



# SIXTH FORM HANDBOOK

## 2025-26

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*Securing the future for deaf children and young people*



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**We hope you find this handbook to be a useful introduction to our wonderful Mary Hare Sixth Form community, and we are delighted that you have chosen to further your studies at Mary Hare.**

Please read the following pages with your parent(s) or guardian(s) to understand our expectations, systems, routines, and other valuable information to help you to have an exciting and fulfilling journey with us over the next few years.

At this stage of your education, you will be studying only subjects you have chosen, teaching styles will be different and group sizes will be smaller. There will be differences over lengths of deadlines and private study, with expectations about independent study being clear and key. There are also privileges, including dress code and your own dedicated spaces, as well as key responsibilities.

There is a strong work ethic at Mary Hare and our aim for the next two years is for you to feel happy, secure, and supported in an academic, hard-working environment which will prepare you for further education, university, apprenticeships, and the world of work. We will support and encourage you to achieve your goals and realise your potential.

The emphasis of Sixth Form life is on study. Advanced Level courses are a great challenge, and it is most important that you understand the commitment required from the very start. Whether you are joining us from Year 11 or coming to us from a different school, our expectations of you will be high.

In Mary Hare Sixth Form we offer broad and enriching opportunities whether as part of your assessed curriculum or extracurricular activities; the skills and knowledge you will acquire by making the most of all opportunities will enhance your confidence and personal qualities for your future as well as helping you to achieve high standards in all you do.

As you progress through your time in Sixth Form, you will be fully supported by all the staff and in return, we ask you to do your very best.

We hope that your experience of the Sixth Form at Mary Hare is an enjoyable, successful, and rewarding one.

If you have any questions which are not addressed here, please contact the school. The office is open throughout the summer.

**Anne-Marie Martin**  
(Head of Sixth Form)





# Key People

You will work with many people in your time in the Sixth Form. Here is a quick guide to some of them.

**Mrs Martin | Head of Sixth Form**

Mrs Martin is a member of the Leadership Team, but as Head of the Sixth Form her job is to oversee the running of the Sixth Form to make sure everything is working smoothly so that you are looked after and making progress. She is supported by her Deputy Head of Sixth Form who is like your Head of Year when you were in the lower school. As part of her role, she also oversees the Sixth Form Student Support Team and Careers Team, so if you have any questions about either of these then please contact her. Mrs Martin has a great belief in what deaf young people can achieve and as a result she will expect you to have high aspirations for yourself.

Mrs. Martin is also responsible for subject changes so you will need to see her to discuss your options. If your parents have any concerns about your pastoral or academic wellbeing, in the first instance, your parents should always contact your Form Tutor and then the Deputy Head of Sixth Form, but Mrs Martin will also be available if your queries cannot be resolved elsewhere.

**Anna Jewel and Claire Smith | Careers**

Your future is important, and the Careers Team will do a great deal of work with you to ensure that you are well prepared when you start to plan for your next steps and apply to university, college, apprenticeships or work. You will find yourself meeting regularly with the team and your parents are encouraged to contact them too. Claire Smith also heads up our GETSET programme (Get Skills, Experience and Training).

**Your Form Teacher.** You will see your Form Teacher at least twice a day. You will also have a Form Period with them. Your Form Teacher will get to know you very well over two years and will be in an ideal position to help you and your parents know how you are getting on with your work. Your Form tutor will liaise with relevant people if you are facing difficulties, and they will also work with your subject teachers if things are not going to plan. They will also give you important messages and you should ask if you are ever unsure of arrangements and school routines. During a one-hour mandatory form period you will be doing a wide range of activities including PSHRE, learning to learn, current affairs and careers and transition preparation for life after Mary Hare. All your form teachers have chosen to work with Sixth Form pupils, and you will find them supportive and helpful as well as good listeners.



**Your Subject Teachers.** Your subject teachers are crucial to you having successful outcomes, although they cannot do the work for you! It is vital that you get off to a good start, taking your work seriously and realising the amount of hard work you have before you. You will find your teachers to be very generous with their time and they will be only too happy to help you with your work. If you do need help, make sure that you are not seeking it on the day that the work is due in. It is probably best to make an appointment in advance. Teachers will not see this as a sign of weakness but rather of determination to do well. If you find a subject particularly difficult, the first step should always be to discuss it with the person who teaches you.

**Safeguarding Team**

Mr Askew is the Principal and CEO of Mary Hare School. Ms Kennett is the Safeguarding Lead and is Vice Principal: Pastoral, Sarah Stefano is Director of Residential Care and Deputy Safeguarding Lead and Michelle Flannery is Deputy Safeguarding Lead. Together this group forms the Safeguarding Team, to whom you can address any concerns. *See page 30 for our full Safeguarding Statement.*



**Miss Gambles | Head of Audiology**

Miss Gambles heads up the Audiology Department in which Lucy Chalmers is also a key member. This team deals with your audiological care while you are at school.

They will liaise with hospitals and work with your form teacher to ensure that your hearing aids, cochlear and ear moulds are looked after. The team also supports you to apply for DSA if you move on to study at university.

**The Wellbeing Team**

Charlie, Nicky and Helen are here to support you and your wellbeing needs. There are breakout rooms available and you can make an appointment to see them whenever you have a study period, or in your own time (before or after school, breaktime or lunch time).

Surgery Times
7.45am - 8.30am
9.55am - 10.15am
12.30pm - 1.20pm

**The School Nurses**

The nurses are available every day at surgery along with Health Care workers. It is important that you and your family keep in touch with them, especially if you are taking any medication. If you have concerns about your health, you should speak to the nurse.

Please stick to the surgery times unless there is an emergency. If the Nurse is off site, please go to reception and they will locate help for you. There is limited medication in the Sixth Form Centre, should you require anything during the evenings or weekends.



Dress Code in Sixth Form



In line with your growing maturity, we would like you to have a little independence in what you choose to wear, so we have a dress code instead of a uniform.

When choosing your clothes, we would like you to remember you are important role models to younger students in our community and ambassadors for the school, therefore you should consider the impression you are giving to younger pupils and visitors who are looking around the school.

Please read the following guidelines carefully. If you are unsure about whether an item of clothing is in line with expectations, please ask a member of staff.

Our expectations are:

- You will wear smart clothes that are freshly washed and ironed, no holes or rips in tights or other clothing and nothing which is see-through.
- You are dressed appropriately for a school environment with young children. (For example, no crop tops, short skirts, or low tops.)
- You should not wear hoodies of any kind from September 2025. A new Mid layer PE top is available to purchase from our uniform supplier. Please see below for more details.
- All outdoor clothing must be removed once inside.
- Uniforms for specific subjects, such as PE, PA and Vocational subjects can be worn for those lessons only.

Piercings, Tattoos and Hair Dye

- Make-up should be natural.
- No extremes of hairstyle will be accepted including extremely short cuts or any patterns cut into the hair. Hair should not be brightly coloured or dyed or coloured more than one colour.
- The only jewellery which may be worn is limited to one simple small stud in each earlobe (i.e. no stretches, hoops, etc.), a watch and one necklace or chain. No other facial piercings, including tongue piercings or tattoos are allowed
- No coloured nail varnish and/or nail extensions to be worn. Natural/clear polish only.
- Tattoos are illegal for anyone under eighteen. For anyone eighteen or over, these must be covered up when at school. **You will be asked to remove piercings, redye hair or cover tattoos not in line with policy.**

Acceptable Uniform	Unacceptable Uniform
Trousers <ul style="list-style-type: none"><li>Chinos</li><li>Suit or similar smart Trousers</li><li>Black Carpentry Trousers (Vocational subjects)</li><li>Black jeans which are not ripped or faded</li></ul>	Trousers <ul style="list-style-type: none"><li>Blue, white or other non-black Jeans</li><li>Jogging Bottoms</li><li>Leggings as trousers</li><li>Shorts</li></ul>
Skirts or Dresses <ul style="list-style-type: none"><li>Mid-Thigh smart skirt</li><li>Smart Maxi Skirt</li><li>Smart dress, mid-thigh or midi length</li></ul>	Skirts or Dresses <ul style="list-style-type: none"><li>Lycra mini skirt</li><li>Other kinds of mini skirts</li><li>Low cut dresses</li></ul>

