M|P|W

Mander Portman Woodward

Student Guidelines

2021-2022

Contents

1. Introduction
    a. Mission statement and welcome
2. Teaching and Learning
    a. Curriculum entitlement
    b. Weekly timetable
    c. Timed Assignments
    d. Homework
    e. Mock exams/End of year exams
    f. Coursework/controlled assessment
    g. PSHE
    h. The Study Centre
    i. The Learning Resource Centre
    j. Examination entries
    k. Applications to higher education
3. Pastoral
    a. Student ID cards
    b. Student details
    c. Personal Tutors
    d. Academic review meetings
    e. Attendance
    f. Unsupervised use of classrooms and offices
    g. The Student Common Room
    h. College environment
    i. Tolerance and respect
    j. Appropriate online behaviour
    k. Visitors
    l. Detention
    m. Alcohol and drugs
    n. Smoking
    o. Disciplinary procedure
    p. Examination board notices
4. General Information
    a. Computer guide
    b. Dress code
    c. Parking
    d. Mobile telephones
5. Policy Documents
6. Information
    a. Who's who
    b. College calendar
    c. Assessment schedule

Student Declaration

Please read the Student Guidelines documents and the declaration below.
Once you have done this, remove the declaration sheet from your planner and return to reception or your PT as soon as possible.

- I confirm that I have received a copy of the student guidelines. These guidelines represent a code of conduct for all students.
- I understand that it is my responsibility to read and abide by the contents contained therein.
- I will ensure that I observe and respect the college code of conduct at all times
- I have read and understood the examination notices (follow the link on page 20)

Signed _____

Print Name _____

Date _____

1. Introduction

a. Mission Statement

"Our mission is to develop the confidence, maturity, knowledge and skills of our students, turning their academic aspirations into reality."

Dear Student,
A very warm welcome to MPW. I hope that you are excited at the academic and social opportunities which lie ahead. There is a wonderful atmosphere at MPW which makes learning all the more pleasant and one of our key aims is to treat students as young adults. We attempt to give priority to the things which matter most, such as high levels of student attendance, time keeping and academic achievement, and try to keep petty rules and regulations to a minimum. However, there are certain guidelines which need to be observed and respected to ensure that every student is given the best chance of reaching their potential.

At the heart of our educational approach is the commitment to creating a culture where tolerance and mutual respect are encouraged, consideration is shown to others and every member of the college community does their best. Our intention is for MPW students to enjoy their work and this is why we place such an emphasis on ensuring that excellent relationships exist between staff and students. We hope that you will take pride in your college and not only work hard in your studies, but also find ways in which you can contribute to the community as a whole through extracurricular activities.

In coming to study at MPW, you automatically accept your obligation to sit Timed Assignments on time. Timed Assignments are weekly tests which really help students to build upon their subject knowledge and fine tune examination technique. It is vital that you revise for Timed Assignments and it is vital that you sit them at the time indicated on your timetable. In studying at MPW, you also agree to have good attendance (no lower than 95%) and good time keeping. It is worth noting that in order to be entered in for public examinations all students will need to meet our expectations regarding attendance, time keeping and effort. In addition, we cannot guarantee that a student who obtains a U grade in mock examinations will be entered for public examinations.

To help keep you focussed it might be an idea for you to remind yourself of our 5 A's to Success: Aspiration, Attitude, Application, Attendance and Achievement.

These guidelines contain information and advice, all of it is useful and much of it is essential. Please read it carefully and keep it to hand for your reference. The care, attention and expertise you will receive from MPW represent a real chance for you to achieve and I hope that you will make the most of the opportunities here and do yourself proud.

Mark Shingleton
September 2021

2. Teaching and Learning

a. Curriculum Entitlement

`*For each course you will be provided with:*

1. A course specification detailing the examination requirements.
2. Year plans showing when topics will be taught throughout the year.
3. Details of coursework/controlled assessment deadlines and internal test and mock exam dates.
4. One homework assignment per week.
5. A regular Timed Assignment invigilated under examination conditions.
6. Constructive feedback as to how your work can be improved.
7. Guidance about how to catch up on missed work.
8. A file check once every half term.

b. Weekly Timetable

The college is open to students on Monday to Friday from 8.00am – 6.00pm. Most lessons are one hour long, with some double lessons taking place at A level. Due to the flexibility of the combination of subjects offered to students, there is no common lunch break.

GCSE Core course	28 hours of taught examination subjects [including 1 homework per week + 1 Timed Assignment every fortnight per subject] + 2 hours of sport and 1 hour of PSHE
One Year GCSE	4 hours of teaching including a Timed Assignment + 1 homework per subject
1st Year A level	5 hours of teaching + a Timed Assignment + 1 homework

	per subject and 1 session of PSHE
2nd Year A Level	5 hours of teaching + a Timed Assignment + 1 homework per subject and 1 session of PSHE
One Year A Level	6 hours of teaching + a Timed Assignment + 1 homework per subject and 1 session of PSHE
International Foundation Year	4 hours of teaching + 1 homework per subject + 8 hours English for Academic Purposes (EAP)
Intensive retake (Reformed subjects)	A core number of teaching hours per week + a Timed Assignment + 2 homeworks per subject and 1 session of PSHE

c. <u>Timed Assignments</u>

Progress in achieving good grades in your courses is directly related to the feedback you receive on your performance. The key mechanism for this at MPW is regular examination practice under supervised conditions. You will have a weekly Timed Assignment (TA). A level and One Year GCSE TAs will last for 30 minutes and Core GCSE TAs for 30 minutes, based upon past examination questions. This will assess your knowledge of what has been taught in the previous week. It is important that you revise thoroughly for the Timed Assignment. You will receive written feedback on your performance to help you make gradual improvements throughout the year.

Timed Assignments (TAs) will be set for all students for the weeks indicated as 'TA' weeks on the college calendar. The exact times of each subject's TA will be indicated on student timetables shortly after the start of the Autumn Term.

A level TAs will take place in the Study Centre; GCSE TAs will take place in class. For each TA, students should arrive promptly at the start of the TA session. As with an examination, the question papers will be set out on designated desks and writing paper will be provided. Students are expected to provide their own pens, calculators, and other equipment for TAs. On some occasions, the tutor setting the TA will allow the use of certain resources such as textbooks, calculators, etc. but these will be

specifically identified on the TA's cover sheet. Students are not allowed to talk or leave the Study Centre during their TAs except in an emergency.

