

MILNER SIXTH

**STUDENT HANBOOK
2026-2027**



Milner Sixth (Part of Bishop Milner Catholic College)

Welcome to the Sixth Form Centre



Only Sixth Formers can take advantage of the facilities in our modern and well equipped sixth form centre. Here you will find a dedicated canteen open to purchase refreshments throughout the day. We have WIFI throughout the centre so you can bring in laptops to study or sign out a device to use while having a drink and hot food in the canteen for a more relaxed environment than the quiet study room. We also have table tennis and other recreational facilities for you to enjoy.

It's not just about the relaxation. Get the balance right. During Supervised Study sessions you must attend the silent study room, where lessons are compulsory and form a part of your attendance. During these timetabled lessons you will complete independent study set by your subject teachers or carry out extended learning around your subject; listen to Podcasts, watch TED talks or documentaries. You may also use this time to complete guided reading and revision to prepare for upcoming assessments. Remember: there is no easy shortcut to a good outcome at level 3 and the students who put in extra work outside the lesson achieve better grades.

Head of Sixth Form

Mr Richards

With over 15 years of Post 16 leadership experience Mr Richards will support you in being the best version of yourself. The academic, emotional and spiritual development of our students is at the centre of everything we do. We aim to give you academic support to reach your potential and opportunities to explore out of classroom experiences to enrich your learning programme

We strive to ensure students develop the skills, attributes and qualifications to achieve your academic goals and flourish in the future. Milner Sixth offers comprehensive career and UCAS guidance that focuses on individual support and looks to respond to your interests and skills. Our aim is to ensure you leave Milner Sixth heading in the direction that best suits your chosen career path and individual god given talents.

Faith and Wellbeing

We are a proud **Catholic Community**. Our curriculum and activities are always planned to help you develop your **spiritual journey**.

Our college promotes the growth and development of the whole person to their full potential by ensuring that their curriculum experience is within a Catholic context, where you can be supported in acquiring skills, knowledge, positive attitudes and moral values. We strive to make your experiences of relationships within the school productive and positive, seeking to cherish and develop what is good through **mutual respect** and **understanding**.

Faith in Action (Core RE)

As Bishop Milner is a Catholic College, it is a requirement that all students participate in a General RE course of study called Faith in Action. **For one lesson each week**, you will debate moral and spiritual matters. The programme considers a wide range of issues including relationships, justice, science and religion, along with an examination of the different faith traditions. It is a great opportunity for you to improve skills in debate and persuasive writing, independent research and exploring perspective. All students will have the chance to sit the OFQUAL accredited qualification from English Speaking Board Level 3 Certificate in Speech which aligns perfectly with the FiA course.

Collective Worship

All students are able to get involved in:

- Fortnightly Assemblies
- Daily collective worship in tutor time
- Act of Prayer and Liturgy
- Reflection and prayer time
- Observe the events of the Church's liturgical life

We have a chapel which provides a peaceful place for staff and students to reflect and have some quiet time. It is open at social time and it is used for Assembly, staff prayer, and Mass throughout the year.



Your Wellbeing

At the centre of Sixth Form life is YOU. Your tutors and the Sixth Form Team take this seriously. There are always people to talk to and **experiences** to share. We offer counselling through our school counsellor, **wellbeing activities** and out of classroom experiences- as well as a range of support to help you through your academic studies.

SAFEGUARDING

Your safeguarding team includes Miss Garratt as DSL, Mrs Nicholls and Miss Burton and Mrs Nicholls. You can contact these members of staff via email or college reception. Please use the Safeguarding Team as well as the Sixth Form Team to share any concerns about yourself or fellow peers. There is always someone at school to help you, even when off campus.

Sixth Form Life:

Your day



In September 2026 changes were made to expectations of Sixth Form students. They are no longer expected to be on site from 8:50am to attend morning tutor, with the exception of any student completing a Maths or English resit. Instead, student must arrive in good time for their first timetabled lesson of the day. Tutor time will now be a timetabled lesson during the week. Here students gather information about the half term ahead, trips and experiences

and complete a tutor programme focused around age relevant Personal Development and PHSE. Tutors are still your first port of call for any of your questions or concerns and will support you in your Post 18 applications. All students can still arrive from 8.50am if they wish and will be supervised in the common room and study room.

On and off-site expectations

Since the changes in September 2026 the expectation is once students arrive, they must remain onsite until they have finished their last timetabled lesson of the day. The exception to this is break and lunch time.

Students are permitted to be offsite at both break and lunchtime if they chose.