Acceptable Uniform	Unacceptable Uniform
Tops <ul style="list-style-type: none"><li>Smart Shirt/Blouse</li><li>Polo Shirt (No logos)</li><li>Smart Long Sleeve Tops (No logos)</li><li>Smart jumper (No logos)</li></ul>	Tops <ul style="list-style-type: none"><li>Hoodies</li><li>Tee-shirts</li><li>Logo covered tops</li><li>Sweatshirts</li><li>Low cut tops or crop tops</li></ul>
PE Kit- Games Lesson <ul style="list-style-type: none"><li>Mid layer top</li><li>Football socks and shoes if required</li><li>Swimming costume</li></ul>	PE Kit- Games Lessons <ul style="list-style-type: none"><li>Vest tops</li><li>Hoodies</li><li>Branded Football kit</li><li>Bikinis</li></ul>
Footwear <ul style="list-style-type: none"><li>Smart Black/Brown Shoes</li><li>Smart Black/Brown Boots</li><li>Polishable Black Trainers (any logo must be black)</li></ul>	Footwear <ul style="list-style-type: none"><li>No white trainers</li><li>No converse or fabric trainers</li><li>No fabric pumps/plimsoles</li><li>No crocs, clogs, flip flops or sliders</li></ul>
Other recommended Items <ul style="list-style-type: none"><li>Outdoor, waterproof coat</li><li>Tie</li></ul>	



PLEASE NOTE THE MARY HARE HOODIE IS NO LONGER PART OF SCHOOL UNIFORM OR DRESS CODE AND HAS BEEN REPLACED WITH A MID LAYER SPORTS TOP FOR PE.

Clothing for Vocational Subjects

We have a separate clothing list for Vocational Subjects to ensure you are dressed correctly to industry standards. (See table below).

Construction Subjects	Animal Care/ Land-Based Studies	Catering	Beauty
<ul style="list-style-type: none"><li>Black work trousers x2</li><li>Steel toe-capped boots</li><li>Burgundy Mary Hare polo shirt x2</li><li>Burgundy Mary Hare Sweatshirt x2</li></ul>	<ul style="list-style-type: none"><li>Burgundy Mary Hare polo shirt x2</li><li>Burgundy Mary Hare Sweatshirt x2</li><li>Black Practical trousers/ work trousers</li><li>Boots</li><li>Wellington boots (Land-based subjects: Steel toe boots/Steel toe-capped Wellington boots)</li><li>Ski/warm socks</li><li>Winter gloves and hat</li><li>Warm old clothes</li><li>Coat (Work coat, warm, waterproof)</li><li>Waterproof trousers</li></ul> <p>We provide overalls and gardening gloves.</p>	<p>Chef's items can be borrowed from the department. Students are welcome to purchase their own if they wish.</p> <ul style="list-style-type: none"><li>Chef whites</li><li>Chef trousers</li><li>Burgundy Mary Hare polo shirt x2</li><li>Burgundy Mary Hare sweatshirt x2</li></ul>	<ul style="list-style-type: none"><li>Plain black trousers</li><li>Black pumps or ballet/ dolly pumps (absolutely NO trainers)</li><li>Tabards x2 These can be purchased from Course teacher when school starts in September. Payment can be made through School Gateway.</li><li>Burgundy Mary Hare polo shirt x2</li><li>Burgundy Mary Hare sweatshirt x2</li></ul>

You may have days without lessons in your vocational subjects and may choose to wear your other smart clothes at these times.



# School Term Dates 2025-26

## 2025

Staff Training Days Wednesday 27th, Thursday 28th and Friday 29th August

1st Autumn Term begins	<b>Monday 1st September</b> Pupils return from 8am
1st Autumn Term ends	<b>Friday 17th October</b> School finishes at 1.00pm Year 11 Options Fair in the morning and parent consultations in the afternoon Year 13/14 parent consultations in the afternoon
2nd Autumn Term begins	<b>Monday 3rd November</b> Pupils can return between 2pm - 9pm on Sunday 2nd November
2nd Autumn Term ends	<b>Friday 19th December</b> School finishes at 1.00pm Year 10/12 parent consultation in the afternoon

## 2026

Teaching Staff Training Day Monday 5th January	
1st Spring Half Term begins	<b>Tuesday 6th January</b> Pupils can return between 2pm - 9pm on Monday 5th January
1st Spring Half Term ends	<b>Friday 13th February</b> School finishes at 1.00pm Year 9 Options morning and parent consultations in the afternoon
2nd Spring Half Term begins	<b>Monday 23th February</b> Pupils can return between 2pm - 9pm on Sunday 22nd February
2nd Spring Half Term ends	<b>Thursday 26th March</b> School finishes at 3.30pm Year 7/8 parent consultations in the afternoon
Teaching Staff Training Day Friday 27th March	
1st Summer Half Term begins	<b>Monday 13th April</b> Pupils can return between 2pm - 9pm on Sunday 12th April
1st Summer Half Term ends	<b>Friday 22nd May</b> School finishes at 3.30pm
2nd Summer Half Term begins	<b>Monday 1st June</b> Pupils can return between 2pm - 9pm on Sunday 31st May
Academic Year ends	<b>Wednesday 7th July</b> School finishes at 3.30pm

### PLEASE NOTE

The School's Open Day will be held on May Day – **Monday 4th May 2026** – and this is a normal school day. Attendance is compulsory.

# Exeat Weekends

**Exeat Weekend dates for pupils who are required to return home for a weekend during term time.**

These are weekends once a Half Term when most pupils return home. Although it is not a closed weekend most students go home or to friends' houses leaving reduced numbers at school. If this is the case the weekend activities arranged may be more limited.

There are two exeat weekends a year when the school is closed because of Training School for Teachers of the Deaf.

The Exeat Weekends for 2024-25 are as follows:

## 2025

27th - 28th September

22nd - 23rd November

## 2026

24th - 25th January

14th - 15th March

9th - 10th May

20th - 21st June

# A Typical School Day

## School Timetable

	8.40am - 8.50am Registration	8.50am - 9.55am Period 1	Break in JC Hall	10.15am - 11.20am Period 2	11.20am - 12.25pm Period 3	Lunch	1.20pm - 1.45pm Form Time	1.45pm - 2.50pm Period 4	2.50pm - 3.55pm Period 5	Tea in JC Hall	4.15pm Prep
Monday							Whole School Assembly				
Tuesday							Years 7,8,9 Assembly				
Wednesday							Years 10,11 Assembly				
Thursday							Sixth Form Assembly				
Friday							1.10pm - 1.20pm Form Time	1.20pm - 2.25pm Period 4	2.25pm - 3.30pm Period 5	3.30pm Back to houses	

- Registration: The houses are locked from 9am so take everything you need for the day with you.
- Breaktime and Lunch: JC Hall will be available to you during the school day.

### Evenings:

- We will expect you to be working on your prep and the Sixth Form Support Team are available to support you with your studies Monday to Thursday.
- A computer room is sometimes open for you to complete your studies until 8.45pm. This is manned by a school staff member and many of our successful students use this facility to complete their studies in the evening.



# A Typical School Day *(continued)*

## Registration and Attendance

As a full-time student, we expect you to be on time and attend school every day. Registration, lessons and form times are compulsory. The school day starts at 8.40am. When you are timetabled without a lesson, you are expected to undertake independent study in designated areas of the school such as the library, an allocated room, or working alongside one of your teachers.

If, for any reason, you arrive to school after 8.40am, please sign in at reception where you will be given a late slip to hand to your teacher.

High levels of attendance and excellent punctuality are both characteristics of students who meet and exceed their target grades, achieve success and progress to higher education and employment. We expect all students to aim for 100% attendance and punctuality. A point to remember is that this information is recorded on references passed on to colleges and employers.

We have a staged response to dealing with punctuality issues in Sixth Form. It starts with a chat with your tutor and, if we do not see improvement, it may end up with your parents being called into school for a meeting. Please see the behaviour policy for further details.

