (which must also be discreet), a discreet stud in each ear lobe and a slender gold or silver bracelet; boys, a single ring. Students are asked to remove any item of jewellery which is gaudy, conspicuous, or otherwise out of line with these guidelines, and confiscation follows any repeat offence. Girls may wear makeup, but this must be tasteful and discreet. Nail varnish is also allowed, but must be in natural, unobtrusive single colours. If artificial nails are worn the length should be appropriate so that a student can safely engage in all aspects of the College day and curriculum.

HAIR

Our expectation is that students will wear hairstyles that are smart, businesslike and safe to engage in all aspects of the curriculum. This means avoiding more extreme styles including those with significant steps in lengths, hair that is sculpted or tattooed and unnatural hair colourings.

COATS AND BAGS

Coats are to be kept to plain, darker colours, and should look smart and professional rather than being a fashion statement. Bags need to be sturdy enough to protect books and laptops/tablets, should be professional in style and any logo or decoration should be minimal.

FURTHER GUIDANCE ON HOW THE UNIFORM SHOULD BE WORN

The Emmanuel College Uniform Guide (see p.11) outlines uniform requirements for day wear and indicates which items must be bought from the school uniform shop. The bullet points below provide detail regarding how the uniform is to be worn:

- Trousers should be pulled up properly, using a plain black belt if required.
- Skirts are worn to within an inch of the knee and not rolled over at the top.
- Ties are to be worn smartly so that all shirt buttons are covered.
- Shirts must be kept fully tucked in.
- Blazers should always be worn in the building: between lessons and when stepping out of a classroom. Students may only take off blazers when agreed by their teacher.
- Blazer sleeves should not be rolled up, and blazers must be buttoned up for assemblies.

PHYSICAL EDUCATION UNIFORM

The Emmanuel College Uniform Guide (p.12) outlines the full compulsory wear for PE. In addition, the points below should be

noted:

- It is compulsory to wear a gum shield for rugby and shin pads for football and both for hockey when playing competitive matches. For safety reasons it is highly recommended that the same precautions are taken for lessons and training sessions therefore these items are an essential of the uniform.
- During the colder period from October half-term until Easter PE lessons continue outside and all students are expected to come prepared for the conditions. The following items may be worn in addition to the standard PE kit at the discretion of the PE staff: black Emmanuel College waterproof top; plain black base layer; plain black leggings or tracksuit bottoms.
- Indoor PE lessons: students must wear clean (preferably white) trainers with non-marking soles.
- Outdoor PE lessons: students must wear sensible trainers which are appropriate for school sport. They need to be sturdy, comfortable with matching laces. They should be a sports trainer and not a fashion shoe.
- All students representing College at sport may, at the PE department's

discretion, wear their own footwear geared to the specific sport (e.g. spikes for cross-country running). This applies to training as well as matches. They are not to be a fashion statement or an opportunity to flaunt wealth. As a general principle we would expect a specialist sports trainer to be of a more conservative style, avoiding garish, fluorescent or ostentatious styles.

- Students representing College in a sporting activity, must travel to and from the venue in full uniform. If changing facilities are not available at the venue then students will travel in their team kit, black Emmanuel College waterproof top and if necessary plain back tracksuit bottoms.
- Following evening sporting activities students must leave College wearing full College uniform.
- It is essential that all items of College uniform (including Physical Education clothing) be clearly labelled with the student's name.
- From time to time, students may need to shower at the end of a PE lesson and should therefore bring a towel (and swimwear if required).

TAKING RESPONSIBILITY FOR APPEARANCE

As role models and leaders in College, sixth formers are expected to take greater responsibility for their uniform and appearance. Tutors and teachers are keen to focus their energies on supporting learning and personal development, thus sixth formers need to be independent in maintaining their smart, business-like appearance. The uniform guidelines on the previous pages ensure clarity so it is important to read them and abide by them.

If you have misjudged the standard and are in need of correction, staff will generally give a verbal reminder and you will be expected to take the action needed. However, on occasion some uniform breaches require more immediate action, and thus the following procedures are in place.

Minor uniform issues will generally be dealt with verbally. If multiple reminders are issued, you could be given a detention and parents notified.

For major uniform issues that cannot be dealt with immediately, you could be asked to go home and correct the issue before returning to College. You may be given a deadline by which time a uniform issue must be corrected and issued with a detention.

If you are in any way uncertain about uniform standards, speak to your tutor in the first instance or the sixth form leadership team. We would much rather you took the opportunity to discuss uniform rather than imposing consequences.

