



ARTHUR MELLOWS VILLAGE COLLEGE
Helpston Road, Glinton, Peterborough, PE6 7JX



Year 12 Information Booklet



2019/20



Contents Page

	Page
Introduction	
Support and Guidance	3
Facilities	3
Sixth Form Curriculum	4
Core Subjects	4
Enrichment	5
Leadership	5
Professional Development	5
Personal Development	5
Professional Studies	6
Preparation for Employment	6
Preparation for University	7
Silent Study	7
Wider Curriculum	7
Sixth Form Committee	7
Card System	8
Sixth Form Email	8
Part-time employment	8
Dress Code	9
General Expectations	10
Attendance	10
Sixth Form Curriculum - Enrichment	
Level 2 Sports Leader Award	11
Extended Project Qualification (EPQ)	12
Mentoring	13
St Johns Ambulance First Aid Training	14
Sixth Form Newsletter	15
Certificate in Enterprise, Employability and Personal Finance (Level 3) <i>(Previously known as Young Enterprise Company Programme)</i>	16

Please note, information on the individual A Level and BTEC subjects can be downloaded from the Sixth Form area of the Arthur Mellows Village College website under the key documents section. Please follow the link below:

<https://www.arthurmellows.peterborough.sch.uk/page/?title=Year+12+Subject+Information&pid=98>



Introduction

This booklet has been designed to give parents/carers essential information about their son/daughter's Sixth Form education. We know you want to support your son/daughter in all they do at Arthur Mellows Village College, in order for them to gain the best possible examination results whilst developing as an individual and being a role model to younger students. You will also receive detailed information about each subject your son/daughter is studying, with ideas on useful reading and activities they should be doing outside of these lessons. It will give you a clearer understanding of the wider aspects of Sixth Form life and the opportunities available. We will also share basic expectations and procedures along with the extra freedoms being in Sixth Form brings; allowing you to support us in upholding our high standards and ensuring our students realise that privileges go hand in hand with responsibilities. We aim to give our students as many opportunities as possible to develop their academic and personal potential, it is up to them to make the most of these opportunities so that they can look back on their time in the Sixth Form with satisfaction and look forward to a successful degree course or career. Attendance is key to Sixth Form success and a separate policy has been provided.

Support and Guidance

The Sixth Form Leadership team is made up of Mrs Griggs and Ms Kavanagh (Joint Head of Sixth Form) along with Miss Clennett, Miss Stark and Mrs Jones. They are supported by a specialist team of Sixth Form tutors. All members of the Sixth Form team have been trained to ensure they can offer the best possible information, advice and guidance to our students. As well as supporting in academic decision and problems, they are also here to provide pastoral support. Students also have access to the whole school support mechanisms such as careers advice, counselling and pastoral guidance.

During the school year, there are regular points for monitoring your son/daughter's progress. This information is shared with you through reports and parents' evening. Should underachievement be identified in individual subjects, the specific department will put support mechanisms in place. If it is highlighted in a variety of areas, a member of the Sixth Form Leadership team will provide mentoring. Regular communication with parents is central to Sixth Form success.

Facilities

Arthur Mellows boasts outstanding facilities. Teaching spaces are of a high standard and each subject area has access to state of the art, specialist equipment that will enhance post 16 studies. The bespoke facilities provided for our Sixth Form include:

- Three Sixth Form only ICT suites
- Sixth Form Study and Reference Room
- Sixth Form Coffee Lounge

Students also have special access to areas in specific departments, for example Sixth Form art base and the Fitness Suite.



Sixth Form Curriculum

In Year 12, students will follow a curriculum that consists:

- Core subjects (A Levels and BTEC's)
- Enrichment
- Leadership
- Professional Development
- Quiet Study

This curriculum has been developed over a number of years to give students the best opportunities when applying for university or entering the world of work. It has been tailored to ensure each student has the best possible chance of success in their studies.