## Absence Procedures

If you have an appointment or are off ill, please inform the absence email: [absence@maryhare.org.uk](mailto:absence@maryhare.org.uk)

If you have an appointment, please send a copy of the email, letter, or text to confirm the appointment. We cannot authorise your absence without this evidence. All absence requests must go through this e mail address. You are fortunate to have approximately 15 weeks of holiday each year. This is the most important few years for your studies and holidays during term time are unacceptable.



## Private Study Matters

Each week you will have some periods for your independent learning. These are scheduled away from your teachers. We expect you to spend at least 15 hours a week on your work outside of the school day. In academic subjects you should be spending the same time studying your subject outside of lessons as you spend in lessons. If you have 5 hours in lessons for a subject, you should also spend 5 hours outside of lessons. If you are studying for a 'professional vocational qualification' there may be lots of exams or assessments for you to do. Again, 5 hours a week is not an unreasonable amount of time for you to work towards achieving your goals and aiming for the highest grades. You will need to study by reading and researching your chosen subjects and completing prep on time. It is important to plan to enable you to succeed and achieve desired outcomes.

Both boarding and day students are also expected to commit 2 hours to their study every evening. You will also need to use part of your weekend for study. Some of you will have a part-time job so make sure you can cope both with this and your studies. By managing your private study, you will improve your independence and organisational skills which will be invaluable in adult life. If you would like help with developing these skills, please ask.

An example of study skills are: mind maps, transforming information into diagrams, Venn diagrams, visual organisers (for example, Fish bone diagrams or tables), colour-coding and revision cards. Do read though, a lot! Examiners like seeing students having contemporary knowledge and a wider knowledge which is beyond what is in your classroom textbooks. Keep up to date on developments in your subjects by watching the news, reading quality newspapers and appropriate magazines.

## Study Areas

**4.15pm – 5.30pm - Monday to Thursday.** All Sixth Form boarding students will study in school for the first term to ensure you have the right skills and work ethic to study independently. Once achieved you will be allowed to study in other areas. After supper you may continue to study in your own rooms or come into the independent study system which is based in the computer rooms (see below). A teacher may request that you complete your prep in school if they feel you need additional support. There is always independent study support available until 5.30pm and many students prefer to continue to use this facility than to work in their room.

**6.45pm - 8:45pm - Monday to Thursday.** The computing rooms may be open and staffed by a member of the school staff. In addition, the Sixth Form Student Support Team will be around to support you some evenings. Some of you will find it hard to concentrate in your own room, some of you may like to be able to ask a member of staff for help. Pupils who are not handing in good quality work, on time, may be required to attend by their subject teachers or form tutors.

## The Library

You will spend many of your private study periods in the library and so it is important to understand what is expected of you.

- You may play music using headphones, ensuring it does not distract others, however mobile phones should be kept out of sight as younger students may be reading or doing some research in there.
- Food and drink, other than a bottle of water, should not be consumed in the library.
- All books and equipment such as computers should be used sensibly and looked after with care.
- Computers should only be used for educational purposes related to your studies.
- At all times whilst in this area, Sixth Formers should act as good role models, behaving in an appropriate, calm, quiet, responsible manner, and only using appropriate language.

## Deadlines

It is particularly important to be aware of any deadlines which involve coursework and other assignments. It is not always easy to satisfy the competing demands of all your subjects. This will mean managing your time and planning your work to make sure you keep up to date.

If you are beginning to struggle and start to fall behind with these, talk with your Sixth Form Student Support Team and Subject Teacher straight away; they can help you to form a plan to stay on track.

- Prioritise your work each day and each week. Use the staff to help you do this.
- Don't put off the tasks you find least inspiring, try to do them first so you get them out of the way.
- Use a calendar to record your deadlines and plan your work.
- Structure your work to set yourself smaller targets and deadlines. Try to set a deadline to complete your work a couple of days before you must hand it in.
- Don't forget to put other leisure commitments into your calendar – you need a good work-life balance, and this will be more easily achieved when you plan

## Sixth Form Support Team and Personalised Learning Support

Our experienced Student Support Team has a diverse range of expertise in both vocational and academic subjects and can support students across all levels. They are committed to providing one-to-one and group personalised learning, in class, in study periods, and after school. They also provide small group learning interventions.

The team work closely with Teachers, Speech and Language Therapy, Audiology, the Wellbeing team, Careers and your parents to ensure that each of you has the support you need to be successful in your learning in the Sixth Form, so you are prepared for your transition to employment, apprenticeship, college or University.

As part of personalised learning support, you may be offered Sixth Form study skills drop-in sessions and the opportunity to complete AQA unit awards to demonstrate your learning of new skills. These sessions will be open to all pupils in the Sixth Form.

The sessions may include skills such as:

- Revision techniques
- Spelling
- Reading strategies
- Supporting your comprehension
- Critical analysis
- Writing skills
- Time management and organisation
- Question analysis
- Self-advocacy
- Use of Assistive technology which may include practice using:
  - Mind Mapping software
  - Speech-to-text
  - Text-to-speech
  - Use of apps for study skills and revision

Learning about assistive technology and exploring personal learning strengths can truly put you ahead of the game in preparation for your next steps. More advice and information on this will be shared through our Transition Programme.



# Support with your Studies



## Monitoring Progress

During the Autumn Term, a target grade for you to aim for at the end of Year 13 will be assigned in each subject. The grade will be derived from a combination of GCSE results analysis, a programme called ALPs and your teachers' professional opinion. The grade will be the minimum grade you are expected to achieve although it will also be aspirational, based on the data we have. With a good work ethic, determination and resilience, these grades can often be exceeded. Your teachers and tutors will talk to you and your parents about the grades once they have been decided.

Progress towards the target grades will be monitored and reported on throughout the year. This will be through things such as: Achievement and Effort (A and E) cards, Progress Reports, teacher consultations, tests, and exams grades. It is important for you to look at the different information so that if it is not as good as you hoped then you have an opportunity to put changes in place.

As young adults, you are expected to take responsibility for your own learning and we will help you to do so, to prepare you for your next steps. If you are not working and achieving as you should, have a chat with your tutor and we will put support in place to help you stay on track. To progress from AS to A Level, it is important to have a solid foundation in your studies and to achieve a pass grade in your Mocks or AS exams - so make sure you work hard from the very first day.

## Supervised Study Report

A student who is finding it difficult to be organised, manage their time, or meet deadlines and complete work in their study periods may be placed on a 'supervised study report' for a period. This is to help you to learn these skills by collaborating with a member of staff. Your tutor will monitor this daily and the Deputy Head of Sixth Form will review your progress weekly.

## The Tutorial System

Every week Sixth Form students are allocated a form period in which we complete a PSHRE (personal, social, health and relationships education) and a Transition Programme.

In Year 12, from September to February half term, the focus will be on a range of issues such as study skills, rights and responsibilities, citizenship, cultural capital, sexual health and wellbeing, emotional support, drug and alcohol abuse, stress management and relationships. From February half term you will start our Transition Programme, and this will explore all aspect of careers and next steps. You will research all the options available, including gap year opportunities, apprenticeships, employment, and further and higher education.

Assemblies and tutor time will also be used to support this work and we invite visiting speakers and have trips out as well. Subtitles, interpreters, and palantypists are sometimes used to ensure maximum engagement and understanding of the content. Mary Hare staff are also invited to lead sessions in their areas of expertise.

## Careers Department

The Careers Department will be based in the library. Staff in the Careers Team are here to help you to make choices, explore options, investigate possibilities, and help you with your transition from Mary Hare Sixth Form. You will have one-to-one sessions on a regular basis with the career's lead and also a session with an independent career's adviser.

A member of the team will assist you in the process of applications and interviews, as will your tutor. The Careers team will arrange for speakers to come into school to share their knowledge and expertise and they will also arrange for you to go on visits to university, apprenticeship, and careers fairs, to enable you to explore your options.