YEAR 12 - 13 DAYWEAR GUIDE



MEASURING GUIDE

*COMPULSORY UNIFORM ITEMS AVAILABLE FROM OUR ONLINE SHOP

SIZE	28"	30"	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"
GIRLS' SWEAT	28	30	32	34	36	38	40	42	44	46	48	50
GIRLS' SWEAT LENGTHS ARE TO BE WORN AS PER SCHOOL POLICY - 1/2 INCH ABOVE THE KNEE												
W AIST	22"	24"	26"	28"	30"	32"	34"	36"	38"	40"	42"	44"
L E N G T H	18.5	20	21	22	23	24	25	26	27	28	29	30
GIRLS' TROUSERS	22	24	26	28	30	32	34	36	38	40	42	44
I N S I D E L E G	29.5	31	32	33	34	35	36	37	38	39	40	41
W AIST	28	30	32	34	36	38	40	42	44	46	48	50
W O M E N ' S J A C K E T	31	33	35	37	39	41	43	45	47	49	51	53
W AIST	28	30	32	34	36	38	40	42	44	46	48	50
W O M E N ' S T R O U S E R	28	30	32	34	36	38	40	42	44	46	48	50
W O M E N ' S T R O U S E R L E N G T H	30.5	32	33	34	35	36	37	38	39	40	41	42
W O M E N ' S T R O U S E R I N T R O U S E R	28	30	32	34	36	38	40	42	44	46	48	50
I N S I D E L E G	36	38	40	42	44	46	48	50	52	54	56	58

*ITEMS ARE ONLY AVAILABLE FROM THE ONLINE SHOP. ALL SIZES ARE IN INCHES. THE SIZE GUIDES ARE TO BE USED AS A MEASURING GUIDE ONLY. ONLINE YOU WILL FIND INDIVIDUAL SIZING GUIDES ON EACH GARMENT. THE SIZE GUIDES ARE TO BE USED AS A MEASURING GUIDE ONLY.



MEASURING GUIDE

*COMPULSORY UNIFORM ITEMS AVAILABLE FROM OUR ONLINE SHOP

CHEST	27/28"	28/30"	30/32"	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"	52"
1. INDOOR POLLO TOP*	AGE 15-16	XXX	XS		S	M	L		XL	XXL		XXXL		
5. OUTDOOR POLLO TOP*	AGE 15-16	AGE 15-16	AGE 11-12	XS	S	M			L	XL	XXL		XXXL	
5. BASKETBALL TOP	XS	MY	LY	XL	XL	S	M		L	XL	XXL	XXXL		
WAIST	27"	28"	29"	30"	31"	32"	33"	34"	35"	36"	37"	38"	39"	40"
6. BOYS SHORTS*	22-24	22-24	24-26	24-26	26-28	26-28	28-30	30-32	32-34	34-36	36-38	38-40	40-44	42-44
7. GULL SACSET*	XXX	XS	S	M					L	XL	XXL	XXXL		
7. BASKETBALL TIGHTS	XS	MY	LY	XL	XL	S	M		L	XL	XXL	XXXL		

*ITEMS ARE ONLY AVAILABLE FROM THE ONLINE SHOP. ALL NOTICES ARE IN INCHES. THE SIZE GUIDES ARE TO BE USED AS A MEASURING GUIDE ONLY. ONLINE YOU WILL FIND INDIVIDUAL SIZING GUIDES ON EACH GARMENT. THE SIZE GUIDES ARE TO BE USED AS A MEASURING GUIDE ONLY.

SIXTH FORM CODE OF CONDUCT

All students agree to be responsible for themselves, their learning, their environment and those around them. To achieve this they must adhere to the following:

ATTENDANCE AND PUNCTUALITY

- Attend on every day of the College year from 8:25am until 4:00pm, except Friday when College ends at 2:30pm. Students may not leave the premises without permission during this time, and understand that all lessons are compulsory. Students must ensure that the College is informed if they are absent on the first morning of any absence and provide College with a written note from their parents or guardian giving the reason on the first day of their return. Experience has shown that attendance below this rate affects expected grades and causes disruption in classes as remedial help is required in lesson time. The Principal may ask students with uncertificated absence to leave. Note that holidays are not permitted during term time.
- When intending to be absent (e.g. driving test, university interview), make a request for such absence to the Head of Sixth Form in writing, ensuring all your teachers and tutor know at least a week in advance. Permission to attend any university open day is limited to a maximum of two days in total. Similar requirements are in place for any interview days.
- Get a blue medical slip signed by a teacher in the event of feeling ill and take this to a sixth form Pastoral Lead. They will assess the situation in terms of referring the student to Welfare or contacting home.
- Obtain an exeat and sign out in the normal way should a student need to leave College for any reason.
- To prepare students for life after

sixth form, students are expected to be on time every day. Students will be marked as late if they are not in their tutor room by 08:25. Students who are late will receive sanctions as detailed in the Sixth Form Attendance Policy.

