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Mander Portman Woodward

Student Handbook

2022-2023

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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 2022**

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.

c. Timed Assignments

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 (known as a Timed Assignment or 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. 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. 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.

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. The College reserves the right to suspend a student for repeated failure to comply with College expectations in relations to TAs. 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. Homework

Homework 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 an email 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. Mock Exams/End of Year Exams

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

Week commencing 9th January 2023

Week commencing 13th March 2023

Week commencing 22nd May 2023 – End of Year Exams

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

- Year 11, 13 and 14 students will sit the January and March mock exams
- Year 10 and 12 will sit the March and May mock 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 13th February 2023

Two-year GCSE and Two-year A level students

Thursday 23rd March 2023

One-year GCSE, One-year A level and short course A level students
Extended Project Qualification (EPQ) students

Monday 22nd May 2023

NCUK September cohort students

Monday 26th June 2023

NCUK January cohort students

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 2023 must have registered their intention to submit with **Jessie Venegas** by **Friday 16th September 2022**. 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 Pre-A level students attend sessions on a weekly basis. All other students are required to attend lessons once every two weeks.

The PSHE curriculum is led by James Bourne, Head of PSHE, and supported by the Personal Tutor team. 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 relevant topics.

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.

Conduct in the Study Centre

Students will be expected to:

- Enter and work quietly
- Hand mobile phones to the study centre supervisor

Students must not:

- Disturb others

- Use an electronic device or mobile phone for any purpose
- 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 and followed up in the same way as any other lesson.

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

Conduct in the Learning Resource Centre

Students will be expected to:

- Enter and work quietly
- Ensure mobile phones are switched off or put on silent

Students must not:

- Disturb others
- Leave any belongings unattended.

Timed Study

Students can choose to have their timed study slots timetabled to be in the LRC if it is 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. Details of all important dates, including mock exam times, are published in the college calendar. Your subject tutors will discuss your exam entries with you in

November and you will receive your statements of entry in February. When your statement of entry arrives, please check it carefully and let your Director of Studies know at once if you think that there are any errors.

If you know of any special educational need or disability which could affect your performance in the written or practical exams (eg dyslexia, colour blindness, the effects of medication for epilepsy) and which renders you eligible of special considerations, please contact either your Personal Tutor, or the college's Head of Academic Support, who will assess your needs and liaise with the relevant exam boards. Do remember, under Joint Council for Qualification (JCQ) rules, access arrangements for exams can only be approved if there is compelling evidence that they can be justified and that they represent your normal way of working. Access arrangements are assessed according to a student's needs in each subject. For example, a student may be entitled to extra-time in Maths but not English.

Please be aware that if you have been entitled to special considerations in your previous school, it does not mean that you will automatically be entitled to them at MPW. JCQ requires students to be re-assessed when they change schools.

If you are ill before or during the exams, remember to see a doctor immediately and obtain a medical certificate so that we can make representations to the board on your behalf. Only a doctor's note written on the day you were ill will be valid.

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 2023", along with all other associated guidance can be obtained from your Personal Tutor. 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 3rd October 2022 - Oxbridge, Medicine, Dentistry and Veterinary Science
Friday 18th November 2022 - all other courses (except Art courses)

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. Appointments can be made to see your Personal Tutor at Reception or directly with your Personal Tutor. If you have any suggestions or want to raise

concerns anonymously you can do so via the electronic suggestions box, which can be accessed via the following QR code:



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 12th December 2022
- Spring Term Review Meetings – Week commencing 27th March 2023
- End of Year Review Meetings – Week commencing Monday 5th June 2023

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. 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

If you know you are going to arrive late, please telephone the General Office. For first and second-year GCSE students and any other compulsory age students, registration takes place 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.

f. Unsupervised use of Classrooms and Offices

Under no circumstances should a 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.

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 willfully 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.

k. Visitors

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 you may not bring visitors to the college. 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. 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. Medical and First Aid

In order for us to be able to deal with an emergency, it is very important that you complete a Health Care Plan if you have a medical condition. This form should be completed, signed by a parent or guardian, and returned to reception as soon as possible after the commencement of your studies.