## GETSET - Get Skills Experience and Training

Work placements may be a compulsory part of your course, or you can complete one as an opportunity for you to explore career options. GETSET is a programme to help you be more successful in the workplace. The staff work closely with a network of local companies to enable you to attend placements on a block week basis or on an ad-hoc basis. We will also help you to arrange placements in your home area, should you wish. At the end of Year 12, all students will attend a short placement, designed to support you with your career choices.

The staff in careers have an open-door policy so go and meet them and find out how they can help. The sooner you arrange to see them, the more confident you will start to feel about your future

## 16-19 Bursary

A letter will be included with your Sixth Form pack explaining how Students are able to request financial support from the 16-19 Bursary fund. This support is for items to help you to access your education whilst at Mary Hare. Each application will be considered on an individual basis and circumstances. Applications are also discussed with Heads of Department and subject teachers.

Please note that we can loan students laptops, these will remain the property of the school. So as such, when your child finishes their education at Mary Hare, they will need to return the electronic equipment and accessories to the school office.

## PIP (Personal Independence Payment)

You are now eligible to apply for PIP which is a benefit used to support you to pay for technology such as conference mics, computers, strong vibrating alarms and to support you with the cost of interpreters or palantypists. You can also use this money to support your travel to places for appointments and to pay for trains and taxis. If you are awarded PIP, it is advisable to save money in case you need to make adjustments at home, when you leave school. Please be advised, during your application, you need to say you are boarding during term time.

## Chosen Courses and Changes to your Course

The expectations of studying in Sixth Form are greater than for your GCSEs. The teaching staff, Sixth Form Support Team, Form Tutors, Head and Deputy Head of Sixth Form are here to help. Please ask. They will not think badly of you, it is in fact a sign of maturity and strength, to acknowledge you need help with transitioning into Sixth Form. If, once you have started your course and you feel it is not for you, and you want to change, this must be discussed first with your subject teachers, tutors and finally with The Head of Sixth Form. Your parents will also be spoken to. We expect all course choices to be finalised by the first half term in the Autumn.



# Extra Curricular Activities

## Games in the Sixth Form

At Mary Hare we believe exercise is vital to your wellbeing and mental health and all Sixth Formers must take part in some form of organised physical activity every week, which is timetabled. If there is a medical reason for you to abstain from physical activity, please bring a doctor's note stating reasons and expected length of time not joining in the lessons. We will endeavour to find you a linked activity to perform alongside the PE staff.

## Enrichment and Development Programme including Leisure Activities at Mary Hare

You will be encouraged to continue with interests you already have and to take up new challenges. We are especially keen for you to join local clubs and societies, to play musical instruments and to arrange outings and trips yourselves. You will be encouraged and supported by us.

## Trips within the UK and Overseas

We have a link to a school in Briskeby, near Oslo, in Norway but past Sixth Form trips have also included visiting schools for the deaf in Germany, Nepal and Sri Lanka.

## Christmas Party for the Elderly

This is something much enjoyed by students and the elderly people who come to enjoy a Christmas tea and entertainment. It is a lot of hard work but the reward of bringing joy to others makes it worthwhile.

## Clubs and Societies

- Sixth Form Debating Society
- Lunch Time Dog Walking Club
- Sixth Form Cooking Club
- School Band
- Chess Club
- Content Creators
- ARTiculation
- Music tuition
- Duke of Edinburgh Award



## Sixth Form Cooking Club

Our catering teachers currently run this once a week, throughout the year. There is a great atmosphere and friends often come to share recipes and cook together. It does not matter how well you can cook; this gives you a chance to experiment and improve your skills. Students make everything from cookies to curries.

## Duke of Edinburgh Award

The Duke of Edinburgh Award is offered at Bronze and Silver Level. If you come to us needing to start the Gold Award, we will look to find you a local group to join. In addition to completing an expedition and volunteering, the Award focuses on personal development and the development of commitment, resilience, independence and responsibility. Universities and Employers regard it highly. For those students who achieve the Gold Award, you may go to receive your award from one of the Royal Palaces. Anyone not completing the award whilst at Mary Hare is able to continue at university or somewhere closer to home.

## Lifeguarding

You will have an opportunity to take a full qualification to become a lifeguard. You repay the cost through the work you do to keep the swimming pool safe during evening clubs. In addition, this qualification is recognised in all swimming pools around the country so will enable you to get poolside work during your holidays.



**ARTiculation** is a fantastic lunch time club which engages you with art and develops your confidence and ability to express your opinions, thoughts and conclusions.

You do not have to be studying Art subjects to enjoy this club. There is a national competition run every year and a Mary Hare student came 2nd in 2022 and won 1st place in 2023!

## Content Creators

A club for those interested in media, taking photos and videos, and capturing Sixth Form life! You will be working closely with our Marketing team who will then share your fantastic snaps on our social media platforms.

## The Extended Project Qualification

This is otherwise known as an EPQ. It is a standalone qualification with significant UCAS value. It is highly respected by universities because it helps to develop independent learning skills. The EPQ is a good way to study something which interests you but isn't something which is a formal part of your study programme.

There is a formal application process where candidates are interviewed to explain why they are suitable to be part of the programme. If your application is taken forward, you will be assigned a supervisor and will also have research-skills sessions allocated to you.

Your EPQ should be completed by the end of the spring term of Year 13.



## Learning to Drive

This is a very popular activity for students in Sixth Form and passing your driving test is a great achievement as it allows you even greater independence and responsibility.

While most students complete their driving lessons outside of the school day, providing you are up to date with your work, we will consider allowing you to have a driving lesson in your study periods, if it doesn't impact on your lesson time. You must follow our sign out/in procedures if this happens.

The Speech and Language Therapy Team and the Student Support Team are happy to help you with studying for your Theory Test and it becomes part of many student's therapy sessions.

# Extra Curricular Activities *(continued)*

## University and Apprenticeship Fairs

These are an essential part of making progress towards your next steps. We normally visit Winchester University in addition to other fairs for information on University and Apprenticeships.

## Community Engagement

Here are some of the things we would love you to join in with:

- Help organise whole school events such as 'The Oscars', the School Fete or the School Production
- Find some volunteering to do in the local community, such as visiting residents of a local care home or working with Mencap
- Community Engagement Days - where a variety of volunteering opportunities will be available
- Become a member of the Prefect team
- Become a member of the school Council
- ARTiculation
- Become a House Captain
- Support with a younger tutor group
- Become a Subject Ambassador
- Become a Peer Mentor
- Support with visitors coming to the school
- Help to organise a charity event
- Act as a buddy/mentor for a new member of the school
- Think of some activities to share awareness about deafness
- Help us to shout out about Mary Hare and find those people who don't yet know about us
- Volunteer in the Primary School
- Attend workshops
- Help to set up a new club – maybe a book club or something to do with sport.
- Take part in all House activities such as competing in sports day and the swimming gala
- Organise a film club for students

If you have any suggestions as to any clubs or activities that you would like to run or take part in please speak to Mrs Martin and your Tutors.

## Be involved!



### Head Prefect and the Prefect Team

In February of your Lower Sixth Year (Year 12), you will be invited to apply for the post of Head Prefect or a member of the Prefect Team. If successful, you will serve for one year. As a Prefect, you will serve on the Prefect committee, this will give you a chance to make suggestions and contribute to further improving Sixth Form life and school life generally.

If you want to be a Head Prefect or Prefect, you should look to make a positive impression from the start of Year 12 – both in and outside of school.

## House Captains

We have four houses, **Mary Hare**, **Braidwood**, **Arnold** and **Beverley** named after people who successfully contributed to the progress of deaf education.

- **Mary Hare**, Teacher of the Deaf and the founder of our school
- **Thomas Braidwood** opened a school for the deaf in Edinburgh in the 18th Century
- **St John of Beverley** dated back to the 7th Century was involved in the education of deaf people and well known for speech therapy
- **Thomas Arnold** tutored a deaf student and helped him to be successful in gaining a place at Cambridge university

Being a House Captain is an influential and important role for Sixth Formers. You will work closely with the Prefect Team, and you may even be House Captain and a Prefect. Together, you will work to organise House competitions.