TAs are part of your weekly timetable and a register of attendance is taken, as with lessons. If for any reason you miss a TA in a particular subject, then you will be expected to complete it within three days. If you fail to complete a missed TA within three days, you will be expected to complete them in a Tuesday afternoon catch up session. We feel that TAs are vital to your progress. If we are worried about your attitude or approach to TAs, then we will contact your parents to discuss the matter and failure to improve could see you being placed on a Student Monitoring Programme (SMP). The College reserves the right to suspend a student for repeated failure to comply with College expectations in relations to TAs.

If you finish your TA early, you should remain seated at your desk and continue with either other work set by your tutor, or with private study. Students will not be allowed to sit a TA at a different time from the scheduled one without the written permission of their Personal Tutor. The results of your TAs will be posted on the Student and Parent Cloud School Portal for you and your parents to track your progress.

d. <u>Homework</u>

The amount of work you do is the greatest factor in deciding how successful you are in the external examinations. Homework, therefore, must be completed by the time specified by your subject tutor. Failure to submit work on time will result in the completion of a missed homework slip and a letter will subsequently be sent home to inform your parent/guardian that the deadline has been missed.

You will be expected to undertake at least five hours of independent study per week for each A level and two hours per week for each GCSE subject outside of lesson times. If you find that you are regularly doing much more or less than this, it is important that you see your Personal Tutor to discuss the matter.

e. <u>Mock Exams/End of Year Exams</u>

There is one set of mocks exams and one set of end-of-year exams held each academic year in the following weeks:

Week commencing 14th March 2022
Week commencing 23rd May 2022 – End of Year Exams

The number of mock exams you sit and their timing is dependent on your course of study.

- All A level and GCSE students will sit the March mock exams.
- Year 10 and 12 students will also sit the May end of year exams
- NCUK September cohort students will sit the March mock exams

Mock exams are designed to give you an understanding of your progress throughout the course of the year and as such it is expected that they will be treated like external examinations.

Entry to public examinations is conditional on meeting a number of criteria. MPW will withdraw students from public examinations if:

- **a student is absent from mock examinations**
- **a student obtains a U grade in the mock examinations for a particular subject**
- **a student has unsatisfactory levels of attendance that fall below the college target**
- **a student has unsatisfactory levels of punctuality that fall below the college target**
- **a student has unsatisfactory levels of attainment in Timed Assignments throughout the year**
- **a student has an unsatisfactory record of conduct in the college**
- **coursework is not submitted or completed to a satisfactory standard**

Exam entries for students wishing to sit exams where they have not received lessons

MPW is not an external exam centre but does on occasion enable existing students to sit examinations in subjects where they have not received lessons, although this occurrence is rare. On those occasions such requests are considered the student must sit MPW mock examinations and is required to obtain at least a D grade. If a student fails to sit a mock exam or obtains less than a D grade, then this student will not be entered. Students are strongly advised to register at an external examination centre to guarantee they will be able to sit any additional exams.

f. Coursework and Controlled Assessment

Coursework and controlled assessment deadlines will be strictly adhered to. The date for handing in final versions of all coursework are as follows:

Monday 14th February 2022
Two-year GCSE and Two-year A level students

Thursday 24th March 2022
One-year GCSE, One-year A level and short course A level students
Extended Project Qualification (EPQ) students

Monday 30th May 2022
NCUK September cohort students

Monday 4th July 2022
NCUK January cohort students

At the start of the academic year, each subject tutor will provide you with a list of deadlines for plans and first drafts of coursework. **If you fail to meet all coursework deadlines, your work will not be marked and you will receive no marks for the coursework element of your exam.**

EPQ
Students intending to submit an EPQ in Spring 2022 must have registered their intention to submit with **Dean O'Connor** by **Friday 17th September 2021**. Failure to register by this date may lead to the student not being entered for the qualification and the college reserves the right to not submit any work completed by students who did not register by the deadline.

g. PSHE

All MPW students are required to attend PSHE sessions throughout the year. Year 10, 11, one-year GCSE and Year 12 students attend sessions on a weekly basis. All other students are required to attend half-termly lessons. The MPW PSHE programme provides students with a moral framework that enables them to navigate through British society with a heightened awareness of risk.

The PSHE curriculum is led by James Bourne, Head of PSHE, and supported by the Personal Tutor team. Specialist external speakers and visitors from external agencies are also used to supplement learning. PSHE lessons at MPW are designed to introduce topics and information, as well as provide students with a platform for discussion and debate. In addition to lessons, students receive regular newsletters with advice and support on topics such as relationships, e-safety, anti-bullying, radicalisation, homophobia, mental health. British Values are a common theme taught and discussed throughout the course with students learning about democracy, rule of law, liberty, and tolerance and respect towards others. Further PSHE resources can be found on the MPW Virtual Learning Environment (VLE), where recorded videos of PSHE lessons are also found.

h. The Study Centre

The Study Centre is a quiet study area for use by students and staff and is supervised at all times. All A level TAs will take place within a designated area of the Study Centre. It is important that a quiet working atmosphere is maintained at all times to ensure that those students taking TAs can do so in examination conditions, and those doing general private study can also work conscientiously.

Conduct in the Study Centre

Students will be expected to:

- Enter and work quietly
- Ensure mobile phones are switched off and put away (not just on "silent" or "vibrate") as any phone or personal stereo appearing to be used will be confiscated and handed in to the Personal Tutor; confiscated mobile phones will be returned at 6.00pm
- Treat all furniture, equipment and other resources with respect.

Students must not:

- Disturb others
- Use an electronic device or mobile phone for any purpose
- Eat or drink (bottled drinks allowed)
- Leave any belongings unattended.

Timed Study

Some students prefer to have their non-lesson time structured and so can negotiate timed study sessions to be added to their timetable. Personal Tutors may also do this if they feel that students are not making effective use of their non-lesson time. Attendance for these timetabled timed study lessons will be recorded in the same way as TA attendance. Names of any students missing or late for their timed study will be notified to the College Office and Personal Tutors and these will be followed up accordingly.

Private Study

The Study Centre is available, space permitting, as a quiet space for study, during college opening hours.

i. The Learning Resource Centre

The Learning Resource Centre is an alternative study space to the Study Centre and Student Common Room and is supervised at all times. It is important that a quiet working atmosphere is maintained to ensure that those students undertaking general private study can also work conscientiously.

Conduct in the Learning Resource Centre

Students will be expected to:

- Enter and work quietly
- Ensure mobile phones are switched off and put away (not just on "silent" or "vibrate") as any phone or electronic device appearing to be used will be confiscated and handed in to the Personal Tutor; confiscated mobile phones will be returned at 6.00pm
- Treat all furniture, equipment, books and other resources with respect.

