



EMMANUEL AND GRACE COLLEGE

Associated Sixth Form

STUDY FILE

2026 - 2027

NAME:

TUTOR:

VALUED, CHALLENGED, INSPIRED

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 - 8:50 am						
1	LESSON					
	ROOM					
	TEACHER					
2	LESSON					
	ROOM					
	TEACHER					
3	LESSON					
	ROOM					
	TEACHER					
4	LESSON					
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5	LESSON					
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6	LESSON					
	ROOM					
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7	LESSON					
	ROOM					
	TEACHER					
8	LESSON					
	ROOM					
	TEACHER					

TERM DATES 2026 - 2027

AUTUMN TERM 2026

Autumn term begins	Monday 7 September 2026
Autumn half-term holiday	Monday 26 - Friday 30 October 2026
Autumn term ends	Friday 18 December 2026

SPRING TERM 2027

Staff training days (students on holiday)	Monday 4 January 2027
Spring term begins	Tuesday 5 January 2027
Spring half-term holiday	Monday 15 - Friday 19 February 2027
Spring term ends	Thursday 25 March 2027

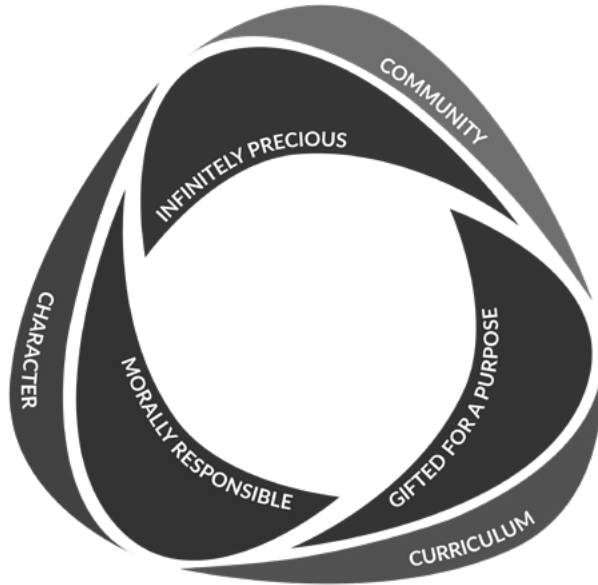
SUMMER TERM 2027

Summer term begins	Monday 12 April 2027
May bank holiday	Monday 3 May 2027
Summer half-term holiday	Monday 31 May - Friday 4 June 2027
Summer term ends	Friday 16 July 2027

THE FOUNDATIONS

Emmanuel Schools Foundation provides Christian ethos schools 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

I agree to:

1. Make purposeful and effective use of lessons, directed learning periods and homework time

In the first instance, breach of this rule will lead to students being required to spend all directed learning periods in a silent workspace. If a pattern of poor personal discipline emerges, then parents will meet with a member of the Sixth Form team to seek to resolve the situation. At this stage, flexible timetable arrangements may also be removed and students will be required to attend College for the full working day (8:30am–3:40pm Monday to Thursday and 8:30am–2:30pm on Friday). 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.

2. Maintain an excellent record of attendance and punctuality

Where student attendance is a concern, we will work alongside parents/carers to improve attendance. In the first instance, timetable flexibility may be withdrawn, and students will be required to attend College for the full working day (8:30am–3:40pm Monday to Thursday and 8:30am–2:30pm on Friday). Students whose attendance is consistently poor will be invited to discuss support and next steps with parents/carers and a member of the Sixth Form team. Students who are late to College and/or lessons will receive sanctions as detailed in the Sixth Form Attendance policy.

3. Uphold the Sixth Form rules

The culture of the Sixth Form is one of care, kindness and compassion. As role models to younger students, Sixth Form students are expected to uphold both the letter and the spirit of the Sixth Form Learning Agreement and Student Code of Conduct through their behaviour, attitude

and appearance.