The House system is very important, and House Captains will need to encourage students to acquire points through hard work and competitions. Clearly, we need our House Captains to earn plenty of points themselves!

## Leadership in Sports

Leadership in sport involves organising and running a sporting event that brings together participants from different year groups.

We hope to foster leadership skills, teamwork, and a sense of camaraderie among you and others who take part. As organisers, you will take on responsibilities such as planning the event logistics, coordinating teams, managing resources, and ensuring fair competition. Through this experience, we hope you will develop essential leadership qualities, such as effective communication, decision-making, problem-solving, and the ability to motivate and inspire others.

## Student Council

There is also a Student Council comprising of pupils from all years and the meetings are held at lunchtimes or early evening. Concerns or suggestions for the improvement of school life can be made at the Council meetings.

We hope that you will come forward with any suggestions and ideas you have about any aspect of Sixth Form life. We are always willing to listen and to help you to organise things.



### Paid Employment for Sixth Formers

Coles Diner was originally opened as 'The Youth Club' in 2001. There are opportunities for paid work in the Diner, covering many roles.

Lifeguarding training is offered to students and upon successful completion of the NPLQ (National Pool Lifeguard Qualification) you can be employed at school or at any swimming pool in the UK.

Arlington Arts also offers paid employment to sixth form students. You will have to be 18 to apply for work behind the bar. Some students get themselves paid employment in Newbury in shops or with other local employers.



# Sixth Form Conduct

You are young adults, and we like to treat you as such so there are many privileges available for Sixth Form students which range from going early to lunch, studying in your room for prep, walks in your study periods and at lunch time, driving lessons in your study periods, Sixth Form trips (evening, weekend, and international) and other many other activities. It goes without saying that you have come to Mary Hare to be part of a young vibrant deaf community, but also to receive the most suitable education for you.

We begin with all Sixth Formers studying under supervision to support you learning good study skills and the importance of meeting deadlines and producing high quality work. For the first term you will study in the library and your prep will be in school. Once you have developed the skills needed to study independently then you will have a choice about where you want to do this. We appreciate that many people prefer to study quietly on their own.

## Consequences for poor choices and behaviour:

Obviously, we would prefer if everyone followed the rules but, if you have concerns, questions or queries or would like to do something which you are not sure if it is allowed, please come and talk about it rather than break a rule that is in place.

There will be consequences for incidents which contradict our code of conduct, and we follow our Behaviour Policy in terms of what actions we must take.

Pupils may lose some of their freedoms and independence and we will inform parents of any breaches of our rules or expectations. We like to work in partnership with parents and pupils to resolve the issue respectfully and so that it doesn't happen again.



Scan the QR code to access and read our Behaviour Policy.

# Code of Conduct

## Principles of Mary Hare Sixth Form – Education and Care

All pupils in Sixth Form at Mary Hare have chosen to study with us and as such are expected to behave as young adults, showing consideration for others and displaying a high level of commitment in everything that is undertaken.

**Equality and diversity** are an integral part of Sixth Form life, respected by both staff and pupils. Action will be taken to ensure that staff and students have equality of opportunity regardless of age, disability, ethnic origin, gender, religion or belief or sexual orientation. The Sixth Form welcomes The Equality Act 2010 and is committed to ensuring that everyone is treated fairly.

## The aims of the Code of Conduct for Sixth Form students are as follows:

### Ready

#### Facilitating Learning:

- Enable each student to fully engage in their Study Programme and achieve their academic goals.
- Support students in taking ownership of their learning and behaviour, promoting a sense of responsibility and self-discipline.

#### Personal Responsibility:

- Take responsibility for your own learning and progress.
- Be punctual and arrive prepared for classes and examinations.
- Maintain good attendance and inform the school promptly about any absences or lateness.
- Take care of school property and resources, avoiding vandalism or theft.

#### Dress Code and Appearance:

- Adhere to the school's dress code policy, maintaining a neat and appropriate appearance.
- Avoid wearing clothing or accessories that promote violence, offensive language, or inappropriate messages. Present yourself in a manner that reflects a positive and professional image of the school community.

#### Community Engagement:

- Act as positive role models, fostering a sense of community and school spirit.
- Contribute positively to extracurricular activities, clubs, and events.
- Engage in community service and volunteering opportunities when available.
- Represent the school with dignity and respect during external events or competitions.

## Respectful

### Upholding the School's Reputation:

By adhering to the Code of Conduct, students contribute to the creation of a respectful, supportive, and conducive learning environment that benefits themselves and the entire Sixth Form community.

This will:

- Ensure that the good name of the school and Sixth Form is upheld.
- Maintain the reputation and integrity of the school and Sixth Form by promoting positive behaviour and responsible citizenship.
- Encourage students to be ambassadors of the school's values and contribute positively to the wider community.

### Respect for Others:

- Treat all fellow students, staff, and visitors with respect, courtesy, and fairness.
- Avoid any form of bullying, harassment, discrimination, or offensive behaviour based on race, gender, religion, sexual orientation, disability, or any other characteristic.
- Engage in constructive and inclusive discussions, considering diverse perspectives and opinions.
- Be mindful of personal space and privacy of others.

## Safe

### Protecting Individual Rights:

- Safeguard the rights and dignity of all students and staff within the Sixth Form community.
- Foster an inclusive and respectful environment that values diversity and promotes equal opportunities for all.

### Promoting Acceptable Standards of Behaviour:

- Establish and uphold clear expectations for behaviour, conduct, and personal presentation.
- Cultivate an atmosphere of mutual respect, courtesy, and consideration for others.

### Ensuring a Safe and Productive Environment:

- Create a secure and conducive setting for studying, working, and living within the Sixth Form.
- Prioritise the physical, emotional, and psychological well-being of all students and staff.

### Safety and Security:

- Follow all health and safety guidelines provided by the school.
- Report any potential safety hazards or concerns to the appropriate authorities.
- Avoid engaging in any activities that may endanger yourself or others.
- Respect and comply with the school's security measures and protocols.

### Use of Facilities:

- Use school facilities and resources responsibly, respecting the rights and needs of others.
- Keep classrooms, bedrooms, common areas, and facilities clean and tidy.
- Seek permission and obtain necessary approvals for using specialised equipment or facilities.

## Successful

### Fostering Respect and Responsibility:

- Encourage students to value themselves, their peers, and the school community.
- Instill a sense of responsibility towards personal actions, property, and the wider environment.

### Familiarising Students with Policies:

- Ensure that students are well-informed about the various Sixth Form policies pertaining to behaviour and conduct.
- Promote transparency and understanding of the expectations and consequences outlined in the Code of Conduct.

### Providing a Fair Grievance Procedure:

- We offer a structured and impartial process for addressing any concerns or grievances raised by students.
- We will ensure that all individuals have access to a mechanism to resolve conflicts or disputes in a fair and equitable manner.

### Engaging with Parents/Guardians:

- Collaborate with parents/guardians to support student development and reinforce the values and expectations of the Sixth Form community.
- Foster open lines of communication and partnership to address any issues that may arise.

### Academic Integrity:

- Uphold the highest standards of academic honesty and integrity.
- Submit your own work, acknowledge sources properly, and avoid plagiarism or cheating including using Artificial Intelligence.
- Use technology responsibly, following the school's guidelines and policies regarding internet usage and device usage during classes or assessments.
- Attend classes regularly, actively participate, and complete assignments on time.

### Compliance with School Policies:

- Familiarise yourself with the school's policies and regulations.
- Abide by the school's rules regarding substance abuse, smoking, or any other prohibited activities.
- Comply with any additional guidelines or instructions provided by the school staff.



## Grievance Procedures

If you have concerns about the conduct of a fellow student or member of staff and are unsure what to do, then speak to your Keyworker or Form Tutor for further advice. They will make sure your concern or grievance is taken seriously.

If your concern is about your Keyworker or Form Tutor, then please see your Head of Care or Deputy Head of Sixth Form.

If your grievance is about a concern with your qualifications and you have a disagreement with your teacher about awarded grades, please contact the Head of Sixth Form, also the Quality Nominee.