Students must not:

- Disturb others
- Use an electronic device or mobile phone for any purpose
- Eat or drink (bottled drinks allowed)
- Leave any belongings unattended.

Timed Study

Students can choose to have their timed study slots timetabled to be in the LRC if it deemed to be the best place for them to study.

Private Study

The LRC is available, space permitting, as a quiet space for study, during college opening hours.

j. Examination Entries

Rules regarding who will be entered for external examinations is listed in section e on page 9

All internal and external examinations are normally taken at the college. The rules for taking external examinations are appended to these guidelines and are always

enforced. It is particularly important that students' attitude and behaviour at the examination centre is exemplary.

Details of all important dates, including mock exam times, are published in the college calendar.

When you are entered for your exams, they will automatically appear on Cloud School (Student Portal). It is your responsibility to check the accuracy of the information listed here and take note of the time and date of each exam. If there any entries missing or any that are present but shouldn't be, please email your Personal Tutor and the examinations officer to inform them of the changes that need to be made.

Examination Results and Certificates

Students may collect their results personally from the college from 8.00 am onwards on results day. Otherwise, they will be sent to their home address. **We do not give out results over the telephone.** Students are strongly recommended to make themselves available on the day of results and on subsequent days to deal with questions relating to university applications.

Certificates normally arrive at the college sometime after receipt of the results and these will be delivered to you in due course.

k. Applications to Higher Education

All applications to higher education are submitted using UCAS Apply. Your copy of the MPW guide, "How To Complete Your UCAS Application 2022", along with all other associated guidance can be obtained from your Personal Tutor. All necessary information can also be obtained from www.ucas.com. Your Personal Tutor will support you throughout the preparation and submission of your application.
The internal deadline for completed application forms to be submitted to Personal Tutors is:

Monday 4th October 2021 - Oxbridge, Medicine, Dentistry and Veterinary Science
Friday 19th November 2021 - all other courses (except Art courses)

You must keep to these deadlines to allow your Personal Tutor sufficient time to complete a comprehensive and professional reference; this will prove crucial in obtaining suitable offers from university admissions departments.

3. Pastoral

a. Student ID Cards

All students will be issued with photo ID cards at the start of the academic year. These cards act as your ID while you are in college and also allow you to gain entry to the building. The rules for use of ID cards are as follows:

- The identification card is to be worn at all times when in the college.
- Do not lend your card to anyone for any purpose. Doing so is a violation of the MPW college policy.
- When entering the college using your ID card, you must not let anybody follow you in
- For your safety lost cards must be immediately reported to itsupport@mpw.ac.uk
- The cards are the property of the college.
- The card holder bears cost of replacement on lost and/or damaged cards.
- If your original card is found after a replacement card has been issued, the original card must be returned to reception.
- There will be a replacement charge of £10 on all ID cards that are lost or damaged.

b. Student Details

It is vital that we have up-to-date contact details for each student in the college throughout the academic year. Can you please therefore notify the college office if any of the following change:

- Your current address
- Your home phone number
- Your mobile phone number
- Your parent/guardian's phone number
- Your email address

c. Personal Tutors

Our pastoral system provides a close, friendly and constructive monitoring of students' progress that helps to build confidence and motivation. Each student in the college is assigned a Personal Tutor. The Personal Tutors are accessible to parents by appointment and hold regular individual meetings with their students to discuss academic progress, applications to higher education or employment and general

welfare. Students' attendance and punctuality are monitored closely. Your tutor will hold an introductory meeting with you at the start of the course to ensure that you are settling in well and to discuss your aspirations for university and future careers. Appointments can be made to see your Personal Tutor at Reception or directly with your Personal Tutor. Students must also check their college email and the main noticeboards in the Student Common Room for communication from their Personal Tutors. **Every student at the college is expected to check their college email and main noticeboards on arrival at the college and on departure.**

College Counselling Service

The college offers a one-to-one counselling service in partnership with Open Door Youth Counselling who are located on Greenfield Crescent. If students feel anxious about any issues relating to their academic, personal or social life, they can spend time with a qualified counsellor. Students can request sessions through their Personal Tutor or by emailing James Bourne (james.bourne@mpw.ac.uk)

d. Academic Review Meetings

In addition to the regular Personal Tutor meetings students will also undergo more formal and structured review meetings which will be carried out at key times during the academic year. These review meetings will focus upon target setting and will review and monitor student progress in relation to these targets. The timings of these meetings are set out as follows:

- Autumn Term Review – Week commencing Monday 13th December 2021
- Spring Term Review Meetings – 29th March 2022
- End of Year Review Meetings – Week commencing Monday 6th June 2022

e. Attendance

High levels of attendance are the single most important factor in determining your overall levels of attainment during your time at MPW. The college target for attendance is 95%, so if you fall below this figure at any time during the academic year, your parents will be contacted to discuss further.

Authorised Absence

Attendance is compulsory unless your parent or guardian has called us in advance, by 8.30 am, to inform us of your absence.

- Notice of any absence e.g., illness, observance of religious festivals etc., must be notified by your **parent or guardian**.
- In the case of a prolonged illness, please keep us informed of your situation on a **daily** basis.
- We expect all appointments (medical, dental, driving lessons, etc) to be made outside the times when your timetable requires you to be in college.
- In the case of appointments such as driving tests and university Open Days, please inform the college of your absence at the earliest opportunity.
- Please note that a parent or guardian will be contacted in the case of unexplained absence or delay.

Unauthorised Absence

Any absence which is not reported according to the guidelines in the previous paragraph will be deemed to be 'unauthorised'. Any unauthorised absences will be reported to your parent/guardian by telephone and then automatically followed up with an email or letter outlining the details of the absence. Requests for absence to go on extended or early holidays will be refused. Other requests for absence (i.e. those in exceptional circumstances) must be made in writing to the Principal at least two full weeks in advance of the proposed absence. The decision of the Principal will be final in such matters.

