



KS5 Student Handbook

Welcome to Meden College

A Students Guide

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

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

- To help you achieve your best possible qualification
- To afford you every opportunity to develop as a person

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

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

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

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

Best wishes for a successful academic year,

Miss Smith
Head of College

Your Post – 16 Team

Roles and Responsibilities

Miss Smith Head of College

Miss Smith is responsible for overseeing the day-to-day running of the college. This includes tracking progress, conduct of college students, overseeing the tutorial programme and overseeing achievement

hsmith@medenschool.co.uk

Mr Bentley Assistant Head of College

Mr Bentley is responsible for overseeing the UCAS application process which includes personal statement writing and choice of university courses, along with being a college tutor

tbentley@medenschool.co.uk

Miss Coulson Operations Manager

Miss Coulson is responsible for day-to-day operations within the college and is also a tutor

tcoulson@medenschool.co.uk

Miss Gibney Tutor

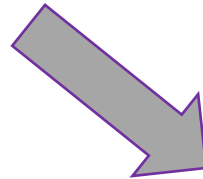
Miss Gibney is a college tutor and supports students with personal statements and personal development sessions

hgibney@medenschool.co.uk

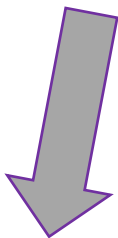
Absence Procedure

Overview

If absent contact the college mentors
collegementors@medenschool.co.uk



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



Once you are well and you have returned back to college, it is your responsibility to collect class notes from all sessions that you have missed



Medical appointments require you to complete an authorised absence form (these are the yellow forms found in college). You will need proof of the appointment and your tutor's signature, along with the Head of Year. This needs handing in to Miss Coulson. Without these the absence will not be authorised.

Attendance

Policy

Students must attend registration at 8.50am every morning. In addition you must attend all time-tabled subject lessons.

If you are absent through illness or other unavoidable circumstances, your absence must be reported that morning via the college mentors email address.

Medical absences for more than five consecutive days will require a medical certificate from your doctor. This is especially important if you are absent just before or during exams. Medical evidence for all absences may be requested if your attendance falls below 96%.

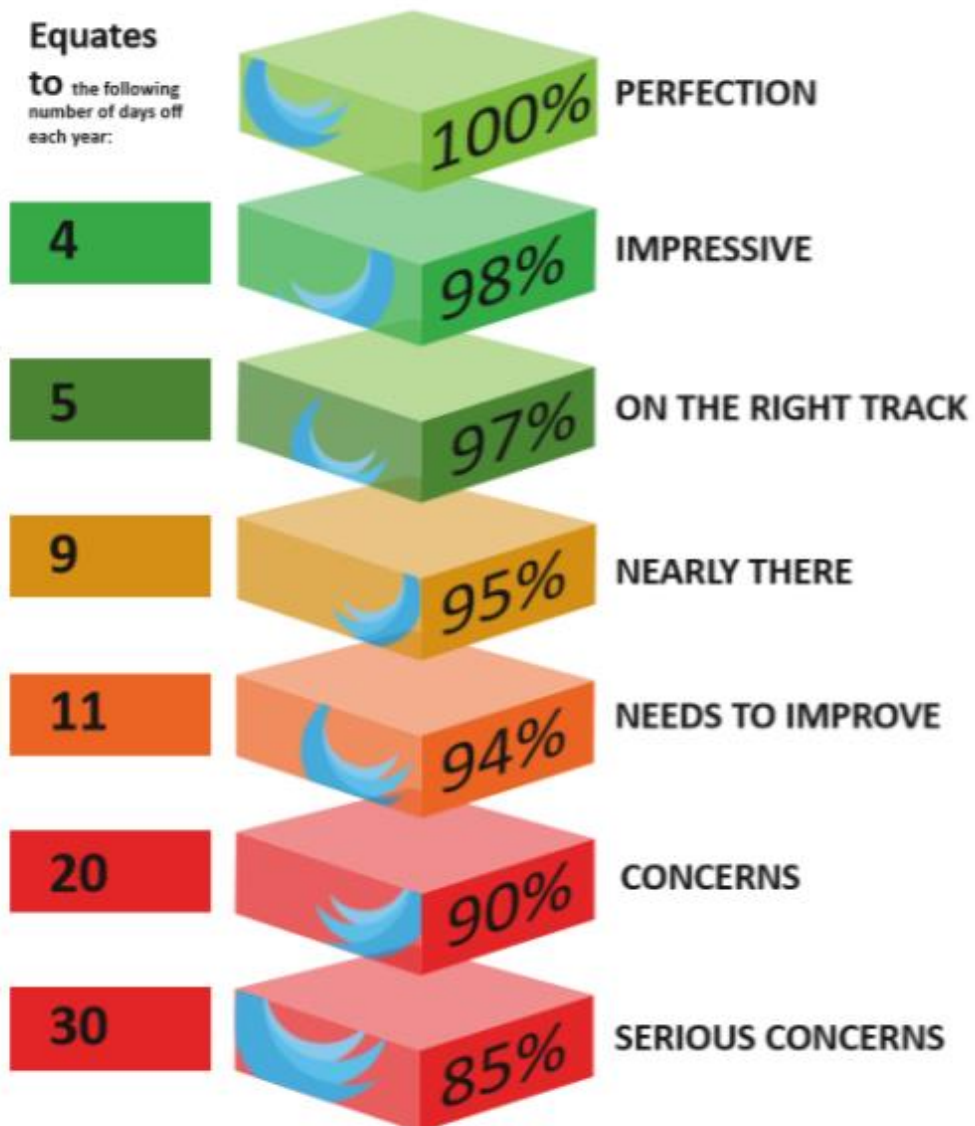
Only urgent medical, dental and other appointments should be made during school hours, preferably out of lesson time. Routine appointments must not be made in lesson times. If a student requires to be absent from school for any reason, they must complete the Absence Authorisation form. Failure to do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