- Break - students can leave from 11am if they do not have a timetabled lesson.
- Lunch – students can leave site from 1.15pm if they do not have a timetabled lesson.

The college day ends at 3:20pm however, the study room is available for independent study until 4:30pm.

When students arrive to site or leave site, they **MUST** sign out and in on their return at **ALL** times.



Sixth Form Study Room & Independent Study

Independent Study is a hybrid of tasks set by your subject teachers to support your learning and studies outside of the classroom, it is additional consolidation that's students undertake without specific set tasks. For each subject you will have an hour of Supervised Study per week. It is important to remember that these are timetabled hours and compulsory for you to complete in Sixth Form. Your attendance will be registered by staff in the Study Room.

It is a national guideline that to be successful at Level 3 courses then you will do a minimum of **5 hours** independent study per subject per week. As stated above, some of these may be specific set tasks but should also include additional advanced reading or consolidation of notes in preparation for lessons. You will get guidance on how to work independently during your time with us.



SIXTH FORM CODE & LEARNING AGREEMENT

In order to maintain their place within Bishop Milner Sixth Form, all students must comply with the following requirements of the Sixth Form Code:

Programme of Study

- At enrolment you will have made your subject choices. We allow the first few weeks of term as a settling in period when you may be able to make changes if you find that a subject is not for you.
- If you are experiencing difficulties, talk to your teacher and come to a member of the Sixth Form team to discuss whether any changes are possible.
- Unless extenuating circumstances, once your subjects are fixed, you will not be permitted to drop any courses.
- Students failing to achieve a Grade 4 or equivalent in Mathematics or English Language/English Literature GCSE must retake these subjects alongside their Post 16 courses.
- Student significantly underperforming at the end of Year 12, achieving E grades or below are at risk of not progressing into Year 13. The Sixth Form reserves the right to make the final decision on this process.

Attendance and Punctuality

- Students are expected to attend **all** timetabled lessons for their chosen subjects as well as, Faith in Action (Core RE) and Tutor .
- If students are absent through illness, then the absence must be reported by a parent/carer – not the students themselves (Phone No: 01384 889422)
- If a student is unwell during the college day then they will need to inform the Head of Sixth Form and a decision will be made if they leave site. A call home will be made to inform parents/carers if this is the case.
- If students have a planned absence from college (e.g. dentist, university open day, etc), they must complete a **Leave of Absence Request** (available from Sixth Form staff) to be signed by any members of staff whose lessons will be missed and authorised by a member of the Sixth Form team. It is vital that they collect any work and catch up before their next lesson. We request that appointments are made outside of school hours wherever possible.
- If students have missed time in college (and teachers have not already had prior notification), it is their responsibility to communicate with teachers on how and when to catch up with work missed as soon as possible.
- Students are permitted to leave site at after their last timetable lesson of the day.
- **Driving lessons should not be arranged during college time.**
- Holidays should not be taken during term time.
- It is expected that students should not attend more than three university open days in college time. Most universities now run weekend open day events (see www.opendays.com).
- Students must **never** be late to lessons! High standards of **punctuality** are crucial, and learning must start promptly. If punctuality becomes a persistent concern a verbal warning will be issued, this will be formalised if concerns continue.
- If a student's attendance falls below 90% they will be put on to a stage one concern (see Code of Conduct) to monitor the situation. If improvements are not made then their place in college could be at risk.
- Students with significantly poor attendance below 80% without valid reason are at risk of being removed from exam entries or having their place in Sixth Form revoked.

Approach to Learning

- Hard work and motivation are a non-negotiable requirement of Post 16 study at Milner Sixth.
- Students must come to lessons ready to learn and well organised with the necessary equipment/resources for that subject (stationery, relevant textbooks/handouts, folders/exercise books, etc).
- Independent Study is an important part of Post 16 education and must be committed to thoroughly and with pride so that all further learning opportunities are maximised.
- All deadlines must be strictly adhered to. If there is any danger of a piece of work not being ready for the deadline set; your teacher must know about this ahead of time, only they can authorise a new deadline.
- Failure to meet deadlines without a valid reason or having a poor attitude to learning will result in sanction being issued. T
- Students are expected to positively embrace active learning in the classroom, get involved willingly in all activities and nurture supportive working relationships with peers in paired and group work.
- If concerns arise with regards to attitude to learning and effort or significant underperformance, subject warnings will be issued, and these will be formalised if concerns continue. This may also result in the earned independence being revoked and students being expected to attend a full college day between 8.50am and 3.20pm.

Behaviour and Conduct

The whole college behaviour policy applies to all Sixth Form students.