4. Part-Time work

History has shown that successful students are those who engage fully in their studies both inside and outside the classroom. This means engaging in approximately 12 hours of work at home over the course of a week. To facilitate this, students agree not to exceed 10 hours per week for any part-time.

Part-time working shifts should not be taken during the College day in case students are required to attend College. If a student is falling behind with their studies due to part-time work, their timetable flexibility may be withdrawn, and they will be required to attend College for the full working day (8:30am–3:40pm Monday to Thursday and 8:30am–2:30pm on Friday).

5. 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 which may involve not being able to use their personal devices in College.

Use of the internet for gaming or gambling is prohibited. Plagiarism and any serious breach of the Computer Network Acceptable Use Policy could result in withdrawal from a course unit or an entire qualification.

6. Contribute to the wider community through student leadership and community service

The Sixth Form is a time when students are expected to take more responsibility for academic progress, but there will also be an emphasis on taking responsibility for others. A key aim of the Sixth Form is

to prepare students for future leadership. Leadership involves serving others with the gifts we have been given and the Sixth Form leadership programme aims both to encourage this sort of leadership and to make our College community a richer place. Opportunities to lead and volunteer are wide and varied and include sport, co-curricular activities and volunteering.

7. Maintain a clean and tidy working environment

We all have a responsibility to ensure that our workspaces are clean, tidy and conducive to study. This includes disposing of rubbish in the bins provided and, where necessary, helping to clear rubbish left by others.

SIXTH FORM INDEPENDENT STUDY POLICY

I understand that the Sixth Form Independent Study Policy is as follows:

The purpose of Directed Learning (DL) periods is to deepen students' understanding of their subjects while developing organisational skills, responsibility, and self-motivation. The subjects require students to manage their own learning outside of taught lessons and this is good preparation for adult life. All students will have six Directed Learning (DL) periods on their timetable. Students who do not participate in College sports teams or other approved co-curricular activities will usually have these periods replaced by two additional DL periods, giving them a total of eight DL periods per week. During Directed Learning periods, students stay onsite and work through the tasks assigned to them by their academic teachers. DL periods are a compulsory part of a student's timetable at Emmanuel College, and we have high expectations of student engagement during these periods. Homework will be set as an additional task. Students will receive a minimum of six hours of work outside of lesson time per subject each week to maintain their progress through the curriculum. Those six hours will be a combination of directed tasks, revision and consolidation activities as well as directed homework tasks on new content.

A range of study spaces is available to Sixth Form students. Students may choose to work in the Sixth Form Bistro, Sixth Form Centre, Sixth Form Open Area, the Library or the Loaves and Fishes Restaurant. Those who prefer a completely silent environment may use the Silent Study Space, which is usually supervised by a member of staff.

Students who struggle to study independently, miss deadlines or

repeatedly submit substandard work may be referred by their teacher to attend additional interventions.

The best guide for success is that students complete revision and consolidation activities in College and homework at home. If work is completed this way, then both will occur. If homework is completed in school, the revision and consolidation activities will not be done. The mindset of students regarding 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, to seek this help. It is not acceptable in Sixth Form for students to repeatedly turn up to lessons with homework incomplete or of a poor standard. Students who achieve their target grade are those who get help from teachers before deadlines, not after work being due.

Revision should take place on a weekly basis for all subjects. The most successful students are ones who build in dedicated revision time every week for each subject. Students whose week consists solely of completing new tasks and who then cram before an assessment will find they achieve grades far less than their personal best. The complexity and quantity of content in Sixth Form subjects requires students to revise every week. The Personal Development programme will support students with the most effective revision strategies, but it is important to stress that effective revision begins with students including it in their weekly schedule of work, starting at the beginning of September.

Print name

Signature

SIXTH FORM UNIFORM

Sixth Form students wear a uniform designed to project a professional, business-like image. Sixth Form students are a natural source 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. Sixth Form uniform requirements and standards are made clear in the Sixth Form Uniform Guide, which is on the College website. This outlines the uniform requirements for daywear and identifies the items that are available exclusively from EAS Schoolwear.

