

# MBA Sixth Form

Prospectus

## Welcome to The Martin Bacon Academy Sixth Form

We are delighted that you are considering our Sixth Form for the education of your young person.

The Sixth Form is a brand new 20-place Specialist Provision situated within the grounds of Northstowe Learning Community (NSC). Students will also have access to facilities at Martin Bacon Academy.

Although the provision is based at Northstowe 6th Form, we will also have access to facilities at Martin Bacon Academy, including the Move and Motion Room, Rebound Therapy, etc. to ensure that the needs of our young people are met.

Our pupils have access to an exciting, balanced curriculum which will be appropriately paced and designed to meet their individual education needs.

The overall aim of our Sixth Form provision is to ensure that pupils have access to a functional and vocational curriculum that is designed to support them in their preparation for adulthood.

We hope that you find the contents of this booklet useful and that it provides you with some of the information you need to assist your decision making and your child's transition to our Sixth Form.



**Sarah Louise**  
Interim Associate  
Executive Principal



**William Hawes**  
Interim Head of School



**Mark Case**  
Assistant Principal  
Sixth Form Lead

# Welcome



## Admissions process

For a child to be admitted to the Sixth Form, Martin Bacon Academy 6th Form must be named, by a local authority, in the child's education health and care plan (EHCP). Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child's EHCP.

A local authority can also refer a child to our school to be assessed for an EHC plan or following a change in the child's circumstances for his or her needs to be assessed or reassessed. Any assessment should be completed within the 20 weeks set out in the [SEND Code](#). Children being assessed for an EHCP will be dual registered and return, full time, to their mainstream school if the LA decides not to issue an EHCP.



The Sixth Form is dedicated to creating positive, appropriate learning experiences and opportunities. The focus of the learning is on functional and vocational opportunities to support the pupils as they prepare for adult hood. Pupils will feel valued and challenged to develop to their full potential. They will work in a holistic environment that is supportive, nurturing, safe, stimulating and where aspirations for a successful pathway to a brighter future are key. Where they celebrate each individuals' qualities, keeping the student at the centre of all they do, planning from where the learner is. The provision is not suitable for pupils working above Entry Level 3. It is our belief that anyone working above this level would have their needs best met at a local college provision.

## The Sixth Form enshrines the five core values of the Meridian Trust



**We are committed to the pursuit of excellence:** MBA Sixth Form will reflect and encourage a commitment to continuous improvement that will create positive and optimistic ‘can do’ attitudes among students and staff, supporting pupils to reduce their dependence on others as far as possible. The Sixth Form will systematically benchmark its practices against the very best in other schools to energise organisation, fuel ambition and stimulate improvement.

**We value people:** We will be uncompromising in our commitment to know and value every Pupil and support them to achieve in the widest sense. This commitment underpins all aspects of all we will do.

**We are committed to achievement for all:** We are committed to the individual achievement of every student and recognise the flexibility and rigor—in terms of the curriculum, support, resources and monitoring—required to make this happen. Students’ transition to post 19 provision will be carefully planned and monitored to ensure that they achieve to their potential. All of this will be underpinned by a simple, but highly effective ‘**My Journey**’ philosophy that provides the focus for teachers, students and parents.

## The Sixth Form enshrines the five core values of the Meridian Trust

**We will provide a high-quality learning environment:** We know how important it is to create the right environment for our pupils to learn. We are committed to maintaining a state of the art, purpose-built environment. The environment will provide students with stimulating and varied learning opportunities that engage and motivate them, both inside and outside of the classroom. We will ensure students will feel safe, happy and secure, and will be inspired and supported to learn in all environments. Pupils will be educated in the Sixth Form buildings but continue to have access to the facilities at Martin Bacon Academy.

**We will extend the boundaries of learning:** We will explore the role of The Sixth Form as a source of pride and hub for the community. This outward focus will provide new and exciting opportunities to extend experience, skills and confidence, reflected in unique local and national partnerships as Northstowe develops.



## Our Curriculum

We believe in supporting all our young people to be the best they can be, to enjoy their learning and achieve the very best they can in preparation for adulthood and life beyond school. We want every learner to become as independent and autonomous as possible. Our curriculum reflects this.

