



KS5 Student Handbook

Welcome to Meden College

We are very much looking forward to welcoming you in to Meden College. This booklet is designed to give you lots of information and to answer any questions you may have. Should you need further clarification on any points, please do not hesitate to contact us. We are keen to ensure students settle as quickly and seamlessly as possible



Mrs Smith, Head of College

Our Vision and Aims

The vision of Meden College is to provide a first class all-round education, nurturing, inspiring and supporting students to achieve their full potential.

To achieve this vision, the school is committed to two main aims:

- To help students achieve their best possible qualification
- To afford the students every opportunity to develop as a person

In short, we aim to give students 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 students will enjoy developing skills, responsibility and self-discipline as a member of a caring and vibrant community.

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

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Academic Life

Meden College offers a range of subjects at KS5

Course offered solely at Meden College:

Biology
Business
Chemistry
Criminology (BTEC)
English Literature
EPQ
Further Maths
Geography
History
Mathematics
Physical Education (CNAT)
Physics
Psychology
Sociology

Course offered in partnership with Garibaldi

Art and Design

Students will be taught by specialised staff with experience in achieving success at KS5.

Useful Administrative Information

Timings of the school day

Students are able to arrive at school through the reception entrance.

Students are able to remain in the study hub area throughout the day

Meden College	
8.45am	Start of the school day
8.50 – 9.25 am	Tutorial
9.25 – 10.15am	Lesson 1
10.15 – 10.35am	Break
10.35 – 11.25 am	Lesson 2
11.25 – 12.15 pm	Lesson 3
12.15 – 12.55 pm	Lunch
12.55 – 1.45 pm	Lesson 4
1.45 – 2.35 pm	Lesson 5
2.35 – 3.25 pm	Lesson 6
3.25 – 4.05 pm	Destinations session (Monday only)

Tutorial usual rota :

Monday – Mentoring

Tuesday – Careers or World Beliefs

Wednesday – Current affairs

Thursday – Personal Development

Friday – Assembly

Useful Administrative Information

Absence from College

Now a student is in College, we aim to provide them with the skills to take responsibility for their own learning. Due to this we encourage students to take the lead with informing staff when they are absent.

School should be informed of all instances of / requests for absence.

If the absence is unplanned then the students must notify the college by email to colleageattendance@medenschool.co.uk prior to 7.30am in the morning or at the earliest possible convenience.

If a student is aware they will absent in advance, they should complete a **yellow leave of absence form**. This should be signed by any teachers of any lessons that would be missed that day plus the Head of College. **It is an expectation that the student requests and catches up on any work missed prior to returning to college.**

Attendance will be monitored by the students mentor and the Head of College, and concerns will be raised with parents where attendance has dipped below 94%.

Please note that any holidays **will not** be authorised during the school term.

Useful Administrative Information

Uniform

There is no set uniform at KS5 but clothing must be appropriate for a learning environment. If dressed inappropriately, students will be asked to return home and change in to more appropriate attire.

The objectives of the causal but appropriate 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 Meden 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 considered appropriate for a learning environment–

- Crop tops
- Low cut or revealing tops
- Shorts above mid thigh
- Skirts above mid thigh
- Open toed sandals (due to health and safety when in science labs)

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

Hair colouring and piercings are allowed.

Useful Administrative Information

Standard equipment

All college students should have :

- Their own pens for writing
- Their own pencils for subjects where they will be required
- Green pens
- Ruler – 15 or 30cm
- Glue sticks
- Headphones – these will be for use in the students Chromebook.

Students will be provided with the following by Meden College :

- Whiteboard pens
- Whiteboard
- Academic planner
- A lever arch folder for each subject
- Cornell notebooks for notetaking
- Chromebooks

Additional Maths/Further Maths equipment

Maths requires a Casio fx-991 CW calculator. Some students may wish/already have a different one so please speak to Mr Stower to ensure it is acceptable.

Additional Science equipment

All sciences need a scientific calculator (their GCSE ones will be fine).
Physicists need a protractor.

Additional Geography equipment

A calculator – a basic calculator will be sufficient

Additional Business equipment

A calculator – a basic calculator will be sufficient

Additional Psychology equipment

A calculator – a basic calculator will be sufficient

A bursary will be available to support any students with purchasing school items.

A more detailed list will be sent out prior to the end of term

Useful Administrative Information

Parking

Students in College may have driving lessons during the school day, provided it does not involve missing a timetabled lesson or any other school commitments. Students may drive to and from school but need to park appropriately outside school.

Cycling to school

Students may cycle to school and there is a bike area outside the gym where bikes can be safely stored during the day.

All students should ensure they wear a helmet and have appropriate lights and reflectors.