TAKING RESPONSIBILITY FOR APPEARANCE

As role models and leaders in College, Sixth Form students are expected to take greater responsibility for their uniform and appearance. Teachers are keen to focus their energies on supporting learning and personal development, therefore, Sixth Form students need to be conscientious in maintaining a smart, business-like appearance.

The uniform guidelines on the previous pages aim to ensure clarity, so it is important to read and abide by them. 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 your uniform than be sanctioned for failing to comply with the uniform guidance.

Standards of uniform are checked daily when students arrive at College. Minor uniform issues will be challenged and

should be corrected immediately. Examples include a rolled skirt, an unfastened shirt, or a tie that is not worn correctly.

Where a student is in breach of the uniform policy in a way that cannot be rectified immediately, such as wearing incorrect uniform items, they will initially be issued with a warning and given a deadline by which the issue must be resolved. If the uniform infringement has not been rectified by the agreed deadline, students may be required to work in isolation or may be sent home to resolve the matter. Parents/carers will always be informed before either of these actions is taken. Please be assured that, where financial circumstances make it difficult to meet the uniform requirements, students should discuss the matter confidentially with a member of the Sixth Form team so that appropriate support can be considered.

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

YEAR 12 STUDENTS

Monday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Tuesday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Wednesday	8:30am start; 3:40pm finish
Thursday	Attend from first timetabled lesson, students may leave College once all compulsory timetabled sessions have ended.
Friday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

YEAR 13 STUDENTS

Monday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Tuesday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Wednesday	Attend from first timetabled lesson; 3:40pm finish
Thursday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.
Friday	8:30am start, students may leave College once all compulsory timetabled sessions have ended.

In addition, students must:

- Attend all timetabled lessons and Directed Learning periods. These are compulsory and may include assemblies, tutor sessions, lectures and the Wednesday afternoon enrichment programme.
- Arrive punctually to all timetabled activities.
- Remain in College during compulsory timetabled sessions unless permission to leave has been granted by an authorised member of staff.
- Not leave and re-enter the College site during the day without prior permission.
- Ensure that a parent or carer contacts College by 8:15am on each day of absence, providing a reason for the absence.
- Not self-certify absences.
- Attend meetings arranged by the Principal or other designated staff regarding attendance concerns.
- Not take holidays during term time.
- Make a written request for absence to the Head of the Associated Sixth Form two weeks in advance of a planned absence (e.g. driving test, university interview). A Leave of Absence Form should be completed, which is available on the College Policies page on the website. Driving lessons should be arranged outside College hours.
- Inform a teacher immediately when feeling unwell or have an accident. A member of the Welfare team or Sixth Form team will assess the situation

and, if it is deemed appropriate for you to leave College, a member of the Welfare team will contact home.

- If required to leave College for an authorised reason, students should request an exeat and sign out at Reception. Written evidence may be requested.
- Arrive on time every day. Students will be marked as late if they are not present at the beginning of all lessons and their tutor period. Sanctions for poor punctuality are detailed in the Sixth Form Attendance policy.
- Attend the College Carol Service, Sports Day and Presentation Evening in Year 12 and the Carol Service in Year 13.
- Allow younger students to board scholars buses first.
- Give preference to playing for Sixth Form sports teams over other arrangements including part-time jobs.
- Engage thoughtfully and responsibly with the Personal Development curriculum. All students will be issued with an exercise book for recording lecture notes. This must be brought to every lecture and kept in good order. The same high standards of care, presentation, attention to detail and completeness apply to lecture books as to exercise books in all other academic subjects. Tutors will frequently review lecture books.
- Participate fully in the Sixth Form PE and enrichment programmes on Wednesday afternoons.
- Attend College as and when required, including any detentions or support sessions. Attendance at College, including when timetable flexibility has been withdrawn, takes priority over other arrangements, including any part-time work.

ACADEMIC STUDY

- Students attending the Associated Sixth Form are required to have access to a laptop. A Windows or Apple device is preferred over a Chromebook. In most cases, this will be the student's personal device.