Failure to adhere to the Sixth Form Student Code of Conduct may result in disciplinary action, which can include but is not limited to warnings, loss of privileges, suspension, or expulsion. Remember that this code of conduct aims to create a safe, inclusive, and conducive learning environment for all members of the school community.

## Harmful Substances

### Alcohol

- The supply, possession and consumption of alcohol on Mary Hare premises is forbidden.
- Students under the influence of alcohol will immediately be suspended. This will be dealt with as misconduct.
- Students must abide by the rules laid down for alcohol consumption during any trips and organised social events. Failure to observe this will be taken seriously and may result in suspension.

### Drugs

- The supplying, possession and/or use of illegal drugs or drugs paraphernalia either at Mary Hare, on trips or during organised social events is prohibited.
- The supplying and/or misuse of prescribed drugs either at Mary Hare, on trips or during organised social events is prohibited.
- If we have any suspicion that any illegal or prohibited substances may have been bought onto site or are being supplied, we will conduct a room or bag search to ensure the health and safety and wellbeing of all pupils and staff.

### Glues and Solvents

- Inappropriate use, such as inhaling, is prohibited.

### Smoking and vaping

- Tobacco smoking and vaping are not permitted inside any building at Mary Hare.
- Tobacco smoking and vaping are only allowed inside the designated smoking area and only for pupils who are over the age of 18.
- Pupils are accepted into Mary Hare Sixth Form on the understanding that they will not smoke in any other area of the site.
- Failure to comply with these regulations will be treated as misconduct and the consequence which follows will be in line with the behaviour policy in place.
- The health hazards associated with smoking are clearly explained to pupils, the habit is strongly discouraged.

## Can I bring my car to school?

You can and there is an agreement to be completed for using your car on school premises. The car is not to be used during the week without prior agreement and your keys are to be handed in to the care team to lock away for safety upon arrival at school. If you travel in another pupils' car, we need written consent from both sets of parents. There may be occasions when you need to leave the school premises in your car, during the day. You will need to speak to the Head of Sixth Form in advance.

## Other Modes of Transport

**Minibus:** There are lifts to town on certain days after school. The school provides minibus rides to the station on Fridays at 3.30pm onwards, and on Sunday a minibus will meet the trains that arrive in Newbury at 6.50pm and 8.50pm.

**Coach:** A coach is often organised for weekend shopping trips. The return cost is currently £5 but this may change in line with rising costs.

**Taxi:** If you need to get a taxi somewhere, then all taxis are to be booked through Reception, the School Office or Residential Care staff. Students are not permitted to book their own taxi by phone or App. All students are to be collected from Reception once they have signed out. You will need to pay for your own taxi journey.

**Bicycle:** You are allowed to have your bike at school, but it is worth having a discussion with Residecare staff about where it will be kept. There are also school bikes which you may be able to borrow.

**Bus to Town:** There are the occasional buses to town, although these are infrequent.

**Walking:** Great for your health but the road at the bottom of the school has fast moving traffic and is not very safe. Snelsmore Common is at the top of Mary Hare and is a good space to get some fresh air. Always walk with a friend, not on your own.

## Am I allowed to smoke if I am 18?

No smoking or vaping is allowed during the school day, including break and lunchtimes. If you are addicted to nicotine, please ensure you have an alternative to help you get through the school day. We are happy to talk this through with you. We have a responsibility to ensure that there is no smoking in any building. It is illegal and may put all students and staff at risk.

We actively aim to discourage pupils from smoking as evidence shows that it is harmful to health. If you would like additional support for smoking, then please chat with a member of staff.

Please note, if you are under 18 it is illegal for anyone to give you cigarettes or vapes so neither is allowed at any time.

## Am I allowed to drink alcohol if I am 18?

Again, our policy is based on the need to keep you all safe, while being realistic about society's view of alcohol. No alcohol is allowed at any point during the school day, and you must NEVER bring alcohol onto the school premise.

The school may, on special occasions such as the Prom, allow the drinking of alcohol under supervision for those over 18. We will contact your parents if this is likely to happen.

## Can I attend gigs at Arlington Arts?

We are very lucky to have Arlington Arts on site and they often have musical gigs. We will encourage you to pick up a brochure and see if there are things that interest you. We also have other theatres in Newbury which put on some excellent shows so keep a look out for something you may enjoy.

## Can I take my mobile phone into school?

Mobile phones are expensive items which you need to look after carefully. While we understand that you need to keep in contact with family and friends, most of this contact should be restricted to times outside of the school day.

In line with Government advice about the use of mobile phones in school, Mary Hare policy does not allow phones to be used in public spaces during the school day. This includes:

- During lesson times, assemblies and prep
- School Corridors
- Blount Hall
- During public Examinations

You may use your phone in JC Hall during your study periods, at break and lunch time, and in the library for research or to listen to music through your headphones or audiology equipment.

At all other times phones must remain in your bag switched off or on silent. A teacher may allow you to use your phone in lesson for a specific reason.

Staff may confiscate your phone if you do not comply with these rules. More information can be found in the Mobile Phone policy.

## Roles and Responsibilities

**Attitude:** Simply put 'You get out what you put in'. Approach your learning with enthusiasm and a desire to learn. Demonstrate intellectual curiosity – go beyond what your teachers ask you to do. Your teacher is there to support you if required to re explain a concept or idea that you didn't quite understand. If you are struggling, try not to worry and ask for help. Act on all advice and feedback from your teachers. View learning as a two-way process and engage positively in class. Beyond lessons, take advantage of the other opportunities you will have for wider personal and social development.

**Organisation:** Sixth Form life is about independence and taking responsibility for your own development and progress. Get organised from the start and keep your work in folders and in order as you go along. This will save you huge amounts of time when it comes to revision in the future. If you find planning and organisation a challenge, ask for help - we are here to support you.

Find a space that stimulates your mind, a corner in the library, a quiet space, a local coffee shop, a space in the school grounds (in the summer!). Sometimes a change of scenery is just the thing you need to get your brain working.

**Time Management:** Keep a regular routine about when you work and for how long. Work regularly with short breaks. You should spend 4-5 hours per subject per week outside of lessons completing work, reading around the subject, reviewing, and organising your notes. Utilise your unallocated time in the school day wisely – resist the urge to sit around with friends and chat. Don't leave things until the last minute. Plan work well ahead and complete all home learning. There are no excuses.

**Balance competing demands:** And you will have these... wanting to meet up with your friends, wanting to work in a part-time job, wanting to watch TV, and needing to study. It's really important you get this balancing act right. Do not put part-time work ahead of your studies, do not compromise your studies for the sake of work. Too much paid work will have a serious impact on your performance in Sixth Form. Part-time work is not allowed to be undertaken during school hours unless it is an arranged work placement.

**Signing in and out of School:** : If you need to leave school for any reason it is crucial that you follow the internal procedures and then sign yourself out at reception. All staff do the same as this is in case of fire and other events.

## House and School Events

Being almost an adult means you will be looking forward to a range of age-appropriate activities. We would like to give you the opportunity to have good times relaxing together. A Sixth Form film club evening can bring a range of films for you to enjoy and discuss. We also like to arrange theatre outings and trips to Oxford. The Residential Care team will also put on a range of activities for you - see the Sixth Form Boarding and Residential Care handbook for further information.

## List of Things to possibly bring:

- Ring binder for daily use, with labelled dividers for different subjects and teachers (subject dependent)
- One ring binder or lever-arch file per subject, to put notes into once you have completed a topic (again, with dividers)
- Plastic wallets to keep work and resources in a good condition
- Pens, pencils, rulers, rubbers, glue sticks, scissors, sticky notes and highlighter pens
- Calculator (for Maths, Science, Plumbing, Carpentry, Geography, Psychology, Economics and Business)
- Any subject-specific equipment as instructed (such as sketch pads and an A1 Art folder)



# Moving on: Your Transition

## Art Foundation

Many talented artists have passed through Mary Hare, and we have been at the start of their long and successful journeys. Applying to an Art Foundation programme at a university or college is an exciting step for aspiring artists seeking to further their creative journey. The art foundation serves as a bridge between the art you study at Mary Hare and the more specialised disciplines offered in higher education.