Core Subjects

The majority of students will study 3 core subjects (or equivalent) and we have considered the subject courses carefully in order to provide a curriculum that will meet the needs of your son/daughter. We aim to ensure each student can access their particular selection of subject choices by offering a range of traditional and vocational subjects including A Levels and BTEC Nationals. Your son/daughter will have selected from the following subject areas:

A Level subjects

Fine Art	History
Art Textiles	Mathematics
Biology	Further Mathematics
Business Studies	Media Studies
Chemistry	Music
Computer Science	RE - Philosophy and Ethics
Drama and Theatre	Physical Education
Economics	Physics
English Language	Psychology
English Literature	Product Design
French	Sociology
Geography	Spanish

BTEC Level 3 Nationals Subjects

Applied Science	Health and Social Care
Business Studies	ICT
Creative Media	Music Performance
Engineering	Sport
	Travel and Tourism

Each core subject has 12 timetabled lessons a cycle, with an expectation that students undertake private study for each subject, every week. Individual subject expectations, quiet study and homework are outlined in the specific subject. Due to the volume of work students will produce over the course of their studies, we recommend that a lever-arch folder is purchased for each subject, where students will keep the majority of their work. We anticipate the assessment folder will be used for work produced during that half term.



Enrichment

Enrichment allows students to pick a further area of study, often away from the traditional subject areas and all developing essential skills. Most options lead to a nationally recognised qualification, with some generating UCAS points. The choices include:

- Level 2 Sports Leader Award – which can lead to a Level 3 Sports Leader award in Year 13
- Extended Project Qualification – EPQ
- Mentoring
- St John’s Ambulance First Aid Training
- Young Enterprise
- Sixth Form Newsletter

As students are timetabled a maximum of 3 Enrichment lessons per 2 week cycle, there is an expectation to complete independent study outside of these lessons. Full details of these courses are outlined in the specific pages later in this book.

Leadership

The purpose of this compulsory element of Year 12 is to show leadership skills along with initiative, integrity, reliability and punctuality. It offers opportunities for students within and out of school. For many, it will help develop and improve self confidence, communication and organisational skills, all of which are extremely important in any young person. Students complete a minimum of 30 hours. Students can volunteer to help in school, for example supporting teachers in lessons or through our paired reading scheme. Outside of school are countless opportunities including: playgroups, hospital volunteers and charity work.

Professional Development

The Professional Development programme has been developed to equip your son/daughter for Sixth Form life such as learning new study skills as well as covering a number of themes that will ensure personal development. The focus then moves to preparing students for life after Sixth Form and we provide extensive and individual support whether your son/daughter chooses further education or to seek employment. The programme consists of:

- Personal Development
- Professional Studies
- Preparation for Employment
- Preparation for University

Personal Development

This is a series of speakers developed around their needs and current and topical themes. We take regular input from Sixth Form students to ensure we invite speakers they believe to be relevant and introduce new areas. The topics covered include driving awareness, safety, finance and budgeting, GAP year options and mental and sexual health.



Professional Studies

The leap from GCSE to A Level can be daunting and overwhelming for some students, particularly with the strong ethos of independent study in our Sixth Form. In Year 12, students embark upon the Professional Studies programme to develop skills and support students in becoming a successful Sixth Form student and skills that are essential throughout their professional life. Students will attend cross curricular and interactive sessions led by their tutors developing study skills which are essential in making students more confident, independent and productive. These include essay writing, referencing, examination technique and time management among others.

Preparation for life after Sixth Form covers a variety of key career planning issues such as:

- Understanding the current labour market and the necessity for thorough career planning.
- Exploring career options available, including higher/further education, apprenticeships, work with training and employment.
- Finance and budgeting.
- Interview skills.
- Introduction to UCAS and research websites.

Students are also given opportunities to use software programmes that offer suggestions to suitable careers on the basis of their academic ability and aptitudes. They can also research these careers and opportunities.

In the Summer term we host a 2 day careers festival giving student's detailed information about their next big step.

In Year 13 the programme is divided into 2 groups "Preparation for Employment" and "Preparation for University", ensuring all students leave Arthur Mellows ready to embark upon further study or a successful career.

Preparation for Employment

Students who decide against a university route join the Year 13 'Preparation for Employment' team to seek work and apprenticeships. To ensure these students are prepared for the demanding world of work we deliver a Professional Development Programme developing CV's, letters of application, interview preparation and techniques. We develop students' employability skills such as communication, team working and leadership through interactive Professional Development sessions and collapsed days; we have a strong track record of placing students with appropriate employers. In collaboration with Peterborough Skills Service, we work with local employers to ensure Arthur Mellows Village College students are prepared for their journey into the job market with a variety of placements with specialist apprenticeship providers and local companies.



