



TMS SIXTH FORM

Guidance for Students



School of
CHARACTER



2022/2023

GUIDANCE FOR STUDENTS

Our school is built on traditional values where mutual respect is developed between students and staff. The Malling School Way is the foundation of our school and can be shown by demonstrating our three core character values of being Caring, Determined and Reflective. We encourage all Sixth Form students to strive to show these character traits as role models for our community.

Through the philosophy of the International Baccalaureate program, we aim to develop inquiring, knowledgeable and caring young people who create a better and more peaceful world through taking personal responsibility, developing intercultural understanding, and respect.

This booklet will explain your new responsibilities as part of our school community. This is built on the principle of personal development and character education to fully prepare you for the adult world.

**“GOOD CHARACTER IS MAKING THE
RIGHT DECISIONS EVEN WHEN NOBODY IS
LOOKING.”**

- Association of Character Education





HIGH EXPECTATIONS OF BEHAVIOUR 'STRICT, CONSISTENT AND CARING'

All students at TMS have the right to experience disruption free learning in every aspect of school life. This can only be achieved through all members of our community holding themselves to collective high standards based on the principle of mutual respect. This is the norm throughout TMS and the conduct between Sixth Form staff and students should act as an example to the rest of the school.

We want a school where 'every classroom is disruption free'. Students should conduct themselves in a manner that always facilitates this. This will allow every teacher and support staff member to ensure that great teaching occurs in every classroom, which, in turn, will ensure that you achieve to the very best of your ability. However, you are responsible for your own education and as such, all students should approach lessons in a positive manner and engage fully with all collective and independent study tasks. In the spirit of mutual respect for our peers and teachers, it is expected that you will arrive on time for lessons and utilise break times to access toilets. All sixth formers should always have the correct equipment and resources with them for all subject disciplines they are studying. Teachers will always strive to deliver the highest standards of education, however you will always get out of your learning what you put in.

Setting and maintaining high expectations and standards for yourself should become a routine. Throughout your time at Sixth Form, you will be supported in doing this, however it is your responsibility to ensure that you conduct yourself appropriately when moving between lessons and the Sixth Form study area. You should be mindful that you will be a role model for the lower school and should demonstrate The Malling School Way both in and outside of the classroom. This includes the use of good manners, holding open doors, using appropriate greetings, and always offering assistance to those in need.



UNIFORM

As a school we are committed to personal development and character education. It is an important part of our commitment to you to make the right choices and that these become a lifetime habit. It is the strong belief of the Sixth Form Team that dressing correctly aids mental welfare and helps you to access the positive mindset needed for the working day.

There will be many times in your life that you will be required to dress formally in a system that does not offer a prescribed uniform. We also wish to reduce the social pressures on families to purchase clothing that they may not be able to afford. As such we have developed a uniform policy that encompasses all these points whilst allowing you the personal autonomy to express your own unique style and personality. **We would kindly remind you that polo shirts are not permitted, and skirts should always be an appropriate length.**

Student Clothing

- Trousers, chinos (not faded, frayed or ripped). Thin leggings are not permitted unless worn beneath a dress or skirt
- Skirts/dresses (an appropriate length)
- Smart shirts, smart jumpers over shirts (No hoodies or large slogans/logos)
- Blouse, shirt or smart top, jumpers, cardigans
- Ties
- Clean shoes or boots (No trainers, sandals, canvas shoes or flip flops)

» Clothing Recycle Scheme

As a community we would encourage any families experiencing financial hardship to discreetly speak to a member of the team so we can assist in providing suitable clothing. We run a clothing recycling scheme that allows students and staff to donate unwanted clothing that other students can make use of. All students are welcome to take donated items. We would also welcome donations of lower school uniform, in particular school blazers and skirts.

**“THE WAY WE DRESS AFFECTS THE WAY WE
THINK, THE WAY WE FEEL, THE WAY WE ACT
AND THE WAY OTHERS REACT TO US”**



- Judith Rasband

ATTENDANCE & ABSENCE PROCEDURES

As a school, it is our duty to monitor and record student attendance and we have the same commitment to our Sixth Form students. There is evidence that links reductions in attendance to a reduction in academic achievement. It is strongly suggested that a student with an attendance rate of 90% will achieve on average 1 grade lower than their equivalent peer with a 95% attendance rate. Low attendance at Key Stage 5 is strongly linked to high drop-out rates that can lead students to fail to complete their studies and miss out on the clear improvement in life chances that completion would bring.

It is vital that you make every effort to attend all aspects of the school day. However, in circumstances that you are unwell or cannot attend, you must ensure that your parent/guardian contacts a member of the sixth form team before 8.30am.

For planned or prolonged absence, we would ask that you keep in regular contact with the Sixth Form Guidance Manager. Failure to attend will be followed up in line with whole school policy.

Contact Details for Absence	
	sixthform@themallingschool.kent.sch.uk
	01732 840995 ext. 261



ORGANISATION AND WORKLOAD

One of the biggest challenges you will face in Sixth Form is the emphasis on independent learning and the challenges that this increased workload can bring. Global research commissioned by the International Baccalaureate also indicates that the most successful KS5 students spend 40 hours a week devoted to their studies. 70% of this should be self-guided learning. When we consider contact time in lessons and study periods, this equates to extra hours self-directed study per weekday.

It is also recommended that you complete no more than 10 hours of external employment.