However, where this is not possible, College will work with students and their families to provide appropriate support in securing access to a laptop.

- Students must be punctual to all lessons and should not leave lessons for frequent or extended periods without good reason.
- Students must bring their Study File to College every day.
- Students must contribute to a purposeful and business-like working environment when using the Silent Study Space or Sixth Form Open Area. These are silent work spaces.
- Treat work spaces respectfully. Students must ensure that the Sixth Form Bistro, Sixth Form Centre, Sixth Form Open Area, Silent Study Space, the library and the Loaves and Fishes Restaurant are always kept clean and tidy.
- Work in departments with the permission of the relevant Head of Department.
- Complete homework at home: independent study time in College is primarily for research, extended reading and revision.
- Maintain progress through the curriculum. Students will receive a minimum of six hours of work outside of lesson per subject each week. These six hours will be a combination of directed tasks, revision and consolidation activities as well as directed homework tasks on new content.
- 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 (including a laptop) is brought to all timetabled lessons.
- Students should ensure that exercise books and all other class materials are maintained to the highest standard.

ROLE MODELLING

- The culture of the Sixth Form is one of care, kindness and compassion. Sixth Form students should:
- 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 Form students are expected to take responsibility and not turn a blind eye to difficulties or misbehaviour.
- Understand that as leaders in College, interactions must always be professional and business-like..
- Take a pride in maintaining a first-rate working environment through care of the fabric of the building and any resources. All books, property and equipment are to be kept free from graffiti.

FURTHER RULES

- Students should not park on the College premises or in residential side streets when travelling to College in their own cars, they should use Watergate Car Park. Students should be mindful and respectful of other road users and not block or impede other cars. College cannot accept responsibility if property is stolen from a car or if the car is stolen. Those travelling on scooters/motorbikes must seek permission from the Principal if wishing to park on College grounds. When walking, Sixth Form students must set a good example by crossing Consett Road at the pedestrian crossing only. Sixth Form students must not give lifts to others on school visits.
- The emergency exits in the Sixth Form Bistro and Sixth Form Centre must only be used in the event of an emergency. Students must not use these doors to enter or leave the building or as a short cut to other parts of the building.
- Refrain from consuming food

and drink outside of the College restaurants, Sixth Form Bistro and Sixth Form Centre. Food must not be consumed in empty classrooms. Students are permitted to drink from bottles of water in the respective work spaces. During the summer months, food and drinks purchased from the Sixth Form Bistro may be consumed at the outdoor picnic tables, provided that all litter is disposed of in the bins provided. Failure to do so may result in this privilege being withdrawn.

- Students are permitted to listen to music on their laptop or tablet whilst working outside of lesson time. The music must be in line with the College ethos and students will be banned from listening to music if it contains offensive lyrics. Students will be required to stop listening to any music that impedes learning. Students cannot listen to music on their mobile phones during the College day. Students must not wear headphones of any kind outside of the Sixth Form work spaces.
- Students are not permitted to play card games in College.
- Students are not permitted to use either of the MUGAs without permission from the duty staff. Students may only use the MUGA if they are wearing suitable trainers.
- Take responsibility for any personal items in College.
- Ensure mobile phones are switched off during the College day. Any student found using a mobile phone in breach of this policy will, in the first instance, have the device confiscated and receive an after-school detention. Students required to attend an after-school detention must surrender their mobile phone to a member of the Sixth Form Leadership Team upon arrival at College on the day of the detention. The phone will be returned at the conclusion of the detention. Subsequent breaches of this policy will result in parents/carers being required to collect the student's

mobile phone from College at the end of the College day.