Useful Administrative Information

Student support structure

Head of College (Year 12 and 13) :

Mrs H Smith: hsmith@medenschool.co.uk

Assistant Head of College

Mr T Bentley: tbentley@medenschool.co.uk

Operations Manager / College support

Ms T Coulson: tcoulson@medenschool.co.uk

Form Tutors

Mrs Gibney: hgibney@medenschool.co.uk

Mr Scarsbrook: dscarsbrook@medenschool.co.uk

Miss Hayes: lhayes@medenschool.co.uk

Safeguarding Team

Mr S Morton

Mrs E Gray

Mrs E Callaway

SENDCo

Miss K Hickinbotham

Miss P Tindall

Pastoral Systems

Tutorial (Mentor time)

Students will see their mentor during tutorial every morning. That is an opportunity for check-ins and mentoring to take place.

The mentor should be a student or parent's first port of call. Where appropriate, any concerns will be escalated to the Head of College.

Rewards and Sanctions

Rewards

Green slips are awarded for instances of :

- Extended reading completed
- Showing resilience when given feedback or completing tasks
- Students setting high standards for themselves
- Focused within lesson and starting tasks immediately
- Reflecting on work and improving even when not directly asked
- Making thoughtful and considered contributions
- Using specialist terminology in answers
- Completing high quality homework and Uplearn
- Consistently revising in subjects
- Achieving target grade in work
- Showing resilience and determination to improve work

The top green slip achievers in each subject will be rewarded with a trip at the end of each term

Sanctions

The ethos of the school is to encourage our college students to be mature adults and take responsibility for their own actions. If there are concerns about a student's level of effort, their work or their behaviour, they will have conversations with their mentor in the first instance.

If the concerns continue, then there will be communication with parents about the concerns. If this persists, there will be a meeting with student and parents where the next steps are discussed.

Life in Meden College

College students are treated as young adults; they are expected to show leadership to the younger students and act with greater maturity and responsibility and consequently enjoy increased privileges.

Independent study

College students have independent study periods built into their timetable. Effective use should be made of this time and students should be working in the hub quietly.

If a member of staff is absent, work will be set by the teacher and students are expected to work without formal supervision. Students should check their emails and/or Microsoft Teams for cover work. In all cases of teacher absence, students should remain in the usual teaching room and complete all set work.

Leaving school grounds

All students must be in school, on time, for morning registration.

Student may leave school during their break and lunch but must return for the afternoon unless they have allocated block time, in which case they may leave school after their final lesson. Any absence from lesson which has not been previously agreed will appear on any reports.

Usual procedures for permission apply should students wish to leave school during lesson time ie a yellow leave of absence form needs to be completed and signed by all the relevant teachers. This should then be taken to the attendance office a week prior to the planned absence.

All students leaving school must sign out at the student iPad located in the main SLT corridor near reception. All students must sign back in on their return.

Lunch

College students are able to eat lunch in any area of the College, or the canteen. There is a kettle, fridge and microwave available in the college kitchen for their use throughout the day. Students may make cold or hot drinks and take them in the study hub area during independent learning. There are also vending machines in the hub which offer contactless payments.

College study hub

The study hub should be kept tidy at all times. This is a courtesy to those who use it and it is also important as visitors will often be shown into this room. Lockers should be used to avoid mess and loss of personal items. These are available from Mrs Coulson for a £10 deposit (payable through the SQUID account). Mobile phones are not to be used during lesson or independent study time. They can, however, be used during break and lunch.

School policies and protocols

Some key school policies are available on the school website to be accessed by parents of both current and prospective students.

Policies available on the website include:

- Attendance procedure
- Behaviour policy
- Safeguarding/Child protection
- Anti-bullying policy
- Health and Safety policy
- First Aid Policy
- Supporting Pupils with Medical Conditions
- Complaints policy
- Managing Serial and Unreasonable Complaints policy
- SEND policy
- Freedom of Information Publication Scheme
- Charging and Remissions Policy
- Online Safety Procedure
- Relationships and Sex Education Policy
- Data Protection Policy
- Attendance policy
- Anti-bullying Policy
- CCTV Policy

Otherwise, general school rules and protocols are detailed in this booklet.

School policies and protocols

Catch-up

Students who need to repeat poor work, complete missing work or who have missed a test through absence, will be asked to catch up in their own time. This should be a priority for students prior to returning to their next lesson. **It is the students responsibility to proactively request the missed work from teachers.**

Chewing gum

Gum is not permitted anywhere on the school site or on school trips.

Drugs

The use or possession of sedatives, stimulants, tranquillizers, hallucinogens, psychotropics or solvents is not allowed. The school reserves the right to search a student or their belongings when there are suspicions that any inappropriate substance has been used. Parents and/or the police will be involved as appropriate.

Fire

Any student discovering a fire should sound the alarm by breaking the contact on the nearest fire alarm call point. On hearing the fire bell, students should leave the building in silence and in an orderly manner, via the nearest safe available exit. **They should line up as directed on the yard for registration, and must not re-enter the building until instructed it is safe to do so.** Students must not use/tamper with fire extinguishers. Regular fire drills are carried out, to ensure that students are familiar with procedures.