Punctuality

Punctuality is essential to gain maximum benefit from lessons. If you know you are going to arrive late, please telephone the General Office. For first and second-year GCSE students, registration takes place in rooms 6 and 8 at 8.45 am and 12.45pm each day. For all other students, your subject tutors will register you for each lesson. If you are late for a lesson, you should go to Reception and obtain a 'late slip' in order to be admitted to the lesson. Students who are repeatedly late for lessons may be put in detention on Tuesday afternoon, at the discretion of their Personal Tutor. Persistent lateness will result in temporary suspension from the College.

f. Unsupervised use of Classrooms and Offices

Under no circumstances should any student use be in a classroom unsupervised. This is in keeping with our safeguarding policy and any student unsupervised in a classroom or office (regardless of the reason for using the room) will be asked to leave. It is imperative that students understand and respect this.

g. The Student Common Room

The Student Common Room is set aside for students to use in any gaps in between lessons and study time. Food and drinks are available to purchase from the canteen and may be consumed in the Common Room, but it is the responsibility of all students to ensure that the room is kept as a clean, tidy and pleasant environment for all. If the common room is not kept in a tidy state, it will be closed until further notice.

h. College Environment

Every student is expected to respect the college environment and their fellow students.

- We operate a zero tolerance policy on vandalism and any student who wilfully damages college property may be permanently excluded.
- Eating and drinking is permitted only in the Student Common Room. Empty cans and food wrappings must be deposited in the bins provided.
- Chewing gum is forbidden on the college premises at all times due to the resulting damage to the carpets.

i. Tolerance and Respect

MPW Birmingham celebrates the gifts and talents of each one of its students and does not tolerate discrimination or bullying. We are an inclusive community which values the importance of mutual respect. We uphold the virtues of contemporary British society and encourage our students to respect the rule of law, freedom and tolerance.

j. Appropriate Online Behaviour

MPW is committed to the online safety and wellbeing of all its students. Any behaviour on social media platforms (e.g. Instagram, Snapchat, WeChat, WhatsApp, Facebook, Facebook Messenger) or other digital media by an individual or group, either as a one off or repeated over time, that hurts another individual or group either physically or emotionally **will not be tolerated**. This includes activities such as placing photographs or posting comments through social networking and other digital media and extends to instances when the offending behaviour is carried out by a third party.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.

When you use the internet, you could be at risk of illegal activity or abuse - be it bullying, fraud or something more serious. Unlike seeing someone face to face, on the internet people aren't always what they first seem.

In the same way you learn about safety when you leave the house, it is important to learn how to stay safe online. These are skills that will stay with you for life. There are some golden rules that you can follow to make sure you stay safe online:

- Don't give out personal information such as your address or phone number.
- Don't open emails or attachments from people you don't know.
- Don't become online 'friends' with people you don't know.
- Never arrange to meet someone in person who you've met online.
- If anything you see or read online worries you, tell someone about it

k. <u>Visitors</u>

The safety and well-being of every person who attends or works at MPW is ultimately the responsibility of the Principal. **We do not allow visitors to the college to go beyond the reception area unless they are authorised and accompanied by a member of staff**. We hope that you will appreciate that it is not possible in any college or school to ensure the personal safety of the students and staff if unknown persons are allowed to move about the building. We would therefore remind you that <u>you may not bring visitors to the college</u>. If, for whatever reason, somebody comes to visit you, they will be asked to wait in reception until you can be located. No visitor will be permitted to go beyond this area. Students are expected to vacate the college premises by 6.10pm each evening. Please help us to keep you safe within the MPW environment by observing the following:

- Do not invite friends to the college
- Report to reception immediately any person who is in the college, including the student common room, who is not an MPW student or a member of staff

Students should remember that they are responsible for the behaviour of any friends or associates who visit the vicinity of MPW. The college will not tolerate any behaviour from friends or associates of MPW students which damages the reputation of MPW. The students in question run the risk of being held accountable for their friends' actions.

l. Compulsory Improvement Sessions

Students who are repeatedly late for lessons or who do not catch up with missed work such as Timed Assignments or homework, may be required to attend a 'Compulsory Improvement session' on Tuesday afternoons in the Study Centre, at the discretion of their Personal Tutor. Parents will be notified by the Personal Tutor if a student is required to attend one of these sessions.

m. Alcohol and Drugs

Our terms and conditions state that the college reserves the right to terminate the courses of those students whose behaviour is unsatisfactory. It goes without saying that examples of unsatisfactory behaviour include behaviour that is in breach of criminal law, whether committed on or off the college premises.
In this context, students should be aware that any student in possession of alcohol, illegal drugs (or tobacco in the case of Year 10 and year 11 GCSE students) may face immediate exclusion. Students should also be aware that staff members are obliged to report all suspected cases of possession or use of recreational or illegal drugs to the Principal, who will liaise with the local police as necessary. The college reserves the right to test students randomly if it believes it to be necessary.

n. Smoking

Smoking is not permitted inside the college building. If A level students do feel the need to smoke they may do so discreetly away from college and not on the pavement directly outside college. Students are urged to show courtesy to local residents and not leave their rubbish behind them. This extends to cigarette packets and cigarette ends. Two-year GCSE students, irrespective of age, may not smoke anywhere in the college grounds or in the vicinity of the college.

o. Disciplinary Procedure

- If a student is late to or misses a lesson or Timed Assignment without authorisation, then the parent/guardian is automatically notified.
- If a pattern emerges of poor attitude, then parents/guardians will be invited in to college to discuss progress
- Personal Tutors may in some cases place an underperforming student in Compulsory Improvement Session in order to catch up with work that has been missed.
- Students causing particular concern will be placed on a daily monitoring scheme for 4 weeks. This allows tutors to comment on the progress and attitude of a student for each lesson and consequently allows the Personal Tutor to identify trends and patterns in work ethic and behaviour.

p. Examination Board Notices

The following link contains advice and warnings about taking public examinations. All students must read them. They can be found on the website of the Joint Council for Qualifications at:

http://www.jcq.org.uk/exams-office/information-for-candidates-documents

These notices will also be emailed to you at the start of the academic year.

4. General Information

a. Computer Guide

MPW offers a number of IT resources for your use while you are studying here. This guide is intended to help you use these effectively and safely.

Getting help
If you have any questions or problems, first check this guide, and also look at any information displayed on or near your IT equipment. There are also a number of useful "How To" guides on the student VLE homepage that may be able to answer your question. If you still need help after this, email *itsupport@mpw.ac.uk* for help, giving as much detail as possible. If you are using the PCs in a classroom as part of your lesson, please inform your tutor when a problem occurs, and they will report it to IT support if they are unable to resolve it themselves.

Computer Locations
Computers for student use are available in:

- Study Centre – Computers here are reserved for academic or college–related work. Users must be considerate to other users of the Study Centre and are not allowed access to the printer without the express permission of the Study Centre supervisor.
- Student Common Room – Computers here do not need to be booked. There is a printer in this room for general use. Please be economical with its use and, **wherever possible, print double sided and/or 2 sheets per page**.
- The Learning Resource Centre (LRC) – A bank of laptops are held in the LRC to be used for private study. These laptops are for use in the LRC only.
- Reception – A bank of laptops are held in reception to be used for private study throughout the college. These laptops are signed out and returned to reception after use.