- Attend Sports Day and Presentation Evening in the Lower Sixth and the Carol Service in both the Lower and Upper Sixth.
- Give preference to playing for College sports teams, if selected, over other arrangements including part-time jobs.

ACADEMIC STUDY

- When using the Sixth Form Centre, Library or IT Open Area students MUST contribute to a purposeful and businesslike working environment, appropriate to the area they are in.
- Sixth formers may read quality newspapers or College magazines during this time, if complementary to their studies. Students studying Languages, Art or Technology may work in these departments, with the permission of the relevant Head of Department. Independent Study time is primarily for research, extended reading and review of lesson work rather than homework.
- Spend at least ten hours per week on College work at home, completing homework and coursework tasks, handing them in by their deadline date, and building a file of revision notes (experience having shown that this is the minimum time a student with a three A Level or equivalent workload requires to achieve to their potential).
- Ensure any part-time work is restricted to a maximum of ten hours per week and limited to weekends and holiday periods.
- Ensure that correct equipment is brought to lessons, including Tutor Reflections and PTE.

ROLE MODELLING

- Expect to take on responsibilities and duties, setting a good example to peers and younger students, providing a lead and an example both on public occasions and within the course of a normal day. Sixth formers are expected to show responsible initiative in these regards and not to turn a blind eye to difficulties or misbehaviour.
- Understand that as part of this lead there must be no petting or romantic clinches at any time in College.
- Take a pride in maintaining a first-rate working environment through care of College fabric and resources and by the presentation and detail provided in written work, ensuring that all books, property, and equipment are kept free from graffiti.

FURTHER RULES

- When travelling to College in their own cars sixth formers are to park in the Watergate car park and not on the College premises or in residential side streets. Students should be mindful and respectful of other users and not block or impede other cars. The College can accept no responsibility if property is stolen from a car or if the car is stolen. Those travelling on scooters/motor-bikes must seek permission from the Principal if wishing to park on College grounds. When walking, sixth formers must set a good example by crossing Consett Road at the pedestrian crossing only. Sixth formers must not give lifts to others for school visits.
- Food and drink is restricted to the College restaurants. The only exception is that students are permitted to drink covered bottles of water in the Sixth Form Centre.
- Students are permitted to use their own laptops and tablets to study with during Independent Study and in lessons. Students are permitted to listen to music on their laptop or tablet whilst working on them

during Independent Study. The music listened to has to be in line with the College's ethos and students will be banned from listening to music if they listen to music with offensive lyrics. Where listening to music impedes students' learning, students will be asked to stop listening.

- Students cannot listen to music on their mobile phones during the College day.
- Students need to take responsibility for their personal items in College.
- Switch off mobile phones during the College day as their use in College is forbidden. (Any student using a phone in breach of this policy will have it confiscated.) The unauthorised use of a camera on site constitutes an invasion of privacy and as such is strictly forbidden. Should images of other students or staff thus obtained, or any material which brings the College's name into disrepute, be published via the internet this could result in immediate expulsion.
- Chewing gum is forbidden due to its impact on cleanliness and décor, and a £15 fine will be levied from those who bring gum into College.
- Tampering with Health and Safety equipment such as fire extinguishers or fire alarms and laboratory or workshop equipment will result in immediate expulsion.
- Smoking is not permitted anywhere in the building, and it is not acceptable for any student travelling to and from College to smoke.
- The possession of drugs, alcohol, cigarettes or other substances which cannot legally be bought is strictly forbidden. So is association with anyone who is openly in possession of such. There must be no attempt to use or seek to use any such substance or make any attempt to purchase or supply the same. Breach of this rule will result in immediate exclusion. For any drugs-related offence the expulsion will be permanent and result in the involvement of relevant

statutory bodies such as the police. Electronic cigarettes are forbidden, as are any smoking-related paraphernalia, such as lighters.

