



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



Year 12 Information Booklet



2022/23



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Please note, information on the individual A Level and Vocational 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 young person's Sixth Form education. We know you want to support your young person 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 find information about each subject your child is studying, with ideas on useful reading and activities they should be doing outside of these lessons on our website (please see the link at the foot of the contents page). This 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 freedom 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, apprenticeship and / 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 Clennett - Head of Sixth Form

Mrs Price - Assistant Head of Sixth Form (oversees the Professional Development programme)

Ms Sheen - Assistant Head of Sixth Form (oversees Future Festival and UCAS)

Miss Stark - Assistant Head of Sixth Form

Miss Adams – Pastoral Support

Mrs Barnsley - Pastoral Support

Miss Harris - Pastoral Support

The above are also supported by a specialist team of Sixth Form Professional 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 decisions 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 young person's progress. This information is shared with you through Reports and Parents' Evening(s). 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 IT suites (R3, IT7 and SS1)
- Sixth Form Study and Reference Room (R5)
- Sixth Form Coffee Lounge
- A new Sixth Form Centre with a large social space, a refectory and dining area as well as a large outdoor seating space and Serenity Garden

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



Sixth Form Curriculum

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

- Core Subjects (A Levels and Vocational subjects)
- Enrichment
- Leadership
- Professional Development
- Silent Study

This curriculum has been developed over many 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 to provide a curriculum that will meet the needs of your child. We aim to ensure each student can access their particular selection of subject choices by offering a range of subjects including A Levels, BTECs and Cambridge Technicals. Your child will have selected from the following subject areas:

A Level

Fine Art	Film Studies
Art Textiles	Geography
Biology	History
Business Studies	Mathematics
Chemistry	Further Mathematics
Computer Science	Physical Education
Drama and Theatre	Physics
Economics	Politics
English Language	Psychology
English Literature	Religious Studies-Philosophy and Ethics
English Combined	Sociology

Level 3 Vocational (Extended Certificate)

Applied Science	Health and Social Care
Business	IT
Digital Media	Music Performance
Engineering	Sport
	Travel and Tourism (Applied A Level)

Level 3 Vocational (Foundation Diploma)

Applied Science	Health and Social Care
Business	Sport
Digital Media (not timetabled)	

Level 3 Vocational (Extended Diploma)

Business

Each core subject has 12 timetabled lessons a cycle (18 for Foundation Diplomas and 36 for Business Extended Diploma), with an expectation that students undertake independent study for each subject every week. Individual subject expectations, silent 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.



Enrichment

Enrichment allows students to pick a further area of study outside their subject areas to develop wider skills and personal qualities. Some options lead to a nationally recognised qualification, with some generating UCAS points. The choices include:

- Extended Project Qualification (EPQ)
- First Aid Training
- Level 3 Higher Sports Leadership Award (carrying 30 UCAS points)
- Managing My Money for Young Adults (Level 1 – Open University)
- Mentoring
- Sixth Form Student Newsletter

As students are timetabled a maximum of 3 Enrichment lessons per cycle (a cycle being 2 weeks), 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 booklet.

Leadership

The purpose of this compulsory element of Year 12 is to show leadership skills along with initiative, integrity and punctuality. It offers opportunities for students in and / or out of school to volunteer for a minimum of 30 hours. For many, it will help develop and improve self-confidence, interpersonal and organisational skills, all of which are extremely important for any young person. Opportunities are offered within school to support students with this including supporting in lessons and with extra-curricular activities. Outside of school are countless opportunities including local groups, hospital volunteering and charity work.

Professional Development

The Professional Development programme has been developed to equip students for Sixth Form life such as learning study skills as well as covering a number of topics that will ensure personal development and professional development. Students attend one professional development session a cycle and where needed, extended sessions and / or collapsed days. The programme also includes visiting speakers developed around students' needs, and current and topical issues. 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. Through the programme there are some amazing opportunities including working with the Local Authority, Police and Fire and Rescue Service on a Young Driver's Programme. As a guide, this is how the programme works across the 2 years:

Half Term	1	2	3	4	5	6
Year 12	Study Skills Sexual Health Finance	Kooth Gap Years Mental Health	Young Drivers Programme Topical Issues Organ and Blood Donation			Future Festival University Apprenticeships Employment
Year 13	University: preparing UCAS Application Preparation for Employment: Guest Speakers and CVs		University: Preparation for University Life (safety, accommodation, finance / budgeting, cooking Preparation for Employment: Mock Interviews, Guest Speakers, Applications			



At the end of Year 12, students complete a questionnaire to identify whether they would like to go to University, or into an Apprenticeship or employment after Sixth Form. The Year 13 programme is then divided into 2 groups 'Preparation for Employment' and 'University', ensuring that students have the specific support they need to make competitive applications for their chosen pathway, and are prepared for life post Sixth Form.

Oxbridge / Medics and other early applicants follow a separate programme from Year 12 Half Term 6, until the end of Year 13 Half Term 1 to support their application / admissions tests process.