Preparation for University

Students who have decided to embark on the University route will use Personal Development lessons to complete their UCAS application and personal statement. Students have lessons with their Form Tutors so this allows for one to one guidance on the personal statement. Form Tutors will also act as their referee, so these sessions allow tutors to learn more about students' wider interests ensuring a personal touch to the reference. Once applications are complete, we hold practical sessions to prepare students for university life, such as academic skills, student finance and cooking on a budget.

Silent Study

All students throughout their Sixth Form at Arthur Mellows Village College will have timetabled lessons of quiet study. Your son/daughter will work in designated rooms which are supervised by staff. All subjects will set specific work for these timetabled lessons (separate from homework), whether it is desk or ICT based. This will enhance the student's understanding of their curriculum and have a positive impact upon their examination results. Please note, these lessons are compulsory.

Wider Curriculum

In Sixth Form there are many extra-curricular activities available to students. The Duke of Edinburgh Award continues, with students able to take part in the silver and gold qualifications. A range of indoor and outdoor sports are available during the week, along with the opportunity to take part in inter-form and inter-school competitions. Students can also study for their Higher Sports Leader Awards.

Social activities are arranged, such as Sixth Form parties, day trips and the Sixth Form Prom. Students are encouraged to take part in the many fundraising events, organised for both local and national charities.

Sixth Form Committee

The Sixth Form Committee is a dynamic and vibrant organisation. It allows for real leadership opportunities for our students, as well as being a creative force for good in the school and wider community. The committee plays an important role in maintaining the Sixth Form's designated environment within school and they meet regularly to discuss issues and events. Committee members will be present at some Governors' Meetings and also play an important role in the School Council. The Committee is led by the Head Girl, Head Boy and Deputies with representatives who have responsibility for the following areas:

- Secretary/Treasurer
- Charity
- Environmental
- Events and Social
- Media
- Sports
- Lower School Liaison

During the spring term of Year 12, students can be nominated for a position on the Sixth Form Committee. An application and interview process will take place, before the new committee commences in June.



Card System

All students are given a silver pass card which allows them to have extra freedoms. This means that students can leave during break and lunchtimes, but they must return to site on time. Year 12 students should be on site at all other times. Should a student not meet the standards expected in Sixth Form, they will lose the card and the privileges it brings, for example:

- Poor attendance
- Failure to meet deadlines
- Lateness to school/lessons
- Missing lessons
- Failure to follow dress code
- Poor behaviour

Should students prove to be exemplar students throughout Year 12 (attendance and punctuality this includes completing leadership and enrichment) they will be given their gold card in the Summer term. This allows students to also leave site during their free lessons and go home after the last lesson of the day. Students are still expected to attend registration every day and meet expected standards. Please note, if students have forgotten their cards they will not be able to leave site.

Sixth Form Email

All Sixth Form have a school personal email account. This allows students to contact each other about subjects and any group work they may be partaking in, plus provides an essential form of communication between themselves and their Form Tutor. The email system can be accessed whilst in school using the student intranet or from home via the AMVC website. Each student should use their current network password and their address will be:

<network username>@arthurmellows.net

This will allow access to Office 365 from the website which enables students to use Word and Excel with all work saved on the College Cloud. This should remove compatibility issues and lost work.

Part-time employment

We acknowledge experiences outside of school can be useful in developing skills as well as providing essential income for areas such as driving lessons and saving for university. However, the main focus of Sixth Form must be to gain the best possible A Level grades. Some students do take on more hours in their part-time job than they can reasonably cope with. We recommend no more than 12 hours a week, but it is important to be aware of what research shows:

“Sixth formers who spent more than 5 hours a week in jobs did less well than expected. Students who worked for more than 15 hours were the worst affected, dropping an equivalent of falling from an expected BBB to CCD.” Source: Times Educational Supplement



Sixth Form Dress Code for Years 12 and 13

Purpose: For students to be dressed in smart, professional manner in preparation for the world of work.

This code is in line with the world of work and reflects the calibre of students we have at the College.