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

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

Common sense and past experience indicate that paid employment can have a detrimental effect on your performance and ultimately your results. We cannot stop you from having a part-time job but you should see your studies as your full-time job. Our advice is that you should not undertake more than ten hours of paid employment per week. Students must not undertake paid employment during the school day under any circumstance!

Attendance



Attendance in the college is a minimum of 96%. Failure to meet this could result in you being asked to leave the college or your place may not be offered at the end of year 12.

Keeping safe

We want everyone to feel safe at the college. The poster below is displayed across the site and shows you who to go to if you have a concern regarding safety. You can also report a concern to any member of staff who will be able to help you.

Who are the DSL team?

Mr Penman

Miss Whitehead

Miss Callaway

Miss Coulson

Mr Harris

Mrs Rogers

Expectations

Arrive by 8.50am every morning

Wear appropriate clothing (see Dress Code)

Display your lanyard. Temporary badges can be provided at reception if you forget yours, but these must be returned at the end of the day.

Students are not to drink energy drinks on the school site at any time.

Mobile phones must not be used around school. They must also not be used during non-contact time in the study hub. They are only allowed to be used in the kitchen or during break and lunch time.

No headphones should be worn around the school.

Come to lessons prepared to learn with all your relevant text books and note books.

Take responsibility for your individual learning. Any sessions missed, you must contact your teacher for class notes.

Leave all study areas tidy and free from rubbish. Bins are provided so please use them.

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



Dress code year 12 and 13

The dress code has been created to ensure that all students are role models for the rest of the school. Your attire must be appropriate for education. If dressed inappropriately, you will be asked to return home and change in to more appropriate attire.

Policy

The dress code requires students to wear clothes suitable for an education/professional working environment.

The objectives of the dress code are to help –

- Promote self-esteem amongst our students
- Prepare students for the world of work
- Provide our wider community with a positive image of our school

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

Items not permitted –

- Crop tops
- Low cut tops
- Shorts above mid thigh
- Skirts above mid thigh
- Open toed sandals (when in science labs)

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

Health and Safety

Fire Drill

In the event of a fire, please leave the building via the nearest exit and meet in the yard. Please stand in your tutorials in alphabetical order.

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

Years 12 and 13 are allowed off site during the day (lunch times and any free periods). For safeguarding reasons, you must sign out and in using the blue folder at reception. You must not sign in or out for any other student.

If you need to sign out due to being unwell, please speak to Miss Coulson who is first aid trained or go to student services for first aid treatment. If it is deemed necessary we will then call for an ambulance or your parents.

If you are signing in late after registration has finished, you must do this at reception. When you are off site, you must be considerate towards our neighbours in the local community, especially in relation to litter and noise.

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

ICT

You may use the college computers and networks for any work related to your school studies. In addition to this, we will also allow you to connect personal devices such as tablet, laptops and mobile phones to the college network. If you wish to do so, please email the ICT team.

You may not use any of the college computers or your personal devices to :

- access chat rooms
- access or download obscene or illegal material (photographs, movies, files and music)
- play games
- install, download or copy software
- send broadcast messages to other users on the network
- print documents unrelated to your school work
- Send SMS messages

Whenever you wish to use the school computers you will be required to enter your username and password. Your password will be set for you, and for security reasons you will need to change it. You will be asked to change it when you first login.

You must keep your password private! No-one but you should know your password once you have changed it.

If you forget your password, or you have any other problems using the school computer, please contact the ICT technician who can re-set it for you.

Mobile phone use – in line with the college policy, mobile phone use is not permitted in class, without the permission of the teacher. Mobile phone use is not allowed in non-contact time. You may use your phone during break time and lunch time. You must not use your phone or have it out when walking around school. Inappropriate use of your mobile phone will result in red slips on the first occasion, and then your mobile phone being taken off you for the rest of the day.

Monitoring and Target Setting

On entering college, all students will be given a grade based on prior achievement and results. The target band is calculated using a blended approach of data and form tutors/subject teachers will communicate grades to you.

Your form tutors will conduct one-to-one mentoring with you to discuss your targets and assess any barriers to learning. You will have a parents evening each year to meet with your subject teachers and every student is expected to attend this.

We also operate an electronic behaviour system. This allows tutors and teachers to comment on your attitude, behaviour and effort in lessons and highlight general concerns on a daily basis. Your tutors/Miss Smith will follow up any red slips with you and report back to subject teachers. This could result in a phone call home to a parent or parental meeting with Miss Smith and your tutor.



Malpractice

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

Collusion

This is when work of several people is submitted as though it were one student's work. For example if a group of students work together on a project, which is then submitted as one student's coursework, or if a tutor or relative helps a student to write an essay which is then submitted as the student's own work.

Copying or plagiarism

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

Bringing a mobile phone or other device into the examination

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

Fabrication of results or evidence

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

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

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

Social Media

Follow us on social media

Twitter

@MedenCollege