Preparation for Employment

Students who decide against a university route join the Year 13 'Preparation for Employment' team to seek employment and apprenticeships. To ensure these students are prepared for the demanding world of work we deliver a Professional Development Programme developing CVs, letters of application, interview preparation and techniques. We develop students' employability skills such as communication, teamwork and leadership through interactive sessions and collapsed days; we have a strong track record of placing students with appropriate apprenticeships and employers. In collaboration with Growth Works, we work with local employers to ensure Arthur Mellows Village College students are prepared for their journey. As part of our 20 minute tutor time in the mornings, we invite local employers and apprenticeship providers in on Mondays to keep students updated on opportunities available to them.

Preparation for University

Students who have decided to embark on the University route will use Personal Development lessons to complete their Personal Statement and UCAS application. A support booklet and sessions in Future Festival are carefully tailored to support this process. Students have lessons with their Form Tutors to allow for one to one guidance on the personal statement along with internal deadlines for drafts. 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 safety, 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 silent study. Your child will work in designated rooms which are supervised by staff. All subjects will set specific work for these timetabled lessons, whether it is desk or IT 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 including the whole school production. 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.

Social activities are arranged, such as Sixth Form parties 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, Deputies and Assistants with representatives who have responsibility for the following areas:

- Arts
- Charity
- Environmental
- Media
- Mental Health and Wellbeing
- Politics
- Social
- Sports and Nutrition
- Four Cs MAT 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 May / June.

Card System

All students are given a silver 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. 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, punctuality and completion of 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 they have forgotten their card, 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 SharePoint from the website which enables students to use various programmes and their OneDrive. This should remove compatibility issues and lost work. Many departments communicate via Teams and set work on this platform.



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 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

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 8.40 am to 3.10 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, in the first instance we will send a letter. If concerns continue, we will invite the Parent / Carer in to discuss the situation.

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



SIXTH FORM DRESS CODE

Our Ethos

Students should dress appropriately for the formality of attending the College, providing good role models to other students. As an academic Sixth Form preparing students to work in a professional environment, the code reflects the calibre of the students we have, and promotes a sense of pride and belonging. It is designed to allow a choice of outfits within the boundaries outlined.

Code	Guidance
Hair/Makeup	No Extreme hairstyles or unnatural colours Makeup should be subtle and in line with professional appearance
Clothing	The following <u>must</u> be worn: <ul style="list-style-type: none"> ○ Tailored jacket / blazer ○ Tailored trousers – skirt / dress (appropriate in length; skirts and dresses must not be too short) ○ Blouse / collared shirt (plain in design) ○ School issues lanyard Optional: <ul style="list-style-type: none"> ○ Tailored waistcoat ○ Tie or bow tie
Footwear	Formal shoes or boots
Overclothes	Overcoats are not to be worn as a substitute for a jacket / blazer and are to be removed once in the College building
Jewellery/Piercings	Jewellery should be discreet and safe



The following are NOT appropriate for Sixth Form:

Trousers	Jeans, leggings, shorts or trousers which are too tight fitting
Tops	Heavy knit woolly jumpers and cardigans Hoodies Leisure style / t-shirt material or strappy tops
Footwear	Non formal boots, trainers, canvas shoes, flip flops or any other casual footwear
Other	Clothing with bold branding or slogans Leather or denim items of clothing Clothing that is too revealing



Enforcement:

1. Spoken to by Sixth Form Tutor and SIMS point logged. Where possible, item to be removed for the remainder of the day.
2. Spoken to by Sixth Form Tutor and SIMS email sent / phone call to parents / carers. Where possible, item to be removed for the remainder of the day.
3. Spoken to by Sixth Form Leadership Team, Gold or Silver card privileges removed. Contact parents / carers. Where possible, item to be removed for the remainder of the day
4. 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.





DEVELOPING FUTURES 16-19 BURSARY FUND 2022/23 FINANCIAL SUPPORT FOR STUDENTS

The following information applies to Sixth Form students (aged 16 to 18 on 31 August 2022 taking a full-time further education course in 2022/23).

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The College is responsible for awarding bursaries to students. If your application is successful, you could receive a contribution to help with costs such as:

- **Transport (essential)**
- **Clothing (as described in the Sixth Form Dress Code)**
- **Materials and equipment required for your course**
- **Meals at College**
- **Compulsory educational visits**
- **Other approved expenses**



Please see policy for more details

There are two 16-19 Bursary Funds:

Developing Futures 16-19 Bursary Fund - Vulnerable Awards

The Government has announced that some students can be entitled to a bursary of up to £1200. You could get this if you are in one of the following categories:

- Those in care, including those placed with a foster carer by the local authority
- Care leavers
- Young People in receipt of Income Support or Universal Credit
- Young people who are in receipt of Disability Living Allowance or Personal Independence Payments



Developing Futures 16-19 Bursary Fund - Discretionary Awards

Is your household income less than £35,000 a year? If so, you could be considered for a Discretionary bursary.