Functional learning is the basis of our Sixth Form curriculum. The offer includes:

- Communication and Interaction, Teamwork and Problem solving
- Functional English and Maths
- Travel Training
- Shopping, budgeting and cooking
- Vocational learning including work experience
- PSHE, including sex and relationships education
- Home Skills
- Developing skills around well being
- Physical Activity, including access to therapies as appropriate



## Our Curriculum

Our curriculum has a breadth of learning opportunities that are appropriate, realistic, and bespoke to the needs of the learner, based on their individual needs, PLGs and EHCP outcomes. We aim to ensure all learning is relevant, functional and transferable. The principle of 'My Journey' continues through into our Sixth Form provision.

As at Martin Bacon Academy, our Sixth Form will provide three pathways that our learners can access; Discover, Explore and Adventure. Learning is planned and adapted by resources, level of support, timing or setting. We would like all students to access vocational learning, for some this may be in the classroom or school-based setting and for others it may be appropriate to have work experience opportunities in the community either with support or, overtime, independently.

Our Sixth Form assessment flight paths, linked to each area of the curriculum, will ensure that staff ensure that pupils are given the best opportunity to make progress in each area of our curriculum.



## Our Curriculum

Our curriculum is tailored to ensure that as well as meeting the needs of the young people, it matches the Preparation For Adulthood Outcomes.

Employment

Independent Living

Good Health

Friends, Family and Community

This gives the learners the best chance of success when they move into life post school



## Our 3 Pillars

### Our Vision

At the Martin Bacon Academy, we are dedicated to creating positive, appropriate learning experiences and opportunities. Where all feel valued, are challenged to develop to their full potential and are included in a holistic environment that is supportive, nurturing, safe, stimulating and where aspirations for a successful pathway to a brighter future are key. Where we celebrate each individuals' qualities, keeping the child at the centre of all we do, planning from where the learner is. Our curriculum will be based on learning to know, learning to do, learning to live together and learning to be. We believe in and practice inclusive values for all children, we shall hold equally high aspirations and expectations for all our pupils.



This Charter sets out our expectations for how we learn and work together within the Northstowe Community.

Northstowe is part of the Meridian Trust family and is built upon the Meridian Trust Foundation Values. Our School Values of being Kind, Curious and Hardworking provide the pillars that our community is built around, and help us work towards achieving the vision we have for our students.

The Sixth Form curriculum builds on and from the knowledge, skills and understanding previously experienced by the pupils.

**Be Kind:** Learners will have high expectations of themselves, peers and staff. Learners will develop social skills, interacting with peers, staff and members of the community in a positive and supportive way.

**Be Curious:** Learners will experience functional and vocational opportunities, both in the classroom and in the community. Learning will be challenging, meaningful and engaging. Learners will be able to access learning at our Sixth Form based at the Northstowe Secondary college, and, where appropriate, access specialist resources at Martin Bacon Academy.

**Be Hardworking:** Learners will study a range of accredited courses and will work with the appropriate level of support, but being working as independently as possible as we prepare them for adulthood.

Functional  
English

Functional  
Maths

PSHE

Careers and  
Vocational  
Learning

Sex and  
Relationships  
Education

Creative  
Options

Physical  
Activity

Cooking

Shopping

Computing

My  
Wellbeing

Travel  
Training

## Our Curriculum

In the Sixth Form, our pupils will be taught discreet lessons by teachers from Martin Bacon Academy. They will have the opportunity to access accreditation that meets their individual needs.

Learners will have PLG outcomes set that are linked to their EHCP, which will be supported by access to a broad and balanced curriculum.

All outcomes will be relevant to them and form part of their curriculum. Adaptation in planning means pupils will be exposed to deeper content using Augmentative and Alternative Communication (AAC) and resources to ensure new knowledge is accessible for all.

## Accreditation

All our pupils have the right to gain qualifications. Our Learning is accredited through OCR Life and Living Skills. This accreditation is accessible for all students from entry level 1 to entry level 3 and helps us to record and celebrate individual progress, which builds upon accreditation completed Key Stages 3 and 4. It supports with preparation for adulthood. Some young people may also access functional skills exams in Maths and English, which will be accredited through Pearson.

| Discover                                                                                 | Explore                                                                                                                                                      | Adventure                                                                                                                                                                                |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pupils in the discover pathway will achieve entry level 1 in OCR life and living skills. | Pupils in the explore pathway will achieve entry level 1 in OCR life and living skills. Some may access entry level 1 in English and Maths functional skills | Pupils in the adventure pathway will achieve entry level 2 or 3 in OCR life and living skills. Learners will achieve between entry 1 and entry 3 in functional skills Maths and English. |

## Assessment

Pupils may arrive at The Sixth Form at different times throughout the school. It is therefore important to be accurate about the assessment information we receive. Prior to entry pupils will have been met by at least one member of the SLT. This will have been carried out, if possible, at their current school or education provision. This will ensure that staff have a clarity of understanding about the needs of pupils and that important information is accurately recorded and effectively shared with the staff team.