- The unauthorised use of a camera onsite constitutes an invasion of privacy and 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 permanent exclusion.
- Chewing gum is not permitted on College premises due to its detrimental impact on cleanliness and the upkeep of the College environment. Students found in possession of, or chewing, gum may be required to pay a £15.00 charge.
- Be aware that tampering with Health and Safety equipment such as fire extinguishers or fire alarms and laboratory or workshop equipment will result in immediate permanent exclusion.
- Understand that the possession of drugs, alcohol, cigarettes, vapes/e-cigarettes or other substances which cannot legally be bought is strictly forbidden, as is the association with anyone who is openly in possession of such items. There must be no attempt to use, or seek to use, any such substance or make any attempt to purchase or supply them. Breach of this rule will result in immediate exclusion. For any drug-related offence the exclusion will be permanent and result in the involvement of relevant statutory bodies such as the police.
- Recognise that smoking and/or vaping is not permitted anywhere in the building. It is not acceptable for any student travelling to and from College to smoke/vape. All smoking-related paraphernalia, such as lighters, is forbidden.
- Understand that any item that is likely to be used to commit an offence, cause personal injury or damage to property is prohibited; this includes knives or any kind of weapon.

COMPUTER NETWORK ACCEPTABLE USE POLICY

The College computer network exists to enhance learning and improve communication and administration. Sixth Form students should access the network understanding that they are fully accountable for their actions. Students, like staff, must understand that all network activity is monitored, and action will be taken should inappropriate activity be detected. Just as we expect high standards of conduct and behaviour in and around College, the same principles apply with the network. Students are responsible for what they search for, view and save while using the College network. **Serious breach of the Computer Network Acceptable Use Policy may result in permanent exclusion.**

Students must adhere to the following:

- Utilise the computer network solely for activities that relate to College.
- Ensure that instant messages and direct messages relate solely to College activities.
- Ensure that online activity is work-related. Students must not search for, view or save material that is sexually explicit, violent or promotes hatred towards others as well as any other material that has been deemed unsuitable for their age.
- Avoid streaming media unless permission has been given by a member of staff.
- Avoid uploading any files that may cause harm to the network.
- Avoid using Virtual Private Networks (VPNs) or Internet Protocol (IP) spoofing software.
- Connect only to ESF-BOYD with your network username and password.

PLAGIARISM

Students are encouraged to support one another in their studies by discussing ideas, asking questions, sharing feedback, and acting as sounding boards for one another's work. Such collaboration can be a valuable and legitimate part of the learning process.

However, all work submitted for assessment must ultimately be the student's own. Students must not submit work that is substantially similar to that of another student, whether that work has been copied directly, closely paraphrased, or adapted from another source. Where work is found to be almost identical, it may be difficult to demonstrate that it has been produced independently, and this may give rise to concerns regarding plagiarism or academic malpractice.

Students must not purchase, download, commission, obtain, or submit work produced by another person. This includes work acquired from websites, online marketplaces, file-sharing platforms, social media, former students, friends, or family members. The fact that a piece of work has been purchased, shared with permission, or is publicly available does not make it the student's own work and does not remove concerns regarding plagiarism or academic malpractice.

Students must not submit, in whole or in part, work previously completed by another student, including work from former cohorts. Possessing, sharing, buying, selling, or distributing assessed work for the purpose of gaining an unfair advantage may also be treated as academic malpractice.

Students are expected to ensure that all assessed work reflects their own understanding, analysis, and written expression. Any breach of these expectations may result in sanctions in accordance with the College's Academic Integrity and Malpractice procedures.

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 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.

Using AI chatbots such as ChatGPT is also a form of plagiarism and systems are in place to detect work which is not your own.

PENALTIES FOR BREAKING THE REGULATIONS

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

In relation 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 permanently excluded from College.

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.

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.

Students are encouraged to support one another in their studies by discussing ideas, asking questions, sharing feedback, and acting as sounding boards for one another's work. Such collaboration can be a valuable part of the learning process. However, all submitted work must ultimately be the student's own. Students must not submit work that is substantially similar to that of another student. Where work is found to be almost identical, it may be difficult to demonstrate that it has been produced independently and could give rise to concerns regarding plagiarism or academic malpractice. Students are, therefore, expected to ensure that all assessed work reflects their own understanding, analysis, and written expression.