The college has a detailed First Aid policy which deals, in the main, with duties and procedures for staff and is available from us on request. For the purposes of these guidelines, students and parents/guardians should be aware that, in the event of a student having an accident or becoming ill, the college can only administer basic first aid through staff trained for that purpose, and that students should on no account absent themselves without first informing a member of staff that they have had an accident or are feeling unwell. Additional medical help will then be sought as appropriate. Please note that the college is not allowed to administer any form of drugs or medication without written consent from parent or guardian. In the event that parents/guardians have given consent (by signing the Health Care Plan), staff will help students to administer their own auto-injectors if necessary and will provide aspirin in the case of a suspected heart attack. The college also keeps a stock of salbutamol inhalers which will be administered to asthmatic students if required in an emergency. In the case of a serious accident or illness, we will make contact with parents/guardians as soon as possible. Should a student need to be taken into hospital, he or she will always be accompanied by a member of staff until a parent or guardian arrives.

b. Emergency Evacuation Instructions for Students

All students are expected to familiarise themselves with the fire action notices displayed throughout the college.

Emergencies, including fire, are signalled by a bell ringing continuously. When you hear the alarm:

Evacuate the buildings immediately in an orderly fashion. During evacuation drills or in the event of a real emergency, students must follow instructions given to them by members of staff.

Use the fire exit signs to find an appropriate escape route

Keep windows and doors closed behind you where possible

Report to the designated Assembly Point at the rear of the college

Remain with your group and tutor at the Assembly Point

Do not attempt to re-enter the buildings unless instructed to do so by the Lead Fire Marshal or a Fire Officer

Should you discover a fire:

Shout “Fire” and if a member of staff is not immediately present to take charge, activate the nearest fire alarm and leave the building.

Note: Manual tests of the fire alarm are conducted every Friday at approximately 8.30am.

c. IT Resources

The IT Services department at MPW provides a full range of IT systems and services. Upon commencement of their academic courses, students will receive their IT login information, which they will need to access the majority of the services provided across MPW.

All students will have a college email address that must be used in all communication with staff. Students should check their college emails regularly throughout the working day, as this is the means most used by staff to communicate. The email address is also used for signing into the various systems detailed which enable students to use the MPW Wi-Fi network, to print documents and to access their timetable and the Virtual Learning Environment.

i. Location of non-classroom computer facilities

- The Study Centre
- The Learning Resources Centre
- The Student Common Room
- A small number of Laptops are available to be borrowed from reception

ii. Software

All PCs run Microsoft Windows 10 OS and have the latest Microsoft Office suite installed (includes Word, Excel, PowerPoint, Access, Publisher and Visio). The MPW Office365 portal can be accessible by going here: <https://portal.office.com>. To login, use your email address as your username along with your usual network password. As being part of MPW, you are entitled to download the office package to your personal equipment via the Office365 portal.

iii. Photographic ID Card

You need to keep your photographic ID card on you at all times for identification purposes. It will be issued on your first day. It enables you to gain access to MPW buildings. You will also need it to use the printers remotely.

iv. Email

Available via Desktop Outlook, Web or Mobile App. Your email can be accessible online from anywhere by going here: <https://outlook.office.com/owa/> To log in, you will need your email (e.g. bir19aba01@mpw.ac.uk) and password. They will both be issued to you on your first day.

V. PCs and Wi-Fi

The Wi-Fi signal across all MPW Sites is “MPW”. The college buildings are Wi-Fi enabled and authentication is based on your IT login so keep it secret and with you at all times. PCs are available in the college libraries where you can access your resources online and the MPW systems. Your login method will be the same as before: your username and password (case-sensitive).

Internet access and user activity on all college computers and the wireless network is fully monitored and any inappropriate content will be blocked. Any user breaking the rules could be restricted from accessing the Internet and face additional disciplinary sanctions.

vi. Cloud School

Your student information area for lesson timetables, assessments, termly reports, attendance records and exam entries. The MPW Student Record System can be accessible by going here: <https://www.progresso.net/>. You will receive a user account via email at the beginning of the academic year. Please check your MPW email on your first day.

vii. FireFly (VLE)

The VLE has materials for all courses, including details of homework and deadlines, book lists, web links and extra study materials such as exam papers.

viii. Printing (Follow me Print)