During the application process, you will need to showcase your artistic abilities, passion, and potential. This may involve submitting a portfolio of your artwork to demonstrate your technical skills, show how you have experimented with various mediums, and showcasing personal artistic development. Alongside the portfolio, applicants are often required to provide a personal statement outlining their artistic influences, goals, and motivations.

## Applying to Oxford Cambridge and Red Brick Universities

Applying to prestigious universities like Oxford, Cambridge, London and other 'red brick' universities is a highly competitive and rigorous process. These institutions demand exceptional academic achievements, intellectual curiosity, and a genuine passion for the field of study you wish to follow.

If you wish to study at these universities, you must be able to demonstrate your academic strength through outstanding grades in all your subjects. Additionally, you need to demonstrate a strong interest in those subjects by gaining relevant work experience and other extracurricular activities such as volunteering in a related field or by participating in research projects.

The application process often involves writing a personal statement that highlights your motivation, experiences, and future goals within the field. Admissions tests such as the LNAT (for Law) and the BMAT (for Medicine) are also typically required to assess problem-solving skills, critical thinking, and scientific knowledge by some universities and courses.

If you are to be successful in your application, you will need to have a deep understanding of your chosen field, outstanding intellectual abilities, and a strong commitment to making a positive impact in your studies and beyond.

The deadline for degrees in Medicine, Dentistry, Veterinary Sciences or to apply to Oxford or Cambridge is usually 15th October, unless this date falls on a weekend - it will soon be upon you so your journey starts now!

The deadline to study on other courses and all other universities is towards the end of January and we will give you those details closer to the time.

## Apprenticeships

Apprenticeships are valuable vocational training programmes that provide you with the opportunity to learn and develop essential skills in a specific trade or profession. They are available at all levels, from Level 2 to Degree Apprenticeships.

They offer a combination of on-the-job training and classroom instruction and will help you to acquire valuable skills, industry-specific techniques, and a deep understanding of the work environment.

Apprenticeships cater to a wide range of industries, including construction, engineering, healthcare, information technology, manufacturing, and many others. They provide a structured framework for individuals to learn and progress, often leading to nationally recognised qualifications or certifications.

They also provide a valuable opportunity for individuals to earn a salary while learning. Apprenticeships are an attractive option for those seeking a practical and hands-on career path.

Degree apprenticeships are highly competitive and like top universities, the most sought after will ask for top grades in Level 3 qualifications.

While applying to university, you can also apply to as many apprenticeships as you wish, these have different deadlines, and it is always a good thing to keep your options open.

## Colleges

Some of you may choose to advance your studies in a local college before moving on to university or starting an apprenticeship. We will support you with your applications and research to ensure you find the correct package and qualification to suit you.

## Additional Support for Pupils

Young people can face many challenges throughout their school life, we at Mary Hare have several support networks in place to help them:

- Speech and Language Therapy team: [speechtherapy@maryhare.org.uk](mailto:speechtherapy@maryhare.org.uk)
- Audiology team: [l.gambles@maryhare.org.uk](mailto:l.gambles@maryhare.org.uk)
- The Wellbeing Team: [n.mercer@maryhare.org.uk](mailto:n.mercer@maryhare.org.uk) | [h.farthing@maryhare.org.uk](mailto:h.farthing@maryhare.org.uk)
- House Team Leaders/Designated Key Workers. When on duty, the Residential Care Team can be contacted on a mobile phone no 07900 265251. Students should have this number in their phone too.
- School Nurses: [Medical-Centre@maryhare.org.uk](mailto:Medical-Centre@maryhare.org.uk)
- Safeguarding Team [safeguarding@maryhare.org.uk](mailto:safeguarding@maryhare.org.uk)
- Mrs Martin can be contacted on the main school number 01635 244200 her direct line is 01635 244297 or her mobile is 07908481478 Her email address is [am.martin@maryhare.org.uk](mailto:am.martin@maryhare.org.uk)
- Pupils will be given an email address when they arrive. The normal format is [initial.surname@student.maryhare.org.uk](mailto:initial.surname@student.maryhare.org.uk)
- The Edge West Berkshire - addiction counselling: [TheEdge@viaorg.uk](mailto:TheEdge@viaorg.uk) or call 01635 582002
- Childline: Call 0800 1111 or speak with someone through their online 1-2-1 Councillor Chat at [www.childline.org.uk](http://www.childline.org.uk)
- Samaritans: Call 116 123 or chat online at [www.samaritans.org](http://www.samaritans.org)
- Police text number: 18001 101
- Ask for Angela – if you feel vulnerable on a night out ask venue staff for “Angela”
- NHS Stop Smoking support: [www.nhs.uk/better-health/quit-smoking](http://www.nhs.uk/better-health/quit-smoking)



## Safeguarding Statement



Mary Hare School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, having regard to statutory guidance Keeping Children Safe in Education 2025 and adhering to the school's Code of Conduct.

All staff are kept informed of safeguarding and child protection responsibilities and procedures through induction, briefings, and awareness training. The school Child Protection policy is reviewed yearly and is published on our website (paper copies available on request).

**Remember – Anytime, Anyplace, Anyone. If you have a concern, report it.**





Emma Kennett (DSL)

Sarah Stefano (Deputy DSL)

Charlie Hadley (Deputy DSL)

**Concerned about a child?**

If you have a concern or receive a disclosure about a pupil, report it on [MyConcern](https://myconcern.org.uk) or email [safeguarding@maryhare.org.uk](mailto:safeguarding@maryhare.org.uk).

If it is urgent, you should discuss it immediately with the **Designated Safeguarding Lead, Emma Kennett** Vice Principal (Pastoral), Sarah Stefano (Director of Residential Care), Charlie Hadley (Wellbeing Lead). Alternatively, you can contact any of our wider Safeguarding Team who are listed in the Safeguarding Policy.

**Concerned about a member of staff?**

You should feel able to raise a concern about the practice, procedures, or potential failure of the school to safeguard children, please report it on [MyConfide](https://myconfide.org.uk).

If you have a concern about another member of staff, then this should be referred to the **Principal & CEO, Robin Askew** [raskew@maryhare.org.uk](mailto:raskew@maryhare.org.uk). Where there are concerns about the Principal, this should be referred to the **Chair of Governors, Tim Polack** (email Chair of Governors: [governors@maryhare.org.uk](mailto:governors@maryhare.org.uk)).

Further guidance can be found in our Safeguarding and Child protection Policy available on our website: [www.maryhare.org.uk/about](http://www.maryhare.org.uk/about)