This can seem overwhelming but represents the same challenges and workload that an adult faces in an average full time working week. Through our commitment to developing you as a young adult we will provide every assistance to help you organise and manage your workload.

In the same way you will need to manage your workload, you would naturally be mindful that as teachers, we must do this also. Careful consideration is given to when deadlines are set to ensure teachers can manage their time effectively to assess it and give constructive feedback or inform future planning. **As such it is essential that all deadlines are met.** In the rare circumstances that this is not possible, it is your responsibility to communicate this with your classroom teacher.

At the start of the academic year, you will be issued with all the materials necessary to organise yourself. You will also complete weekly sessions on how to:

- split your workload into a manageable to-do list
- prioritise tasks and order of completion
- organise your time according to your timetable and wider commitments to ensure all deadlines are met
- stay on top of revision, reading and other essential independent learning
- meet all deadlines

By fully engaging in this program, you will develop the organisational and time management skills needed for further study or employment.

“THE SECRET OF **YOUR FUTURE** IS HIDDEN IN YOUR DAILY ROUTINES”

- Mike Murdock



SIXTH FORM HUB AND

STUDY PERIODS

All staff at The Malling School are committed to ensuring students do not only excel academically but also acquire the core skills they need to be successful in adult life. A core part of this is the ability to organise your time and workload productively. These are skills that we believe can be learnt and are essential to you taking responsibility, and becoming an efficient independent learner.

Depending on your course of study you will be allocated study periods on your timetable. This is scheduled time to work independently. All students have the right to a quiet area to work and focus on their studies without distraction. Therefore, the sixth form hub should be regarded as a silent working area. This is not to say that there are not courses of study that require collaborative learning. To assist with this other rooms are available for you to utilise for this purpose. In the spirit of respect towards your peers we would ask that you only use these rooms if strictly necessary as space is limited.

As a school we are responsible for safety and therefore during your study periods you will be required to register with a member of staff in the sixth form hub. It is your responsibility to do this even if circumstances dictate that you need to work elsewhere.

Outside of lesson time the hub can be used as a social area. Whilst you are permitted to eat and drink in this area, it is naturally your responsibility to be respectful of other staff and students by clearing up after yourself.

SIXTH FOR HUB AND STUDY PERIODS

Whilst you are permitted to bring in your own food and drink to be consumed on the school site and in the hub, **the alcohol, tobacco and energy drinks are not permitted anywhere on the school site**. This is to eliminate the possibility of the items falling into the hands of students in the lower school who are not legally permitted to consume them.

By law you are not permitted to smoke in sight of a public building, as such we would ask anyone who may smoke to abide by this and utilise break times to do this. As role models for the lower school, it is also your responsibility to not smoke in sight of lower school students.

If you would like support with addiction to any of these substances, please speak to a member of the sixth form team, who will be able to help you.

You may access and utilise the Hub between the hours of 8.00am and 4.30pm



“SILENCE IS A SOURCE OF GREAT STRENGTH.”

- Lao Tzu



PRIVILEGES

► Entering and Leaving the School Site

As young adults you will be issued with a Key Fob at the start of the academic year. This will allow you to leave and return to the school site during break and lunch times. Each fob issued will require a £10 refundable deposit that will be used to purchase a replacement fob should yours be lost or damaged.

All Sixth Form students should be mindful that when entering and leaving the site, they are representing our school in the local community. All of us should take pride in our school and seek to grow its positive reputation that will benefit us all. Therefore, the same responsibility of personal conduct and behaviour is expected at these times. Failure to do so may lead to the removal of this privilege.

► Mobile Phones and Headphones

At TMS, we believe that students should be focused on their learning and free from the distraction that mobile phones can bring. As a sixth form students you will be permitted to bring your mobile phone to school, however this should only be used in the sixth form hub and should not be visible at any other time. This is also the case for headphones and air pods.

► Breakfast Bar

During your time at TMS, you will be permitted to use the Breakfast Bar in the sixth form hub. This includes the storing and preparation of food. At the beginning of the day, you will also have access to a free breakfast. This food is provided by an external company and as such, the content and availability is subject to change. It is the responsibility of all students to tidy up after themselves.

► Laptops

As a member of the Sixth Form, you will be given the opportunity to purchase a discounted laptop. As with any workplace, please be mindful that the same rules regarding sensible ICT use will still apply while you are connected to the school's network, or on the school site. You are also responsible for ensuring it is charged and ready for use in lessons throughout the school day.



We expect all students to play a full and active role in our wider school community. In the pursuit of personal development, we have devised pathways for all students to explore their passion in a meaningful and purposeful way that benefits all at TMS.

► Student Council

As part of the Sixth Form, we have a student council comprising of 8 students split across Year 12 and 13. These students are democratically elected by sixth form students and staff. The two students with the most votes will become Lead students. Each student on the council will have individual responsibilities and will work constructively with the Director of Sixth Form and wider school leadership team to represent student views and explore strategies for improvement.

► Subject Lead Students

In addition to our student council, you will have the opportunity to become Lead Student in one of your chosen subject disciplines. If successful, this will involve working constructively as a representative of these subjects at both subject specific and school wide events.

► Clubs and Other Activities

The Malling School offers a wide range of extra-curricular activities and support several different communities within our student body. It is an aim of the school that all students participate regularly in at least one of these activities and as a sixth former you will be expected to take a lead role alongside the supervising member of staff.