All computers are networked and have access to the internet and data storage areas. They all run Microsoft Windows and have Microsoft Office installed (including Word, Excel, and PowerPoint). Outlook is used for email.

Some PCs have specialist software for some subjects. Your tutor will let you know which computers these are and when you can use them.

Logging on to the network
Your login name and temporary password have been generated automatically and will be given to you in your induction pack. Type your name and password into the boxes then click OK or press the Enter key. Your login name is not case sensitive (i.e. 07aqua01is the same as 07AQUA01) but your password is (i.e. if the password is z657hy then Z657HY will not work). There are no spaces in either.

You will be asked to change your password the first time you log on. Avoid easy to guess passwords, such as 'password', or your name. When setting your password, it should be between 6 and 10 characters in length. It should contain a combination of upper and lower-case letters and numbers and other characters, and should not be obvious to other people.

Never tell anyone your password.

Storage of data
You have your own folder on the server, which you access as your Z: drive. In addition to this, you also have 1TB of storage on One Drive. You can get to both of these areas from any computer in the college, and only you are able to access these areas. All your files must be stored in either of these folders. If you put information anywhere else, like on the C: or D: drive, the Desktop of a computer or in the Users folder outside your own, it is not secure and may be deleted without notice. Remember that your data is your responsibility and you should always keep your own backups. **Loss of data will not be accepted as an excuse for missing homework or coursework/controlled assessment deadlines**. You should always keep another copy of work in an alternative location as a back-up.

Email
Microsoft Outlook is used for accessing your email. Your email address is of the form *username@mpw.ac.uk*, for example *20cros01@.mpw.ac.uk*. Your username can be found with your temporary password in your induction pack. Your tutors also have email and will tell you their addresses. Addresses can also be found on Microsoft Outlook.

Use of email should be of an appropriate nature. For example, it should not be used for sending junk mail or any form of indecent or abusive messages. The sending and receiving of some types of attachment is restricted.

The email and internet facilities should be used only to support your work at MPW and are not for personal use.

Internet
Internet use at MPW is monitored by NetSupport DNA, which detects inappropriate words and images. Some web sites are blocked because they are not appropriate for student use. Reports of inappropriate or excessive use of the internet are sent directly to the Principal and Designated Safeguarding Lead. If you find that a website you need for your studies is blocked, you will need to discuss this with your Personal Tutor.
The Student Portal (Cloud School), Firefly (the VLE), Office 365 and your college email are available from any computer, both inside and outside of college. These services can be accessed by visiting mpw.ac.uk/locations/Birmingham and clicking on the "My MPW" link at the bottom of the page. The uses of each of these services is outlined below:

Cloud School (Student Portal)
You can access all information about your timetable, attendance and attainment through Cloud School (Student Portal). The timetable is constantly updated, so it is vital that you frequently check for any changes. All mock exam times are added to Cloud School in the run up to each mock week. Cloud School can be accessed via www.progresso.net.

Firefly (VLE)
Electronic record of the homework you have been set, along with other useful resources for each of your subjects are put onto Firefly. Firefly can be accessed through the "My MPW" link on the MPW Birmingham website.

Office 365
All students have access to the full suite of Microsoft Office software via Office 365. Office 365 can be accessed through the "My MPW" link on the MPW Birmingham website.

Wi-fi
The whole college is covered by wi-fi. In order to take advantage of it, you need to select MPW from your list of available networks and log in using your college username and password.

e-safety
When you use the internet, you could be at risk of illegal activity or abuse - be it bullying, fraud or something more serious. Unlike seeing someone face to face, on the internet people aren't always what they first seem.

In the same way you learn about safety when you leave the house, it is important to learn how to stay safe online. These are skills that will stay with you for life. There are some golden rules that you can follow to make sure you stay safe online:

a. Don't give out personal information such as your address or phone number.
b. Don't open emails or attachments from people you don't know.
c. Don't become online 'friends' with people you don't know.
d. Never arrange to meet someone in person who you've met online.
e. If anything you see or read online worries you, tell someone about it.

Printing

When you are logged on to a PC, you have a choice of printers to use. When printing make sure you use the Print command in the File menu of the application you are printing from – that way, you will be able to check which printer you are currently set to use, and change it if necessary. This is the best way to be sure which printer you are using.

Logging off

When you have finished using a computer, you must log off by choosing Log Off from the Start menu.

If you do not log off, other people can access your email and your files. You are responsible for any usage of a computer on which you are logged on, irrespective of whether you are physically present at the computer terminal. Your account may be suspended if it is found left logged on. If you discover that your account is suspended, you will need to talk to your Personal Tutor.

Conditions of Use

1. When you have finished using the computers you must log out. Failure to do so may result in the suspension of access privileges.
2. The facilities must not be used in any way which may be construed as malicious, indecent, threatening or insulting. This includes (but is not limited to) the sending, receiving or downloading of offensive, pornographic or otherwise indecent material.
3. The facilities must not be used in any way which is illegal under English law or the law of any other relevant country. This includes attempting to break through security controls (hacking) or to intentionally access or transmit computer viruses or similar software.

4. Computers are expensive and delicate equipment, and care must be taken when using them. Anyone found damaging the equipment will be banned from using the computers. If you find any damage, report it immediately to *itsupport@ mpw.ac.uk*.
5. Your account is for your own use only. You must never tell anyone your password or allow anyone else to use your account. **You are responsible for any misdemeanours carried out using your account,** so be careful. If anyone else is found using your account with your permission, it will be withdrawn.
6. Only one student should be seated at a computer at any one time.
7. Software must not be installed or transferred between machines.
8. Changes to system configurations must not be made.
9. If you have a computer at home, you are strongly advised to install anti-virus software and update it regularly. Disks introduced to the system at MPW are scanned automatically. MPW does not provide anti-virus software for home use, but we recommend using AVG anti-virus, which can be downloaded for free from www.free.avg.com.
10. Computer rooms have the same status as other science labs and are subject to the same rules.
11. Food and drink (including chewing gum and water) are not allowed in the computer rooms.
12. The college is not responsible for any data stored on college machines. It is your responsibility to ensure you have backup copies of any work done.

Troubleshooting

Problems logging in?
Before you ask for help, check the following:

1. Make sure you typed your login name without any spaces (i.e. 07hube01, not 07 hube 01)
2. If the Caps Lock light on the keyboard is on, your password will not work. Turn it off by pressing the Caps Lock key

Disabled accounts result from you not logging off. See your Personal Tutor to get your access reinstated and wait until the following day before trying to use a computer.