Your Card ID will provide you access to the college’s network printing services. Students have two print queues called “Students Mono” and “Students Colour” on the desktops across MPW. You submit your documents to one of these queues. You can then print them from any network printer. Please note that you will have to register your card ID for the first time you are near a printer so it will recognise your card thenceforth. To log in, use your email address as your username and the usual password.

ix. Getting Help

For any problems relating to computers at MPW, students can visit IT Support in room 37 during designated hours or can email itsupport@mpw.ac.uk requesting an appointment or help.

x. IT Rules for Students

The college's IT facilities are a valuable resource for students, parents/guardians and staff, and the rules set out below are designed to ensure that they are available and working at the appropriate times. All MPW systems are constantly monitored, and they also are designed to protect students' work and privacy and to safeguard them against all forms of cyber-bullying.

Students are also reminded that a great deal of the material available on the internet is subject to copyright and infringements of copyright can result in criminal prosecution.

The basic rules when using our computer systems are as follows:

- Student login details are for their own use. Passwords must be kept secret, and logins should not be shared with other students. Students must also log out once they have finished using a computer so that it is available for others to use.
- Students must not attempt to install software on any computer. Software must not be removed or copied from any computer or stored in students' personal storage areas on servers.
- Students may use their email address and the internet on college computers or our wireless network for purposes connected to their studies. Directors of Studies will be notified if students attempt to access inappropriate material, or spend excessive time using the internet.
- Students must not attempt to circumvent the access controls which are in place. Inappropriate material is that which could be construed as illegal, indecent, threatening or insulting. This includes (but is not limited to) sending, receiving or downloading of offensive, pornographic or copyrighted material.
- Students must use the equipment provided in a responsible manner.
- Vandalism or mistreatment of equipment will not be tolerated.
- Students are responsible for keeping their own work safe. They must not keep the only copy of their work on a USB stick – work should always be stored on college servers, or their Microsoft OneDrive. Data loss will not be accepted as an excuse for missing deadlines.
- Breaking these rules may result in internet access being withdrawn, computer accounts being suspended, or further disciplinary action being taken.

A final reminder: students must check their college email throughout the day and the VLE and Cloud School regularly.

d. 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.

e. 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.

f. Mobile Phones

All year 10 and 11 students are required to hand their phones into reception at the start of the college day. All mobile phones must be switched off in classrooms and in the Study Centre and be kept in a bag or handed in, as appropriate. 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.

Mander Portman Woodward (MPW) is committed to safeguarding and promoting the welfare and wellbeing of young people and staff. We believe that everyone, without exception, has a right to be safe and to be treated with dignity and respect regardless of background and live a life free from discrimination. The college recognises that children and young people learn best when they are healthy, safe and secure.

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, James Bourne, Ryan Moran and Zoe Snee. 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
Zoe Snee	0121 454 9637	Zoe.Snee@mpw.ac.uk
James Bourne	0121 454 9637	James.Bourne@mpw.ac.uk
Ryan Moran	0121 454 9637	Ryan.Moran@mpw.ac.uk

Anti-Bullying Policy

Please note that the full policy is available on the VLE

Bullying is behaviour by an individual or group, often (though not always) 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

The full 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.

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, including the marking and quality assurance/internal standardisation 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 marking standards to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking.

Access Arrangements Policy

The full Access Arrangements Policy can be obtained from the Examinations Officer

The purpose of this policy is to confirm that MPW Birmingham has a written record which clearly shows the centre is leading on the access arrangements process and is complying with its ...obligation to identify the need for, request and implement access arrangements

Access arrangements are agreed **before** an assessment. They allow candidates with **specific needs**, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a **substantial disadvantage** in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to

overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a vision impaired candidate who could read Braille. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements. Whether an adjustment will be considered reasonable will depend on several factors which will include, but are not limited to:

- the needs of the disabled candidate;
- the effectiveness of the adjustment;
- the cost of the adjustment; **and**
- the likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:

- involves unreasonable costs to the awarding body;
- involves unreasonable timeframes; **or**
- affects the security and integrity of the assessment.

This is because the adjustment is not 'reasonable'.