COMPUTER NETWORK ACCEPTABLE USE POLICY

- Tell no other student of your password for entry onto the College computer network. Students must also be aware of anyone seeking to look over their shoulder when they are using this password. This may well mean students covering the keyboard when they key in their password just as adults would protect their PIN number at an automatic bank telling machine (ATM).
- Inform a member of staff immediately if any student, by whatever means, gains possession of another student's or teacher's password. In no circumstance must students use another's password or pass this information on to anyone else.
- Load no computer disc or memory stick on the College network unless it has been cleared by the Network Services Manager. (No staff member other than this Network Service Manager can authorise such and, should a student ask another member of staff, that request will have to be passed on to the Network Services Manager for approval.)

PLAGIARISM

MORE ABOUT PLAGIARISM

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught. There are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very

- Undertake no work on the College computer network without staff permission. Therefore, no student may investigate, experiment or execute any activities on the computer unless directly instructed by a member of staff. Experimentation with computers may be done on students' own PCs at home or elsewhere but never on College hardware or software.
- Refrain from using the College computer network for recreational purposes.
- Refrain from attempting to open any other file or document other than those specifically saved for student use in any assigned network drive.
- Accept responsibility for everything found in your personal user area, irrespective of whether or not you know it is there. This rule will be enforced where evidence of lack of vigilance is clear.

Serious breach of this Computer Network Acceptable Use Policy will result in permanent exclusion.

familiar with work on the topic concerned – they may have read the source you are using (or even marked the essay you have copied from!)

- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

PENALTIES FOR BREAKING THE REGULATIONS

Penalties for plagiarising work in College are laid out in the Plagiarism Policy.

In regards to coursework, if your work is submitted and it is discovered that you have broken the regulations, one or more of the following penalties will be applied:

- The piece of work will be awarded zero marks.
- You will be disqualified from that unit for that exam session.
- You will be disqualified from the whole subject for that exam session.
- You will be disqualified and barred from entering again for a period of time.
- You will be expelled from school.

Using information from published sources (including the internet) as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:
The work which you submit for
assessment must be your own.
You must not copy from someone else
or allow another candidate to copy
from you.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference should show the name of the author, the year of publication and the page number: For example: Phillips, D.C. (2004) Perspectives on Learning, Teachers College Press, p.164.

For material taken from the internet, your reference must show the precise web page and the date on which it was accessed, not just the search engine used to locate it. This can be copied from the address line. For example: <http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, accessed on 14 Jan 2009.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project. For example: Morrison, A. (2000) Mary, Queen of Scots, London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism – and that's cheating.

PREPARING YOUR COURSEWORK – GOOD PRACTICE

If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.

If you worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

ILLNESS, ACCIDENTS AND SIGNING OUT

ILLNESS AND ACCIDENTS

If you feel unwell or have an accident you must tell a teacher straight away. They will fill out a blue medical slip and you need to take this to a sixth form Pastoral Lead. They will assess the situation in terms of referring the student to Welfare or contacting home.

In no circumstances should you leave College without permission.

MEDICINES

If you need to take medicine at school you should bring a letter from your parents stating when you need to take it. Your medicine must be left at Welfare clearly marked with your name and tutor group.

Paracetamol or aspirin can be administered as long as written parental permission is in place.

SIGNING OUT (EXEATS)

It is best to make medical and dental appointments outside of College hours. If you must leave College during the day for any reason then please bring in a note from your parents in advance of the date and obtain an exeat form. This will normally be issued by your tutor.

You must sign out at reception and hand in your exeat. If you return to school later on the same day then you must sign in again. A copy of the exeat, with the parental note attached, will be kept on record.

If you are absent from College your parent/guardian must telephone reception on the first morning of the absence and let us know why you will not be attending. In addition you are required to return to College with a letter from your parent/guardian giving the reason for the absence. If you are sent home from College, either ill or injured, and as a consequence you are absent for the following day or longer again we will need a letter explaining your absence.

If you are going to be absent for a longer period, and if your parents contact the College we will arrange that work is sent out for you so that you do not fall too far behind with your studies. On your return you are expected to catch up with any missed work. If you have difficulties your teachers and the sixth form Pastoral Leads will help you by providing notes or photocopying information from another student's exercise book.

SIXTH FORM STUDENT LEADERSHIP

As a College that prioritises character development, we value leadership and seek to instil leadership skills in all our students. We define a leader as:

Someone who can see the right way to go and who, motivated by love, spends himself or herself persuading others to go that way.