First Aid

If taken ill or injured at school, students should ask to be excused from the lesson and go to Student Services. The first aider will decide whether the student needs to receive medical support or go home. If a student is in college but are too ill to go to lessons, they must go to the first aiders and be assessed. College staff are not able to send students home without them being seen by First Aid. A college student may be allowed home unaccompanied if the first aider is satisfied that they are well enough to make their own way home.

School policies and protocols

ICT

Appropriate use

On admission, students are required to read and sign a copy of the school's technology usage agreement. A copy of this is also sent to parents. A copy of the code of practice is available to view online. Students should not use their school email accounts, access the internet via the school network or use any school software (inc. MS Teams) for any reason other than education.

Hardware

The students will predominantly be using their allocated Chromebooks or college PCs for their work in school. Students are not expected to bring their own laptop into school unless you feel this is beneficial for their learning and students are able to take responsibility for their own devices. They will not be covered by the school's insurance and are in school at the owner's risk. They will be able to connect to the school WIFI whilst on the premises.

Printers, printing and photocopying

Every student has a printer credit account and are able to use this at any time. There is a printer in the college study hub where students can print colour or black and white copies of their work. Printing can also be sent directly to photocopiers.

If students have any issues with their Chromebook, they can contact Mr Belcher, IT support, who will be able to resolve the issue. dbelcher@medenschool.co.uk

Lockers

Every student has the opportunity to get a secure locker. This will be located in the study hub and will be on a first come, first served basis. There is a £10 deposit paid via SQUID and Mrs Coulson will issue the keys. The deposit is returned once the key has been handed back and is paid via a SQUID refund. Deposits are not returned if keys are lost.

Medical appointments

Students are required to remain on the school premises from 8.45am until the end of the school day. Any medical appointments should be made outside of these times where possible to avoid disruption to a student's learning. Students must sign out at the student iPad and sign back in on their return.

Uplearn

Uplearn is used exclusively by any student taking Science, Mathematics or Psychology.

Meden College has purchased Uplearn for the above subjects. It is hoped when they develop their provision to other subjects, we will be able to provide it for those too.

Up Learn courses provide industry-leading learning content, personalised revision plans, and 1-1 tutor support for a fraction of the cost of traditional tutoring.

The program contains:

- Video lessons
- Quiz-check questions
- Video quizzes
- Exam how-to videos
- Definition memorization and recall sessions
- Progress quizzes
- Exam practice papers
- Tutor support

Uplearn states that every student is guaranteed A*-A results if they complete the course – or the money back – regardless of your background or starting point.

Some frequently asked questions about Uplearn taken from their website –

What is so special about Up Learn videos?

They employ world-class teachers who are experts in their field. They make videos that are fun to watch, teach you really quickly and help you absorb and retain content much more easily than conventional learning/teaching

What are the quiz questions for?

They test that you understand the material and provide you with feedback on how you are doing. They help you dispel misconceptions and help you keep focused during videos! Finally, they stretch your understanding of new ideas which makes them easier to remember in the long term!

What are the exam how-to videos for?

Having good exam technique helps you pick up extra marks. We show you what this looks like for each subject so you can pick up every single mark possible.

What is exam practice by topic?

Our awesome team of top teachers and former examiners have written hundreds of exam-style questions organised by topic, each with a mark scheme, model answer, and detailed explanation of how to grab every single mark. All you need to do is select the topics you want to revise in the 'exam practice by topic' feature, and we'll take care of the rest, A*/A guaranteed!

Uplearn

What is the tutor support for?

Our tutors provide you with optional extra support to understand those tricky topics or concepts, and can help out with any extra questions you have! Our world-class content does the main bulk of the teaching (videos, quizzes and exam questions etc) but if you get stuck as you're using the course, our tutors are here to help via our live chat channel.

Students can message the chat channel to ask our tutors about any topic, question or piece of work that they need an extra helping hand with.

How does the tutor support work?

You can ask questions or send screenshots over live chat (the box in the bottom right hand corner). We then promptly reply with clear explanations to help you out.

Can tutor support really work over live chat?

Our students tell us they are often surprised at how well it works! Imagine you have a friend with an expert-level understanding of your subject and how best to answer exam questions, and you can just text them when you get stuck. That's what Up Learn tutors do for you 😊

Where do your exam practice papers come from?

They are written exclusively for Up Learn by official examiners. They are not past papers, and are completely unique to Up Learn.

For more information go to <https://uplearn.co.uk/faq/>

It is the expectation at Meden College that all students complete 2.5 hours of Uplearn per relevant subject per week. It is created to support all learning styles due to the range of content included. By signing up to Meden College all mathematics, science and psychology students are agreeing to engage in Uplearn.