Problems printing?
Before you ask for help, check the following:
1. Is the printer switched on?
2. Is there paper in the printer?

3. Is the 'online' light off or the manual light flashing? Try pressing the online or 'Go' button once.

If there is an error message on the printer, or if it is jammed, please tell your tutor (if you are in a class) or email: *itsupport@ mpw.ac.uk*.

Word, Excel, and PowerPoint documents
If you use an older version of Microsoft Office on your computer at home, you may have trouble opening documents you create at MPW. Email *itsupport@mpw.ac.uk* if you need help with this. All students now have access to Office 365, so this means that you can use the most up-to-date Microsoft software regardless of whether you have it installed on your computer.

b. Dress Code

The dress code of the college is smart casual. Students are expected to dress in a manner which is fit for the purpose of study. Hoods or baseball caps are not to be worn during lessons or whilst walking around college. Offensive or provocative slogans, or overtly political messages on clothing will also not be tolerated and students who dress inappropriately may be sent home.

c. Parking

There is no space available on the college site for students to park cars, but a small pay and display car park is available at the rear of the college. MPW is easily accessible by public transport, as Five Ways, Hagley Road and Broad Street are close by. Students should not park cars on the road immediately in front of the college; neither should they park anywhere in the locality of the college in such a way as to annoy local businesses and residents.

d. Mobile Telephones

We recognise that many students will possess a mobile phone, but these can prove a considerable distraction. All mobile phones must be switched off in classrooms and in the Study Centre and be kept in a bag. If your phone goes off in class or in the Study Centre, it will be confiscated by a member of staff.
Phones which have been confiscated may be collected from your Personal Tutor only – this applies to all students

5. Policy Documents

All Policies can be found on the MPW VLE (Firefly).

Safeguarding Policy

Please note that the full policy is available on the MPW website and on the MPW VLE (Firefly).

The Designated Safeguarding Lead (DSL) at MPW is Adam Cross (Vice Principal and member of the Senior Leadership Team). If the DSL is unavailable, the role will be carried out by the Deputy DSLs Mark Shingleton, Libby Turton, James Bourne and Ryan Moran, all of whom are members of the Senior Leadership Team. The DSL or Deputy DSLs are always available during college hours to discuss safeguarding concerns with staff, either in person or via telephone or email. The relevant contact details are as follows:

Adam Cross	0121 454 9637	Adam.Cross@mpw.ac.uk
Mark Shingleton	0121 454 9637	Mark.Shingleton@mpw.ac.uk
Libby Turton	0121 454 9637	Libby.Turton@mpw.ac.uk
James Bourne	0121 454 9637	James.Bourne@mpw.ac.uk
Ryan Moran	0121 454 9637	Ryan.Moran@mpw.ac.uk

Should the DSL and Deputy DSLs be absent, the role will be carried out by the Principal. Outside of college hours and during out of term activities, a designated member of the SLT will assume temporary responsibility. Adam Cross is the designated member of safeguarding team who has specific responsibility for the oversight of the progress and welfare of looked after children in the event that any are placed at the college by the local authority.

The DSL and Deputy DSLs shall be given the time, funding, training, resources and support to enable them to support other staff on safeguarding matters, to contribute to strategy discussions and/or inter-agency meetings and to contribute to the assessment of students. While all members of staff have a duty to safeguard students and vulnerable young people, as well as to promote their welfare, any child protection concerns should be communicated to the DSL or another member of the DSL team, who are the first point of contact for parents, students, teaching and non-teaching staff and any other relevant people, unless the allegation concerns a member of staff or volunteer in which case the procedures in the section *Allegations Against Members of Staff, including Supply Teachers, Volunteers and Contractors* below should be followed. Parents can report to the DSL on the welfare of any student in the college, whether these concerns relate to their own child or any other child. If preferred, parents may discuss concerns in private with the student's tutor or other member of staff, who will notify the DSL in accordance with these procedures.

A full list of the responsibilities of the DSL based on Annex B of *Keeping children safe in education* is provided in Appendix C of this document. In summary they are to:

- be a first or early point of contact for parents, students, teaching and non-teaching staff and external agencies in all matters of child protection and to provide support, advice and expertise on all matters concerning safeguarding;

- co-ordinate MPW Birmingham's child protection procedures and to review and update regularly the procedures and implementation of the procedures, working with the MPW Board as necessary;
- encourage a culture of listening to young people and taking into account their wishes and feelings, among all staff, in any measures the college may put in place to keep them safe;
- ensure that all members of staff and volunteers receive the appropriate training on child protection, to keep and maintain records of this training and to ensure that staff are aware of training opportunities and the latest local policies on safeguarding;
- keep detailed, accurate, secure written records of concerns or referrals;
- monitor the confidentiality and storage of records relating to child protection and where a student leaves, ensure his/her child protection file is copied for the new school as soon as possible and transfer it separately from the main student file, ensuring secure transit and confirmation of receipt will be obtained;
- monitor the operation of this policy;
- liaise promptly with other agencies, including children's social care and the Local Authority Designated Officer (LADO), the police (if a criminal matter) and the Disclosure and Barring Service, on behalf of the college;
- monitor records of students in the college who are subject to a child protection plan, to ensure that this is maintained and updated as notification is received;
- promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that students, including those with a social worker, are experiencing, or have experienced, with tutors and members of the college's senior leadership team.
- ensure that staff inviting visiting speakers to the college have completed the risk assessment form for them. (The risk assessment form can be found in the appendix to the college's Visiting Speaker Policy.)
- where appropriate, take part in child protection conferences or reviews; and
- advise and act promptly upon suspicion, belief or evidence of abuse reported to them, and keep the Principal informed of all actions, unless the Principal is the subject of a complaint.

Anti-Bullying Policy

Please note that the full policy is available on the VLE

Bullying is behaviour by an individual or group, often repeated over time, that intentionally hurts another individual or group either physically or emotionally and is often prejudice-based because of a protected characteristic. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

This definition of bullying is informed by the recognition of certain protected characteristics identified in the Equality Act (2010). Bullying may of course be constituted by behaviours that target attributes of an individual other than those listed above.