Servant-hearted leadership is a concept rooted in the teaching and example of Jesus Christ, who explained to his followers that their practice of leadership was to be distinctly different to the self-seeking, self-serving and domineering style of leadership often found in the world: "Whoever would be first among you must be servant of all" (Mark 10:42-44).

Good leadership motivates and mobilises others to accomplish a task or to think with creativity, vision, integrity and skill for the benefit of all concerned. It serves others by investing in their development

and wellbeing for the common good.

We believe that all our students will be leaders in the future, be they leaders of their country, their company, their peers, or in the realm as one day being parents and leaders of their own children.

To this end, the leadership programme is designed to impart skills and allow students to explore and exercise leadership, from Year 7 to the sixth form. Your sixth form leadership post is the pinnacle of your learning, allowing you to experience leadership through leading younger students, serving others, and mentoring your peers as you move from Year 12 to Year 13.

This Study File will help you organise and reflect on your leadership development. If used thoughtfully, it will contain information and ideas that can be used in your UCAS personal statement, CV or a job application.

INITIAL LEADERSHIP TRAINING

My leadership role this year is:

My leadership goals for the year are:

Supervisor signature

Date

Student signature

Date

LEADERSHIP REVIEW 1

How much progress have you made towards your goals?

Do any goals need to be revised?

Supervisor review:

Punctuality Reliability Initiative

1 = Outstanding 2 = Consistently well met 3 = Met in part 4 = Not met

Supervisor signature Date

Student signature Date

LEADERSHIP REVIEW 2

How much progress have you made towards your goals?

Do any goals need to be revised?

Supervisor review:

Punctuality Reliability Initiative

1 = Outstanding 2 = Consistently well met 3 = Met in part 4 = Not met

Supervisor signature Date

Student signature Date

INTELLECTUAL DISCIPLINE (ID)

The Emmanuel sixth form involves learning how to think. Knowing how to think, we know how to learn.

Thinking and learning require intellectual discipline. California's Intellectual Virtues Academy has identified nine aspects of intellectual discipline, and organised them within three categories, corresponding to three stages of learning: getting the learning process started and headed in the right direction; making the learning process go well; and overcoming challenges to productive learning:

GETTING STARTED

1. **Curiosity:** a disposition to wonder, ponder, and ask why. A thirst for understanding and a desire to explore. **Slogan:** Ask questions!
2. **Intellectual humility:** a willingness to own up to one's intellectual limitations and mistakes. Unconcerned with intellectual status or prestige. **Slogan:** Admit what you don't know!
3. **Intellectual autonomy:** a capacity for active, self-directed thinking. An ability to think and reason for oneself. **Slogan:** Think for yourself!

EXECUTING WELL

4. **Attentiveness:** a readiness to stay focused and on task. Notices and attends to important details. **Slogan:** Look and listen!
5. **Intellectual carefulness:** a sensitivity to the requirements of good thinking. Quick to notice and avoid intellectual pitfalls and mistakes. **Slogan:** Avoid errors!
6. **Intellectual thoroughness:** a willingness to probe for deeper meaning and understanding. Unsatisfied with mere appearances or easy answers. **Slogan:** Go deep!

HANDLING CHALLENGES

7. **Open-mindedness:** an ability to think outside the box. Gives a fair and honest hearing to competing perspectives. **Slogan:** Think outside the box!
8. **Intellectual courage:** a readiness to persist in thinking or communicating in the face of fear, including fear of embarrassment or failure. **Slogan:** Take risks!
9. **Intellectual tenacity:** a willingness to embrace intellectual challenge and struggle. Keeps its "eyes on the prize" and doesn't give up. **Slogan:** Embrace struggle!

In sixth form, your teachers will base your effort grade against how well you exhibit the qualities of Intellectual Discipline. You will also be asked to write a self-assessment, reflecting upon how you have developed these qualities through your studies. It is never too early to start thinking about how you are growing as a student.

DISCRETIONARY BURSARY AWARD

All students, depending on their financial circumstances, may apply for a discretionary bursary to study in the sixth form. There are two categories of bursary, the first recognising those students facing personal financial constraints and the second in support of students where their household income may restrict their educational opportunities.

This bursary is aimed at assisting with the cost of school meals (for those not already in receipt of free school meals), travel expenses, educational materials including sporting equipment, books, uniform, internet connectivity, one to one tutoring, and other relevant educational expenses.

Students apply for this bursary in September when joining Year 12, and students can see Miss J Thompson (sixth form Pastoral Lead) if they have questions about their eligibility to apply for the sixth form discretionary bursary.