- ✓ A formal tailored jacket or blazer must be worn in black, navy or grey.
- ✓ A conventionally tailored business suit in black, navy or grey; plain or pinstripe. This can include a trouser suit or a skirt suit
- ✓ A smart office wear dress in black, navy or grey worn with a tailored jacket or blazer
- ✓ A formal or tailored waistcoat (optional)
- ✓ A formal collared shirt of any colour
- ✓ A blouse or collared shirt in any colour but plain in design.
- ✓ A conventional tie or bow tie (optional)
- ✓ Formal shoes or boots that are compatible with a business suit. Heels should be of a reasonable height and appropriate for school.

The following are NOT appropriate for Sixth Form:

- X Any form of jeans or trousers that have the characteristics of jeans
- X Leggings or trousers which are too tight or shorts
- X Any clothing with bold branding or slogans
- X Heavy knit woolly jumpers and cardigans
- X Leather or denim skirts, trousers or jackets
- X Hoodies
- X Non formal boots, trainers, flip flops or any other casual footwear including canvas shoes
- X Anything that would be regarded as too revealing
- X Leisure style/T-shirt material or a strappy top
- X Extreme hair styles or unnatural colours
- X Facial piercings other than a discreet nose stud.

Enforcement:

	Student will be asked to remove the incorrect piece of uniform where possible which would be confiscated for the remainder of the day.
	Spoken to by Sixth Form tutor and SIMS email sent to parents/carers
	Spoken to by Sixth Form Leadership team, Gold or Silver card privileges removed.
	Ultimately if the student continues to flout the uniform rules which are part of the College expectations, student will be formally asked to leave the College.

Students will be asked to remove the incorrect piece of uniform where possible, which would be confiscated for the remainder of the day. If this cannot be facilitated, students will spend the day in isolation or asked to return home to change. This will be with parental permission and the assurance that the student can return to College to resume normal lessons.



General Expectations

- Have a positive attitude in all aspects of Sixth Form life
- Be an active learner, taking all opportunities offered
- Act as a role model to all younger students
- Utilise study periods effectively
- Meet deadlines
- Use Sixth Form diary to ensure an organised approach to study
- Attendance is compulsory; all students attend school from 8.45 am to 3.05 pm. Medical, dental appointments etc should be made during study periods not subject lessons
- Follow dress code, upholding the Arthur Mellows Village College standards at all times
- Ensure part-time employment does not impact upon studies.

Attendance

Attendance is a vital aspect of Sixth Form life and it is a requirement that students attend regularly.

Poor attendance can negatively affect students' grades.

In the first instance Parents/Carers should contact the College via the **Student Absence email: absence@arthurmellows.org** and leave an appropriate message including the following information:

- Student name
- Tutor Group
- Name of caller
- Relationship of caller to student
- Reason for absence.

Please email as early as possible each day on the morning of the student's absence.

If the College has not received notification of a student's absence a telephone call will be made to the Parent / Carer.

If we have any concerns regarding attendance, we will invite the Parent / Carer in to discuss the situation.

Failure to attend regularly without a robust medical reason may result in your son/daughter being asked to leave the College.



Level 2 Sports Leader Award

Course Information

Sports Leaders UK is the Awarding Organisation who provides this nationally recognised qualification which is accredited by the Qualifications and Credit Framework (QCF). The Award equips people with the skills and motivation to create and run sporting activities. It teaches generic leadership skills such as organisation, planning, communication and teamwork. It is a fun and practical qualification with no entrance requirements or final examinations to sit. Assessment is continual, based on your observed leadership skills and completion of the units below. There is an evidence file which must be completed in order to gain the qualification.

Course background

Guided Learning Hours - 50 hours

Students can choose to volunteer their time in the local community or within AMVC Sports Department. This will determine whether they attain a Sports Leadership or Community Sports Leadership Award.