- All people in college are valued as a gift from God and treatment of others should reflect this at all times.
- Respect to all people and all things should be central at all times.
- Use of mobile phones is permitted in the Sixth Form Centre, but not visibly in corridors or around college.
- No smoking/vaping is allowed in or around the college premises under any circumstance.
- No banned substances on campus, handling or keeping hold of them - no use of banned substances.

Plagiarism and use of Artificial Intelligence

- All work must be your own. Dishonest attempts to pass off work as your own that belongs to another person or source will be dealt with very seriously. This could result in having exam entries removed.
- Use of Artificial Intelligence (AI) Students are encouraged to use AI to support their learning by generating ideas, improving understanding of topics, checking grammar and spelling, and assisting with research. However, AI should not be used to complete assessed work on a student's behalf or to present AI-generated content as their own. Students remain responsible for the accuracy, originality and academic integrity of all work submitted.

Independent Study

- Sixth Form students are encouraged to use their time when not in timetabled lessons to undertake independent study.
- Students will not disturb others in the Sixth Form Study Room and must NOT use computers for reasons other than study.
- Food and drink are not allowed in the Sixth Form Study Room.
- Students not respecting these expectations may be asked to leave the study room.
- For Level 3 courses it is recommended that 5 hours of independent study per subject should be completed each week.

Sixth Form Centre

- Students have a responsibility to take care of their environment and its facilities: keeping them clean, tidy and free from damage.
- Any accidental damage should be reported to a member of the Sixth Form Team.
- Students need to keep this facility clean and tidy, please use bins provided for all rubbish.

Dress Code

- At Milner Sixth we expect our Sixth Form students to be role models to all the other students in college, this should be evident through their outstanding behaviour, attitude and ethos, but to also set an example through their appearance and the way in which they present themselves.
- We believe students should wear clothes that are comfortable and practical but are also appropriate for the school environment.
- Restrictions we will enforce relate to clothes with slogans or images which could be considered offensive this would also include items of clothing that are sheer or are low-cut and reveal the chest or midriff, similarly no ripped jeans. Skirts and shorts alike should be just above the knee.
- Refer to dress code document for further guidance.
- Facial piercings and extreme hair styles including unnatural colours are also not allowed. Footwear needs to be fit for purpose and for health and safety reasons flip flops and sliders aren't suitable.
- As always, it remains at the discretion of the Sixth Form team regarding acceptable standards of dress. Those students, who do not meet the sixth form dress code policy can expect to be sent home to change.
- Continued concerns and warnings about inappropriate attire could trigger a disciplinary

Lanyards

- For the safeguarding of all our students it is important that we are able to see at a glance that everyone who is on site has the right to be there, so students should wear their college ID card and lanyard at all times. If a student should arrive at college without their lanyard they will be sent home immediately and requested to make up any work missed. If this becomes a consistent concern it could also trigger a disciplinary.
- Lost lanyards will need to be replaced at a cost to the student.

Part-Time Employment

- Whilst it is understood that some students may wish to engage in part-time employment, we strongly advise against exceeding 8 hours per week as commitment to academic studies can be compromised.
- Students are not permitted to partake in paid employment during the Sixth Form day.

Examination Entries

- If for any reason a student leaves a course after examination entries have been made, they will be required to pay for any exams that they have already been entered for.
- If for any reason a student leaves a BTEC course after being entered, they will be required to pay in full for that course entry.
- The Sixth Form makes decisions on all examination entries. Any student significantly underperforming in a subject area or are at risk of failing based on performance in internal assessment, may be withdrawn from examinations in the subject in question. The Sixth Form reserves the right to make the final decision on all examination entries.

Examination Conduct

- Formal conditions and expectations for examination conduct are always publicised and emphasised. Any breach of examination codes of conduct will be dealt with severely. The college will not hesitate to report misconduct to examination boards where required. Any student found guilty of malpractice risks disqualification and exclusion.

Agreement

Please be aware that any student who fails to comply with the expectations of the College may find themselves subject to Sixth Form disciplinary procedures. In the event of reaching the end of a three-tiered system of formal warnings, the student in question can be asked to leave.

CODE OF CONDUCT

DISCIPLINARY PROCEDURE

The Sixth Form Disciplinary Procedure is a three-stage process used to support a student who has breached the Sixth Form Code & Learning Agreement. At each stage, the student will be informed of the area for improvement and the stage of the disciplinary procedure on which they are being placed. Targets will be shared with the student and parents/carers in a clear and supportive manner. Even though we try to avoid detentions in Post 16 education it may be considered appropriate for students in breach of our code of conduct to be placed in a detention as a sanction prior to a formal Stage One Concern.