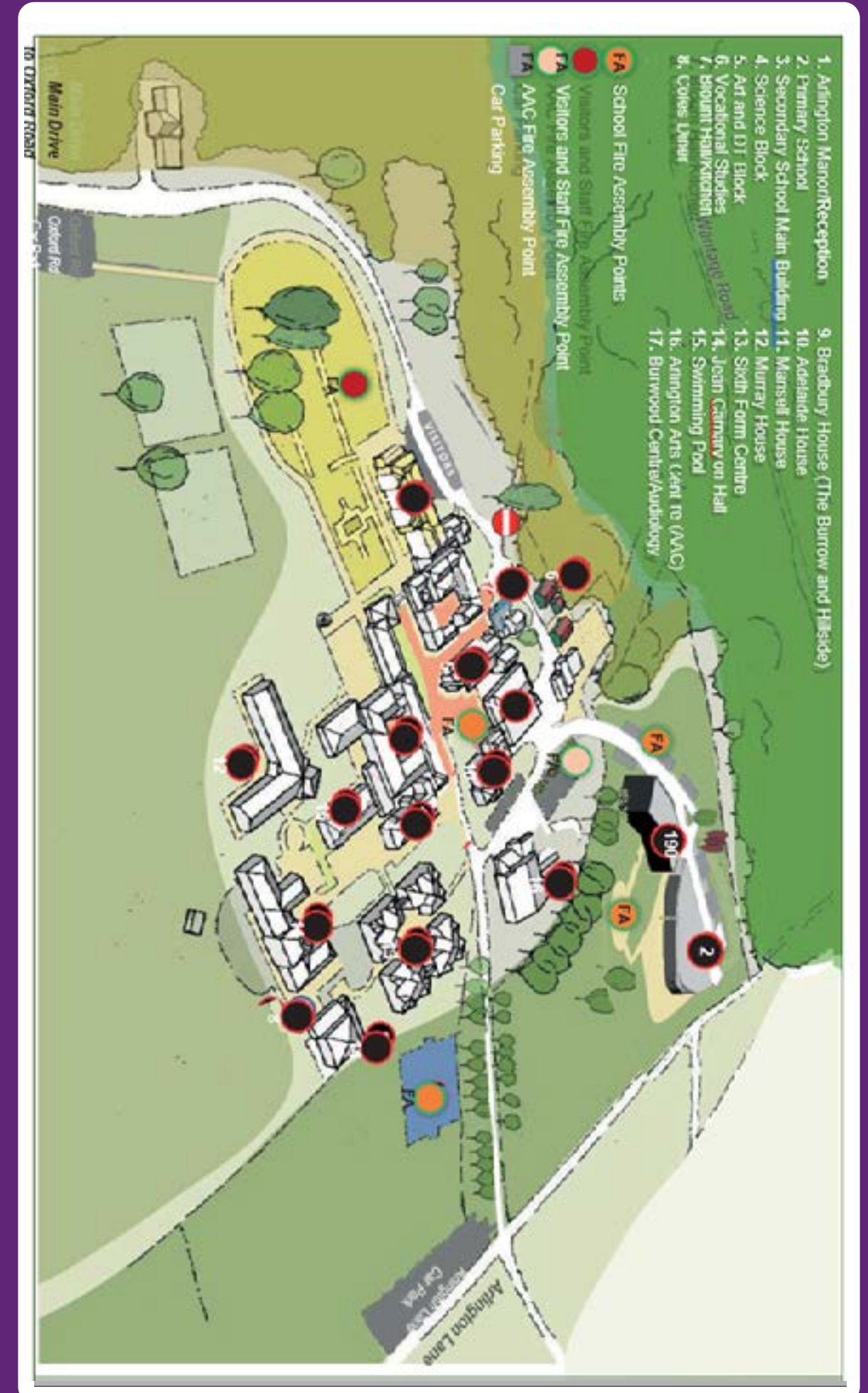
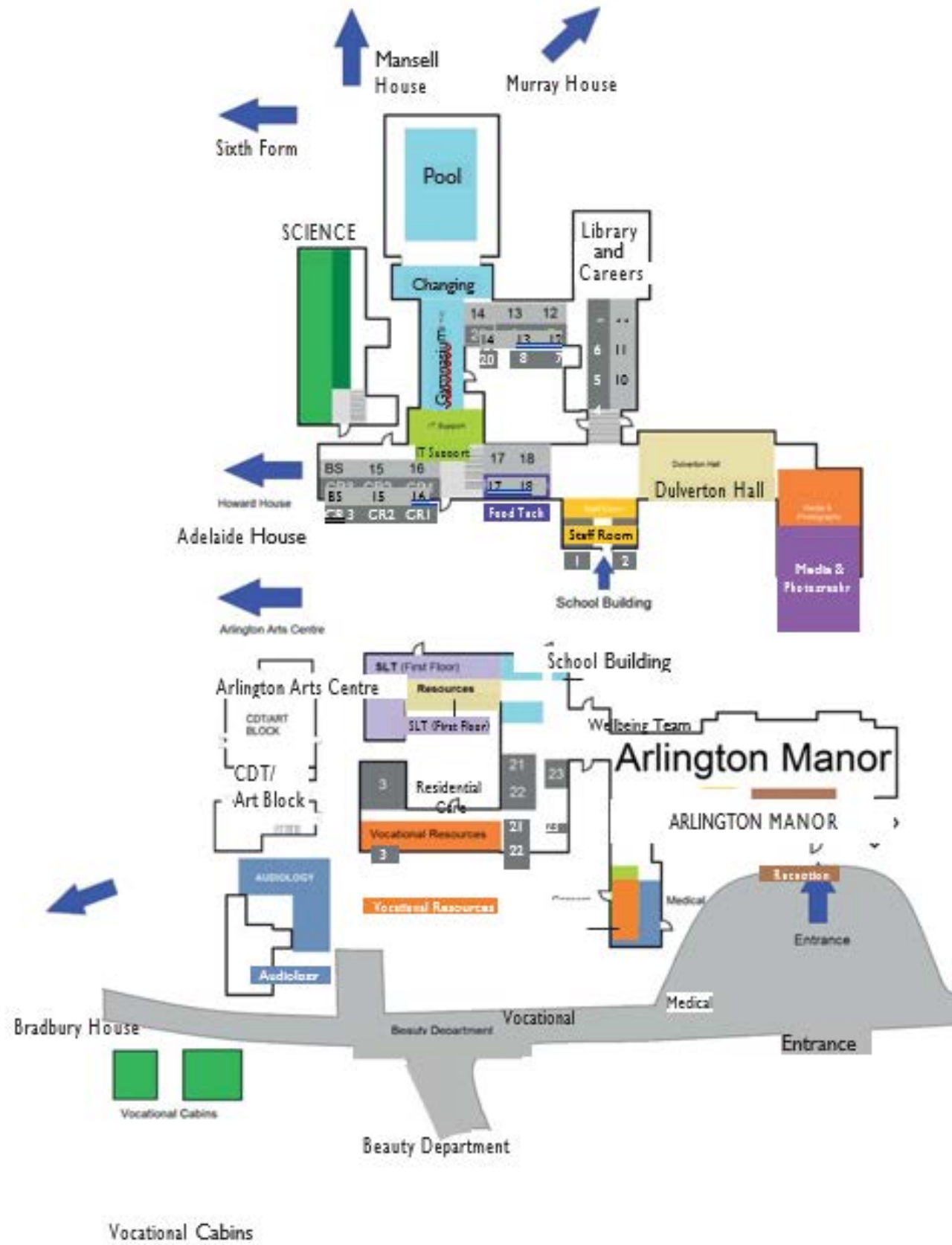
*“Safeguarding and promoting the welfare of our pupils is everyone’s responsibility.”* Emma Kennett DSL

Sept 2025





# School Site Map



# School Site Map



# Data Protection

Mary Hare School is the Data Controller for the purposes of the Data Protection Act 2018, UK General Data Protection Regulation, and other relevant data protection legislation as defined in the Act. We collect and hold data on students and parents provided by you, from previous schools and the Learning Records Service, and collected by us in the course of delivering education and care at Mary Hare School.

We process personal data under the following legal grounds:

- Where processing is necessary to protect the vital interests of the pupil.
- Where processing is necessary for the performance of a contract between us and the data subject.
- Where processing is necessary to comply with a legal obligation to which we are subject (eg the Education Act 2011).
- Where the law otherwise allows us to process the personal data or we are carrying out a task in the public interest.

We process special category personal data under following legal grounds:

- Where processing is necessary to protect the vital interests of the pupil.
- Where processing is necessary for substantial public interest.
- Where processing is necessary for health or social care purposes.

Where none of the above apply then we will seek the consent of the data subject to the processing of their personal or special category personal data.

We may share personal data that we hold about data subjects, without their consent, with other relevant organisations where we have a lawful basis for doing so. Such organisations may include: the Department for Education; the Education and Skills Funding Agency; Ofsted; health authorities and professionals; the Local Authority; examination bodies; other schools.

For full information on how we process your information, and your rights in relation to the processing of personal data, including complaints to the Information Commissioner's Office, please refer to the School Data Protection Policy on the website at [www.maryhare.org.uk/about-us/policies-and-key-info](http://www.maryhare.org.uk/about-us/policies-and-key-info), or contact the Data Protection Officer (DPO): [dpo@maryhare.org.uk](mailto:dpo@maryhare.org.uk)





## Sixth Form Handbook 2025-26

[www.maryhare.org.uk](http://www.maryhare.org.uk)

*Securing the future of deaf children and young people*