Bullying can happen in the classroom, in common areas within the college and off-site and can be carried out by an individual or a group. It is important to recognise that bullying may be an appropriate description of actions at all levels: student/student; student/staff member; staff member/student; staff/staff. Broadly speaking, bullying can be categorised into five types: verbal, physical, sexual, psychological and cyber-bullying. The focus of bullying can be anything that distinguishes and represents a deviation from a presumed 'norm' – for example:

- size, body shape, hair colour, skin, eye-sight, dress, language or mannerisms
- gender or gender reassignment
- physical or mental disability or special educational needs or learning difficulty
- prowess, or lack of it, in learning, sport or other activity
- personal backgrounds, including parents/guardians, adoption or foster status, jobs, houses and lifestyles
- sexual attractiveness, or lack of it, health or appearance
- sexuality, based on homophobia or misogyny
- race, nationality, culture or religion or a mixture of these
- pregnancy, maternity or role as a carer.

Verbal bullying may involve:

- name-calling, repeated criticism, spreading rumours, sarcasm, ridiculing, swearing at somebody
- the use of hurtful remarks, including those based on race, sexual orientation and disability
- the use of racist or sexual language or any other attempt to harass or intimidate by making unkind references to differences in personal background, culture, religion, race, nationality, physical prowess or disability
- threats of physical violence.

Physical bullying may involve:

- deliberate jostling, spitting, bumping, kicking, punching, throwing things at somebody, pushing or shoving, initiation/hazing rituals
- Note: the person responsible may easily maintain it was accidental when detected for the first time
- theft or damage to property (accompanied by threats of violence). This constitutes bullying when the intention is to intimidate and dominate the owner.

Sexual bullying may involve:

- Sexual harassment (unwanted conduct of a sexual nature) e.g. lewd comments or sexual remarks about a person's appearance or clothes
- Sexual jokes or taunting
- Physical behaviour e.g. deliberately brushing against someone, interfering with clothing (flicking bra straps, lifting up skirts etc), displaying pictures, drawings or photos of a sexual nature
- Sexual violence e.g. sexual assault or rape
- Upskirting - taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks for sexual gratification, or to cause humiliation or distress

Psychological bullying may involve:

- manipulating social networks with the intention of excluding or marginalising individuals from their friends and normal relationships
- spreading rumours or malicious accusations
- being deliberately unfriendly
- using a position of authority to obtain something. This could involve extortion of money or other property.

Cyber-bullying may involve:

- the use of digital media, particularly mobile phones and the internet, to upset someone else. Examples of such inappropriate use include prank telephone calls, offensive mobile text messages, comments made on social networking sites such as Facebook, photographs (for example, those placed on a social networking site with offensive comments) and via email.

Because cyber-bullying differs from traditional bullying, the college publishes a separate policy which deals with this area in more depth, looking, for example, at the fact that this type of bullying is more likely to take place off college premises.

Appeals procedure against internally assessed marks

Full details of the internal appeals procedure can be obtained from the Examinations Officer

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by MPW Birmingham and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.
This procedure confirms MPW Birmingham compliance with JCQ's General Regulations for Approved Centres 2021-2022 (section 5.7) that the centre will:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

MPW Birmingham is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
MPW Birmingham ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE, GCSE, Project qualifications (include any other qualifications delivered in your centre to which these procedures apply, including the marking and quality assurance processes which relevant teaching staff are required to follow.
Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. MPW Birmingham is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

MPW Birmingham will:

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body

2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria

3. inform candidates that they may request copies of materials (for example, as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment

4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 3 calendar days

5. inform candidates they will not be allowed access to original assessment material unless supervised

6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review, they will need to explain what they believe the issue to be

7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 7 calendar days of receiving copies of the requested materials by completing the **internal appeals form**

8. allow 5 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline

9. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review

10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre

11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.
The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

6. Information

a. Who's Who

Principal
Mark Shingleton, BA, MA, PGCE – Business and French

Vice Principals
Adam Cross, BSc, MA (Ed) - Biology
James Bourne (HOF), BA, PGCE - Art
Ryan Moran, BA, PGCE – Business

Director of Teaching and Learning
Jessie Venegas (HOF), BA, PGCE, MSc – Economics, Law

Head of GCSE
James Bourne (HOF), BA, PGCE - Art

Head of Learning Support
Libby Turton (HOF), BA, PGCE – History, Sociology

Head of Careers
Zoe Snee, BA – Sociology, History

Academic Staff
James Ashley, MSci - Biology
Nigel Baker, BSc, PhD – Chemistry
Rebecca Bradley, MZool - Biology
Ben Chetter, BSc, MRes - Chemistry
Stacey Davis, BA – Religious Studies, Philosophy
Yolanda De Llano Arias, BA – Spanish
Romy Fletcher, BA – Government and Politics
Aaron Ghuman (HOF), BSc – Chemistry
Mariana Gonzales, BA, Med - Spanish
Mathew Hammond, BA – Digital Photography
Jessica Harnett, BSc – Law, Psychology
Charles Harry, BSc, ALAM - English, French, German
Broderick Harvey, BSc, MSc – Computer Science, Physics
Robin Hatter, BSc – Mathematics
Kevin Hillier, BSc - Mathematics
Amy Hudson, BA, PGCE – English

Ismaeel Javed, BA – Accounting, Business
Jessica Mason, BSc, MSc - Biology
Pei McKenzie, BA, MA - Chinese
Russell Middleton, BA, PGCE – Media Studies, Film Studies
Janeth Ntiro, BSc, PGCE - Mathematics
Dean O'Connor (HOF) BSc, PGCE - Psychology
Jacek Prochorowicz (HOF), MSc – Computer Science, Economics
Benjamin Robinson BSc, PGCE – Economics, Mathematics
Patricia Robinson, BA – French, IELTS
Nigel Saunders, BSc – Mathematics
Umayr Shaikh, BA - Business
Alan Suter, BA, MPhil, PhD, PGCE - IELTS
Lauret Tipping, BSc, MSc, QTS – Physics
Ondrej Vanek, BSc - Mathematics
Natasha Verma, BSc, MSc, PGCE - Economics, Business Studies
Daisy Wattam, BA – English

College Registrar
Sally Cooper BA

Examinations Officer
Tim Banks

Learning Resource Centre Manager
Lisa Dale

Study Centre Manager
David Smith

College Administrators
Tracey Haydon-White
Katherine Smith
Julie Martin

Laboratory Technician
Elsie Hodson

Caretaker
Keith Russell

Catering Manager
Estelle Cox

b. College Calendar

2021-2022

Term Dates:

Autumn Term
Tuesday 14 September - Friday 17 December
(Half Term: 25 October – 29 October)

Spring Term
Wednesday 5 January - Friday 1 April
(Half Term: 21 February - 25 February)