Level 2 Sports Leadership/Community Sports Leadership consists of four units of work:

1. Developing leadership skills	SL2 and CSL2
2. Plan, lead and evaluate sport/physical activity sessions	
3. Assist in planning and leading a sports/physical activity event	
4. Lead sport/physical activity sessions linked with AMVC - this gains you a Sports Leadership Award (minimum 10 hours)	SL2
OR	
5. Lead sport/activity sessions in the community - this gains you a Community Sports Leadership Award (minimum 10 hours)	CSL2

Useful websites / reading materials

- www.sportsleaders.org





Extended Project Qualification (EPQ)

Examination Board

- AQA

Course background

- One year course incorporating a series of skills lessons; independent advancement of your project and regular meeting with your Supervisor
- No examinations
- 100% coursework
- Attracts UCAS points as per AS qualifications

Useful websites / reading materials

<http://www.aqa.org.uk/qualifications/projects/extended-project-epq.php>

<http://www.thestudentroom.co.uk/showthread.php?t=602573>

<http://www.manchester.ac.uk/undergraduate/schoolsandcolleges/post-16/epq/>

<http://www.mei.org.uk/index.php?page=extendedprojects§ion=curriculum>

Recommended skills

The ability to work independently and successfully manage your time is essential.

MENTORING



What would it involve?

- You will be matched with a pupil from Years 7-10 depending on your skills and for 1 lesson a week you will meet with them and provide support.
- You will receive specialist training from Mrs Albone on how to support students and ideas for each session with pupils.
- It's fun and there are no entry requirements, just the desire to want to support others and a positive attitude. There is no final examination to sit at the end of the year.

What will you get out of this?

- The skills you will learn throughout the process will support you with your aspirations for higher education and/or career development. You can include your experience in your personal statement or your CV.
- The mentoring sessions will provide you with a wide range of skills from listening to using empathetic language to being more organised.



St Johns Ambulance – First Aid Training



St. John Ambulance

Course background

- 140,000 people die each year in situations where first aid could have helped save their lives - as many as die from cancer
- You can never predict when you might be faced with a life or death situation. But if it comes to it, we want to make sure you have the skills and confidence to be the difference between a life lost and a life saved.

What does it entail?

- There is a broad range of topics, where we'll look at how to recognise different conditions, protect people from further harm and promote their recovery. This will include everything from dealing with Asthma to using Zinc Oxide tape (actually it won't because we don't use that in First aid any more, but Spinal Injury is as far as the A-Z goes!).
- Learning First Aid will give you something amazing – the confidence to do the right thing when it really counts.

Sixth Form Newsletter

Course background

Do you enjoy English? Are you captivated by the Media? Do you think that you have the potential to write and engage an audience? Or take pictures and report the news? If the answer to any of these questions is yes, then the Sixth Form Newsletter is the Enrichment opportunity for you.

What does it entail?

With experience relevant for degrees and employment in English, publishing, the media or journalism we will be developing the Sixth Form newsletter even further this year by extending our online content, articles and outreach to the wider community. Developing written styles, tackling social media content and liaising with the local media we will make the Sixth Form Newsletter a highlight within the school. Excellent for UCAS applications as well as experience for CV building, this enrichment is a fantastic opportunity to enhance your skills and explore your contribution to wider Sixth Form life.





YOUNG ENTERPRISE PROGRAMME

The Young Enterprise Company Programme enables participants to experience what it's like to set up and run a student company

Programme Overview:

Running throughout one academic year, students make all the decisions about their enterprise, from deciding on the name and product to creating a business plan, managing the student company finances and selling to the public at trade fairs. Students are covered by Young Enterprise Public Liability Insurance.

All this takes place with the support of a volunteer Business Adviser who brings a wealth of business knowledge and expertise. A range of resources are provided to help manage the company. Teams track their progress using self assessment tools and even compete against other schools in local, regional and national competitions.

Recent evaluations showed:

- **82% of students** felt that taking part in Company Programme gave them the confidence to succeed in the future
- **74% students** felt more ready for the world of work
- **91% students** felt that their involvement helped them better understand their own strengths and weaknesses
- **93% students** reported it had helped them understand the skills needed to fulfill various roles and responsibilities
- **93% of teachers** agreed that Company increased student self-awareness in their own capabilities and potential and raised their career aspirations.

Useful websites / reading materials

- <http://company.young-enterprise.org.uk/company/>
- www.tutor2u.net

Recommended study

- Students will be required to attend local trade fairs / business events at weekends and business meetings at lunchtimes.
- Keep up to date with current affairs, local, national and global.