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, inform a teacher straight away. A member of the Student Welfare team or Sixth Form team will assess the situation and, if it is deemed appropriate for you to leave College, they will contact home first. Students are not permitted to sign out on medical grounds unless they have an exeat or a member of the Student Welfare team has contacted parents/carers.

MEDICINES

If you need to take medicine at College, you should bring a letter from your parents/carers stating when you need to take it. Your medicine must be left at Student Welfare clearly marked with your name and Tutor group. Paracetamol or aspirin can be administered as long as College is in receipt of written parental consent.

SIGNING OUT (EXEATS)

As far as possible, medical and dental appointments should be arranged outside of your timetabled hours. However, should you need to leave College during timetabled hours, you must bring a letter from your parent/carer in advance of the date and obtain an exeat from your Tutor or a member of the Sixth Form Team.

You must sign out at Reception and hand in your exeat form. If you return to school on the same day, then you must sign in again. A copy of the exeat alongside the parental note will be kept on record. If you are absent from College, your parent/carer must telephone or email reception before 8:15am each morning of the absence and explain why you are unable to attend.

If you are sent home from College and your absence continues the following day(s), your parent/carer must telephone or email Reception. If you are going to be absent for a longer period, your parents should contact College in advance. We will ensure that work is passed to you in order that you maintain progress through the curriculum. Upon returning, you are expected to catch up with any missed work. If you have difficulties, your teachers and the Sixth Form team 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 of being parents and leaders of their own children one day.

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. A Sixth Form leadership post is an important opportunity, allowing you to experience leadership through leading younger students, serving others, and mentoring your peers as you move from Year 12 to Year 13. An extensive range of opportunities are available to ensure that all Sixth Form students have an opportunity to undertake a leadership role and/or volunteer with a local community organisation.

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. We expect all students to participate in the leadership programme in some capacity and offer a range of roles to suit all interests. Please note that some opportunities may require participation outside of your timetabled lessons.

INTELLECTUAL DISCIPLINE (ID)

The Associated Sixth Form involves learning how to think. Knowing how to think, we know how to learn.

Thinking and learning require intellectual discipline. *The Intellectual Virtues Academy* (IVA) in Long Beach, California 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 be "personally present" in the learning process. Keeps distractions at bay. Strives to be mindful and engaged. **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:** Think with care!
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.

Intellectual Discipline is scored on a scale of 1-4. It is not a measure of behaviour; it is a measure of the extent to which you have exhibited the qualities of a good thinker or learner. The grades are applied as follows:

- 1: Everything that has been asked of you, both in terms of work completion and attitude in class, has been done. Sustained effort at this level gives you the best possible chance of achieving your target grade.
- 2: All tasks set by teachers have been attempted, but not to the highest standard possible. Continuing at this level will make achieving target grades increasingly less likely if you do not proactively seek out help and guidance about producing work that reflects your personal best.

3: Some tasks are incomplete or poorly attempted and/or effort and attitude in class is below what is required in sixth form. Continuing at this level will result in you continuing to fall behind and achieving a grade well below your target grade.

Continuing at this level is a serious cause for concern and risks failing the course.

To achieve your target grade, you should be aiming for a **1:** excellent intellectual discipline.

4: Most or all tasks are either incomplete or only completed to a very poor standard.

DISCRETIONARY BURSARY AWARD

Depending on their financial circumstances, Sixth Form students may be eligible for financial support as detailed in the Discretionary Bursary Policy. There are two categories of bursary, the first recognising students who are not living in the parental home, are in care, or are personally in receipt of Income Support, Universal Credit or Disability Living Allowance 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 and other relevant educational expenses.

Students apply for this bursary online in September when joining Year 12; however, if circumstances change, applications can be made at any time of the year. Students should speak with a member of the Sixth Form team if they have questions regarding their eligibility.

ACADEMIC CONCERNS (INCLUDING HOMEWORK)

[illegible]

NOTES

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