Stage one

Written warning for a first misdemeanour. This may have been after several informal verbal warnings. A copy will be sent to the parent with the written warning, this will be kept on the student's file.

Stage two

This will trigger a formal meeting and a written warning; a copy is posted home to parents/carers. This stage may also trigger a contract of support for either learning or behaviour. A contract is created in discussion with tutors and subject teachers as well as the student. Targets are to be met over an agreed time. If the student fails to meet these targets they are subject to a stage 3 disciplinary. Depending on the incident, a stage two disciplinary may also incur a fixed period of exclusion. This is kept on the student's file.

Stage three

A letter will be sent to parents stating that the Head of School asks the student to leave their courses. A stage three should be supported by the previous two stages. However, if an incident is deemed serious enough, it may be escalated straight to a stage three.

The Disciplinary Procedure will be applied and administered by the Head of Sixth Form/ Head of School and will be applied consistently and fairly to all students.

Disciplinary Procedures can be triggered by the following. Whilst not an exhaustive list it gives an indication of the college's expectation with regards to the conduct of its students. Please note- depending on the severity of the action, disciplinary stages may be superseded.

- Poor punctuality and attendance.
- Poor performance and/or underachievement linked to attitude and effort.
- Incidents bringing the college in to disrepute.
- Actions, behaviours or language considered offensive or at odds with the college's values.

In line with the rest of the college, the Sixth Form records positive and negative behaviour points, including missing deadlines, missing equipment, lateness or lack of student ID. These points are tracked by form tutors and the Sixth Form Team.

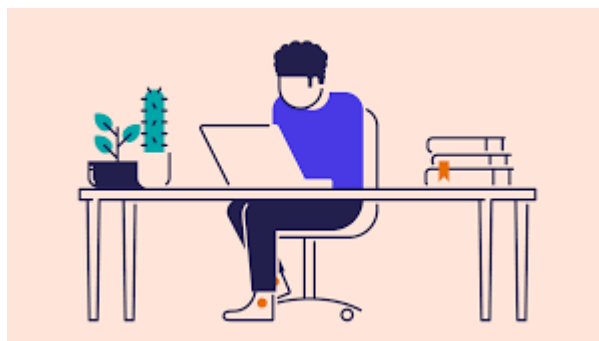
Please note, whilst you are welcome to use mobile phones in the Sixth Form Centre, they should not be used around campus. They should only be out in lesson with permission of the teacher.

Success at Sixth Form: Student support

Becoming a Level 3 Student

There is a considerable difference between studying at GCSE and Level 3. It can take time to adjust so aim to create positive learning habits early in the course. Below is some advice and guidance on how to keep yourself organised and set healthy learning habits:

- **Reading**- read around your subject. Read the recommended texts and articles set by your subject teachers. Know what is going on in your subject. Not only does this help to make your subject relatable, but will also help when it comes to post 18 next steps and talking to universities and employers.
- **Prepare for exam success** - be organised and have a diary or calendar where you can see upcoming deadlines for coursework, assessments and exams. Know what you are working towards, condense your notes at the end of every week and start your revision early.
- **Consolidate your understanding** - Use Supervised Study time or your non-contact time to review notes from the previous lesson as soon as you can whilst it's fresh. What isn't quite secure yet? What needs further practice?
- **Learn** - The best learning process is understanding your failure, what went wrong and how to make it right. Review the marks you dropped in a test or assessment, look at your teacher comments and revisit the topic. Research shows the most successful students are the ones who regularly review learning and complete past papers.
- **Ask for help** - When things aren't going right or you feel a bit overwhelmed don't be afraid to ask for help. This might be a peer, subject teacher, form tutor or the Sixth Form team. We can listen to your worries and find a solution to help you feel better.



Pastoral support

Our first priority is YOUR welfare and protection. Our Head of Sixth Form will support you throughout your time in the sixth form; whether it be academic advice or pastoral support. We recognise the challenges young people face and are proud of the open culture whereby students are encouraged to share their concerns in order to access support.

We have designated staff responsible for Safeguarding Children (11 to 18). The names of these staff are displayed in reception and around the college. You are assigned to a tutor group and attend weekly tutor sessions. This allows you to develop a point of contact, get to know each other, take part in collective worship, and get involved in personal development activities. Tutors will also support with the UCAS application process alongside the Head of Sixth Form

A whole range of tailored interventions from subject support to counselling is on offer to students who feel they may need extra support or guidance at any time.

Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. We encourage all families to complete these forms regardless of their financial background

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

Please note that bursary which is awarded is subject to attendance throughout the year.

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