If you think you are eligible for either bursary, please complete the application form and Income Declaration form, providing proof of any benefits and household income.



The Developing Futures 16-19 Bursary Policy 2022/23 and application form will be available on the College's website, from the Finance office or Sixth Form office, from June 2022.

The first closing date for applications will be 15 July 2022. Applications received after this will be assessed from Early September onwards.



Extended Project Qualification (EPQ)

Examination Board

- AQA

Course background

- EPQ is an A Level standard standalone qualification designed to extend and develop students' abilities beyond the A Level syllabus and prepare for university or their future career.
- It can be taken as an extension of other Level 3 qualifications or vocational qualifications
- It is worth half an A Level (28 UCAS points)
- It is recognised by universities and employers
- Many universities make lower A Level offers to students undertaking an EPQ.

How it Works:

The EPQ allows students to lead their own projects. Students get to plan and carry out research on a topic that they've chosen and isn't covered by their other qualifications. They can take inspiration from something touched on in class or something personal and unrelated to their studies. They then use this research to produce a 5000 word written report and, in the case of practical projects, an artefact or a production.

By taking responsibility for the choice, design and decision making of an individual project, students:

- become more critical, reflective and independent learners
- develop and apply decision-making and problem-solving skills
- increase their planning, research, analysis, synthesis, evaluation and presentation skills
- learn to apply technologies confidently
- demonstrate creativity, initiative and enterprise.

Useful websites / reading materials

<https://www.aqa.org.uk/subjects/projects/project-qualifications/EPQ-7993/introduction>
<http://www.manchester.ac.uk/undergraduate/schoolsandcolleges/post-16/epq/>

Recommended skills

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



First Aid Training



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.



Level 3 Qualification in Sports Leadership (SL3)

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 Qualification equips people with the skills and motivation to create and run sporting activities, initially under supervision but on completion of the course, independently (once 18 years old). 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 (LER) which must be completed to gain the qualification.

Course background

Guided Learning Hours – Total 122 - 60 hours in school (plus 62 outside of school)

Students can choose to volunteer their time in the local community or within AMVC Sports Department or a combination. There is a 2-hour sports event to plan as well as 12 hours of leadership to a range of participant groups from children, older people, people with disabilities, women and girls, minority ethnic groups, hearing or sight impaired people or any other agreed relevant group in your community. Participants will be guided towards suitable groups to work with to complete this qualification, as well as guidance to complete the Learner Evidence Record (LER). This qualification is very comprehensive and carries **16 UCAS points** on completion. Anyone who has not completed this by the end of Year 12 will be given the opportunity to finish it during the first part of Year 13. Level 3 Qualification in Sports Leadership consists of six units of work:

Unit	Content	Tutor time	Directed Study		Total Qualification Time
1	Developing leadership skills	4	4		8
2	Lead safe sport/physical activity sessions	5	4		9
3	Know how to plan inclusive sport/physical activity sessions	18	10		28
4	Plan, lead and evaluate a progressive series of inclusive sport/activity sessions	15	10		25
5	Plan, lead and evaluate a sports/physical activity event. *(2 hours demonstration of event leadership)	15	10	2*	27
6	Demonstrate leading inclusive sport/physical activity sessions to a range of participant groups *(12 hours demonstration of sport/activity session leadership)	3	10	12*	28
TOTAL		60	62		122
					12 credits 16 UCAS points
* Includes 14 hours demonstration of leadership as described in Unit 5&6					

Useful websites / reading materials

- www.sportsleaders.org



Managing My Money for Young Adults (Level 1)

Course Information

Managing your money really is a true skill for life. This free Open University course will give you the confidence and tools to be in control whether you are:

- Still studying at school or college
- Starting work or an apprenticeship
- Going to university

This course has been awarded the Young Money Financial Education Quality Mark.

- On successful completion, you are awarded an Open University Digital badge to download and share and this badge has recognised status with employers
- You gain the skills and tools to take control and avoid money worries in future
- You can use this course for your Duke of Edinburgh Award skills development
- You get free online tools to help you budget easily and effectively
- You get a free Statement of Participation to go with your other achievements
- You can talk about this independent learning in job interviews and on your university statement

Course Learning Outcomes

After studying this course, you will be able to:

- Budget effectively, take into account changes such as getting older and leaving the family home
- Understand how to choose and manage bank and savings accounts
- Understand how to finance further and higher education studies
- Borrow sensibly and manage debts effectively
- Plan ahead to make life's goals financially achievable

You will study eight straight-forward online sessions of 1-2 hours each with:

- Plenty of **step-by-step animations and practical tips** to help you straight away
- **Real-life case studies** featuring current school students and university students who reflect on their experiences living away from home for the first time
- Useful **videos** from money experts

There are also **short quizzes** to help you remember what you have studied.

You will learn how to make your money work harder and go further online and at your own pace. At any time, you can save your work and return to the course.

Useful websites / reading materials

- <https://www.open.edu/openlearn/>

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.

Sixth Form Student 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.