Summer Term
Monday 25 April - Friday 10 June
(Bank Holidays: 2 May and 2-3 June)

Year 10 students are required to attend up until
17th June

Autumn Term	
September	
10th	9am - International Student Induction
14th	Start of Autumn Term
14th	Induction for all students
w/c 20th	Initial review meetings - All students
27th	TA Schedule begins - All students
October	
4th	Internal deadline for UCAS applications Oxbridge, Medicine, Dentistry
w/c 4th	External A level resit examinations start (Provisional date)
w/c 18th	Progress tests
w/c 25th	Reports issued to parents
25th - 29th	HALF TERM
November	
w/c 1st	External GCSE examinations start (Provisional date)
14th	Open Morning (10am - 1pm)
w/c 15th	External GCSE resit examinations start (Provisional date)
19th	Internal deadline for UCAS applications
December	
3rd	Prize Giving
w/c 6th	Progress tests
w/c 13th	Student review meetings - All Students
17th	College closed from 1pm
17th	END OF TERM
w/c 20th	Reports issued to parents

Spring Term	
January	
5th	Start of the Spring term
10th	Jan-June Courses begin
17th	Year 12 students commence 5-month research programme into university study
w/c 31st	NCUK September Cohort Semester 1 exams start
February	
14th	Coursework deadline for GCSE, A level courses
w/c 21st	Reports issued to parents
21st-25th	HALF TERM
March	
w/c 14th	MOCK EXAMS - All Students
19th	Open Morning (10am - 1pm)
24th	Coursework deadline for short course/one-year GCSE and A level students/EPQ
25th	Mock results issued to parents
26th	Easter Revision Consultation Morning (10am - 1pm)
29th	Review meetings - year 13 and 14 students
April	
1st	College closed from 1pm
1st	END OF TERM
w/c 4th	NCUK January Cohort Semester 1 exams start
w/c 4th	Reports issued to parents
4th-22nd	EASTER REVISION

Summer Term	
April	
25th	Start of Summer Term
May	
2nd	Bank holiday
9th	External examinations begin (Provisional)
w/c 23rd	MOCK EXAMS (Years 10 and 12 only)
28th	Open Morning (10am - 1pm)
w/c 30th	Week 1 of Careers Support programme – Year12 Students Review meetings
30th	NCUK September Cohort Coursework deadline
w/c 30th	NCUK September Cohort Semester 2 exams start
June	
2nd-3rd	Bank Holidays
w/c 6th	Week 2 of Careers Support Programme – Year 12 Students
w/c 6th	Reports and Mock results issued
10th	University Open Day Visit – Year 12 Students
10th	END OF TERM (Year 10 are required to attend until 17th)
28th	External examinations end (Provisional)
July	
4th	NCUK January Cohort coursework deadline
w/c 4th	NCUK January Cohort Semester 2 exams start
August	
11th	Summer A level Results (Provisional)
18th	Summer GCSE Results (Provisional)

c. ASSESSMENT SCHEDULE 2021 - 2022

	TYPE OF COURSE							✓ = TA Weeks ✗ = No TA
Wk No.	Week Beginning	1 Year A-level	1st Year A-level	2nd Year A-level	June Retake	1 Year GCSE	Year 10	Year 11
	AUTUMN TERM							
1	Mon 13 Sept*	✗	✗	✗	✗	✗	✗	✗
2	Mon 20 Sept	✗	✗	✗	✗	✗	✗	✗
3	Mon 27 Sept	✓	✓	✓	✗	✓	✓	✓
4	Mon 4 Oct	✓	✓	✓	✗	✓	✓	✓
5	Mon 11 Oct	✓	✓	✓	✗	✓	✓	✓
6	Mon 18 Oct	Progress test	Progress test	Progress test	✗	Progress test	Progress test	Progress test
7	Mon 25 Oct	Half Term						
8	Mon 1 Nov	✗	✗	✗	✗	✗	✗	✗
9	Mon 8 Nov	✓	✓	✓	✗	✓	✓	✓
10	Mon 15 Nov	✓	✓	✓	✗	✓	✓	✓
11	Mon 22 Nov	✓	✓	✓	✗	✓	✓	✓
12	Mon 29 Nov	✓	✓	✓	✗	✓	✓	✓
13	Mon 6 Dec	Progress test	Progress test	Progress test	✗	Progress test	Progress test	Progress test
14	Mon 13 Dec	✗	✗	✗	✗	✗	✗	✗
15	Mon 20 Dec	Christmas Holidays (20.12.21 – 04.01.22)						
16	Mon 27 Dec							
	SPRING TERM							
17	Mon 3 Jan*	✗	✗	✗	✗	✗	✗	✗
18	Mon 10 Jan	✓	✓	✓	✓	✓	✓	✓
19	Mon 17 Jan	✓	✓	✓	✓	✓	✓	✓
20	Mon 24 Jan	✓	✓	✓	✓	✓	✓	✓
21	Mon 31 Jan	✓	✓	✓	✓	✓	✓	✓
22	Mon 7 Feb	✓	✓	✓	✓	✓	✓	✓
23	Mon 14 Feb	Progress test	Progress test	Progress test	Progress test	Progress test	Progress test	Progress test
24	Mon 21 Feb	Half Term						
25	Mon 28 Feb	✗	✗	✗	✗	✗	✗	✗
26	Mon 7 Mar	✓	✓	✓	✓	✓	✓	✓
27	Mon 14 Mar	MOCKS	MOCKS	MOCKS	MOCKS	MOCKS	MOCKS	MOCKS
28	Mon 21 Mar	✗	✗	✗	✗	✗	✗	✗
29	Mon 28 Mar	✓	✓	✓	✓	✓	✓	✓
30	Mon 4 Apr	Easter Revision week 1						
31	Mon 11 Apr	Easter Revision week 2						
32	Mon 18 Apr	Easter Revision week 3						
	Summer Term							
33	Mon 25 Apr	✓	✓	✓	✓	✓	✓	✓
34	Mon 2 May*	✓	✓	✓	✓	✓	✓	✓
35	Mon 9 May	✗	✗	✗	✗	✗	✗	✗
36	Mon 16 May	✗	✗	✗	✗	✗	✗	✗
37	Mon 23 May	✗	MOCKS	✗	✗	✗	MOCKS	✗
38	Mon 30 May*	✗	✗	✗	✗	✗	✗	✗
39	Mon 6 Jun	✗	✗	✗	✗	✗	✗	✗
40	Mon 13 Jun	✗	✗	✗	✗	✗	✗	✗

*denotes a short teaching week