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

Aaron Ghuman, BSc – Chemistry

Jessie Venegas (HOF), BA, PGCE, MSc – Economics, Law

Head of GCSE

James Bourne (HOF), BA, PGCE - Art

Head of Learning Support

Libby Prochorowicz (HOF), BA, PGCE – History, Sociology

Head of Careers

Zoe Snee, BA – Sociology, History

Academic Staff

Tauheed Arif, BA - Economics

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

Uzair Ghaffar, BA - Mathematics

Mariana Gonzales, BA, Med - Spanish

Mathew Hammond, BA – Digital Photography

Charles Harry, BSc, ALAM - English, French, German

Broderick Harvey, BSc, MSc – Computer Science, Physics

Robin Hatter, BSc – Mathematics

Francesca Haydon-White, BA - English
Kevin Hillier, BSc - Mathematics
Amy Hudson, BA, PGCE – English
Ismaeel Javed, BA – Accounting, Business
Aisha Kalsoom, BSc – Biology, Chemistry
Jessica Mason, BSc, MSc – Biology
Niamh McGurran,, BSc - Mathematics
Pei McKenzie, BA, MA - Chinese
Russell Middleton, BA, PGCE – Media Studies, Film Studies
Jacek Prochorowicz (HOF), MSc – Computer Science, Economics
Patricia Robinson, BA – French, IELTS
Nigel Saunders, BSc – Mathematics
Alan Suter, BA, MPhil, PhD, PGCE - IELTS
Lauret Tipping, BSc, MSc, QTS – Physics
Ondrej Vanek, BSc - Mathematics
Daisy Wattam (HOF), BA – English

College Registrar

Sally Cooper BA

Learning Resource Centre Manager

Lisa Dale

College Administrators

Tracey Haydon-White
Katherine Smith
Laura Detheridge

Caretaker

Keith Russell

Examinations Officer

Tim Banks

Study Centre Manager

David Smith

Laboratory Technician

Thomas Meehan

Catering Manager

Madelaine Woollford

b. College Calendar

2022-2023

Term Dates:

Autumn Term

Tuesday 13 September - Friday 16 December
(Half Term: 24 October – 28 October)

Spring Term

Thursday 5 January - Friday 31 March
(Half Term: 20 February - 24 February)

Summer Term

Monday 24 April - Friday 9 June
(Bank Holidays: 1 May and 29 May)

Year 10 and Pre-A Level students are required to attend up until
Friday 16th June

<u>Autumn Term</u>	
<u>September</u>	
9th	9am - International Student Induction
13th	Start of Autumn Term
13th	Induction for all students
w/c 19th	Initial review meetings - All students
26 th	TA Schedule begins - All students
<u>October</u>	
3rd	Internal deadline for UCAS applications Oxbridge, Medicine, Dentistry
w/c 17th	Progress tests
24 th	Reports issued to parents
24th - 28th	HALF TERM
w/c 31st	External GCSE examinations start
<u>November</u>	
12th	Open Morning (10am - 1pm)
18th	Internal deadline for UCAS applications
<u>December</u>	
2nd	Prize Giving
w/c 5th	Progress tests
w/c 12th	Student review meetings - All Students
16th	College closed from 1pm – Staff training
16 th	END OF TERM
19th	Reports issued to parents

<u>Spring Term</u>	
<u>January</u>	
5th	Start of the Spring term
w/c 9 th	MOCK EXAMS – Year 11, 13 and 14 students
w/c 9 th	External GCSE examinations start
w/c 30 th	NCUK September Cohort Semester 1 exams start
<u>February</u>	
13th	Coursework deadline for two-year GCSE, A level courses
20th	Reports issued to parents
20 th -24 th	HALF TERM
<u>March</u>	
w/c 13th	MOCK EXAMS - All Students
18th	Open Morning (10am - 1pm)
23 rd	Coursework deadline for short course/one-year GCSE and A level students/EPQ
24th	Mock results issued to parents
25 th	Easter Revision Consultation Morning (10am - 1pm)
27th	Review meetings - year 13 and 14 students
31st	College closed from 1pm
31st	END OF TERM
<u>April</u>	
3 rd	Reports issued to parents
w/c 3 rd	NCUK January Cohort Semester 1 exams start (provisional)
3 rd – 21 st	EASTER REVISION

<u>Summer Term</u>	
<u>April</u>	
24th	Start of Summer Term
<u>May</u>	
1 st	Bank holiday
8 th	External examinations begin (Provisional)
20th	Open Morning (10am - 1pm)
w/c 22 nd	MOCK EXAMS (Years 10 and 12 only)
w/c 29 th	NCUK September Cohort Coursework deadline
29 th	Bank holiday
<u>June</u>	
w/c 5 th	NCUK September Cohort Semester 2 exams start
w/c 5 th	Careers Support Programme Week– Year 12 Students
w/c 5 th	End of year review meetings
9 th	Reports and Mock results issued
9 th	University Open Day Visit – Year 12 Students
9 th	END OF TERM (Year 10 and Pre-A Level are required to attend until 16 th)
26 th	NCUK January Cohort coursework deadline
27 th	External examinations end (Provisional)
<u>July</u>	
w/c 3 rd	NCUK January Cohort Semester 2 exams start (provisional)
<u>August</u>	
10th	Summer A level Results (Provisional)
17th	Summer GCSE Results (Provisional)

c. ASSESSMENT SCHEDULE
2022 - 2023

TYPE OF COURSE		✓ = TA Weeks * = No TA						
Wk No.	Week Beginning	1 Year A-level	1 st Year A-level	2 nd Year A-level	June Retake	1 Year GCSE	Year 10	Year 11
AUTUMN TERM								
1	Mon 12 Sept*	x	x	x	x	x	x	x
2	Mon 19 Sept	x	x	x	x	x	x	x
3	Mon 26 Sept	✓	✓	✓	x	✓	✓	✓
4	Mon 3 Oct	✓	✓	✓	x	✓	✓	✓
5	Mon 10 Oct	✓	✓	✓	x	✓	✓	✓
6	Mon 17 Oct	Progress test	Progress test	Progress test	x	Progress test	Progress test	Progress test
7	Mon 24 Oct	Half Term						
8	Mon 31 Oct	x	x	x	x	x	x	x
9	Mon 7 Nov	✓	✓	✓	x	✓	✓	✓
10	Mon 14 Nov	✓	✓	✓	x	✓	✓	✓
11	Mon 21 Nov	✓	✓	✓	x	✓	✓	✓
12	Mon 28 Nov	✓	✓	✓	x	✓	✓	✓
13	Mon 5 Dec	Progress test	Progress test	Progress test	x	Progress test	Progress test	Progress test
14	Mon 12 Dec	x	x	x	x	x	x	x
15	Mon 19 Dec	Christmas Holidays (19.12.22 – 05.01.23)						
16	Mon 26 Dec							
SPRING TERM								
17	Mon 2 Jan*	x	x	x	x	x	x	x
18	Mon 9 Jan	Mocks	x	Mocks	x	Mocks	x	Mocks
19	Mon 16 Jan	x	✓	x	✓	x	✓	x
20	Mon 23 Jan	✓	✓	✓	✓	✓	✓	✓
21	Mon 30 Jan	✓	✓	✓	✓	✓	✓	✓
22	Mon 6 Feb	✓	✓	✓	✓	✓	✓	✓
23	Mon 13 Feb	Progress test	Progress test	Progress test	Progress test	Progress test	Progress test	Progress test
24	Mon 20 Feb	Half Term						
25	Mon 27 Feb	x	x	x	x	x	x	x
26	Mon 6 Mar	x	x	x	x	x	x	x
27	Mon 13 Mar	MOCKS	MOCKS	MOCKS	MOCKS	MOCKS	MOCKS	MOCKS
28	Mon 20 Mar	x	x	x	x	x	x	x
29	Mon 27 Mar	✓	✓	✓	✓	✓	✓	✓
30	Mon 3 Apr	Easter Revision week 1						
31	Mon 10 Apr	Easter Revision week 2						
32	Mon 17 Apr	Easter Revision week 3						
Summer Term								
33	Mon 24 Apr	✓	✓	✓	✓	✓	✓	✓
34	Mon 1 May*	✓	✓	✓	✓	✓	✓	✓
35	Mon 8 May	x	x	x	x	x	x	x
36	Mon 15 May	x	x	x	x	x	x	x
37	Mon 22 May	x	MOCKS	x	x	x	MOCKS	x
38	Mon 29 May*	x	x	x	x	x	x	x
39	Mon 5 Jun	x	x	x	x	x	x	x
40	Mon 12 Jun	x	x	x	x	x	x	x

*denotes a short teaching week