During their first term, pupils will participate in a range of assessments to develop a holistic baseline. These assessments will, of course, be completed in a co-produced manner to ensure that parents and families, as well as the pupil, have knowledge of what is being recorded about them and what this means. The assessment information gathered will then be used to support improvements to EHCP writing and curriculum planning for the individual needs of the pupil. We will set challenging targets from our accurate knowledge of starting points.



## Assessment

Our cohort of learners are all individuals and as such their strengths and needs vary widely. Whilst assessment is a powerful tool in understanding our learners better it must be flexible to record their individual strengths and needs. We believe that assessment should be the opportunity for the learners and their families to share the narrative of their progress, success, challenges and potential.

Through the pupil centered reviews, we will ensure that all people around each learner understand where they are, how they are doing and where they want to get to. The purpose of assessment is to inform planning and enables us to be aspirational for all pupils. It keeps us on task and on track, without placing a ceiling on expectations. This progress is an integral part of our curriculum and supports us in celebrating the small, but significant, steps of progress. Our assessment is based upon pupils EHCP outcomes and our own baseline assessments, it builds on 'Preparing For Adulthood' expectations. We believe that assessment must capture attainment in a variety of contexts. Skills gained by the learner need to be recognised and to be generalised both in school and at home because learning occurs within a 24hr context.

We will provide through Evidence for Learning (EFL) a daily communication and a termly report on their EHCP outcomes.



## Adaptive pupil support



**Colourful Semantics** - is a targeted approach to support children with their sentence building and to teach them about sentence structure.

**Widgit Online** - is a desktop publishing program for creating symbol- supported resources for printing. This allows us to communicate with a child who is non-verbal, or unable to sign.

**Social stories** - Social Stories were devised as a tool to help individuals with ASD better understand the nuances of interpersonal communication so that they could "interact in an effective and appropriate manner"

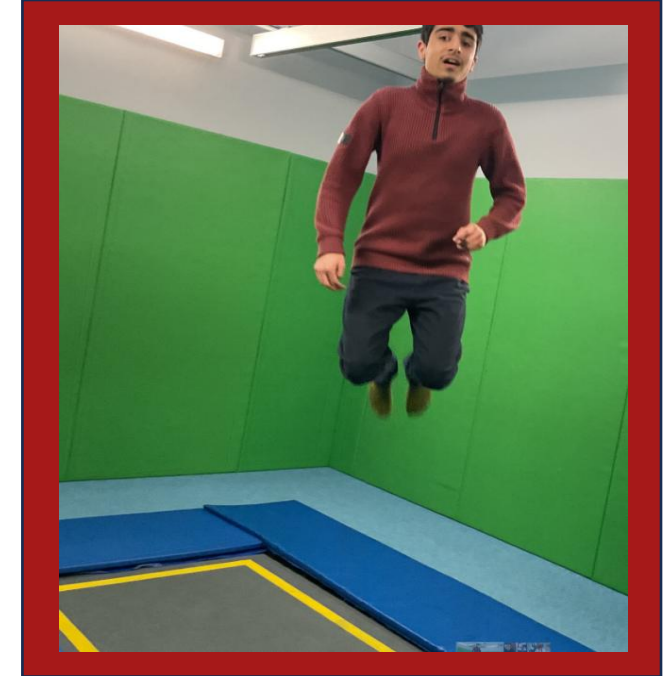
## Therapies

### Speech and Language Therapy

We have a speech and language therapist who works at Martin Bacon Academy with some pupils. Pupils are referred to the service by their class teacher to address their communication and feeding needs. The Speech and Language Therapists work with children to enable them to communicate to the best of their ability. A SaLT works on developing a child's understanding and use of language through a variety of methods to enable them to develop maximum understanding and communicate with those around them. This includes using objects, photographs, symbols and speech. Some children use specialised equipment such as a PECS communication book. This involves training, joint assessment, target setting, joint planning, assessment for & provision of equipment and set up & review of communication/ feeding programmes at school & at home. It may also include direct work within a group or individual setting or in the classroom to develop & generalise specific skills.

### Music Therapy

Our music therapist creates strategies and pre-teaches skills to encourage and support a student's effective and independent engagement both individually and in groups to build students' capacity to participate successfully in the least restrictive environment.



## Therapy spaces

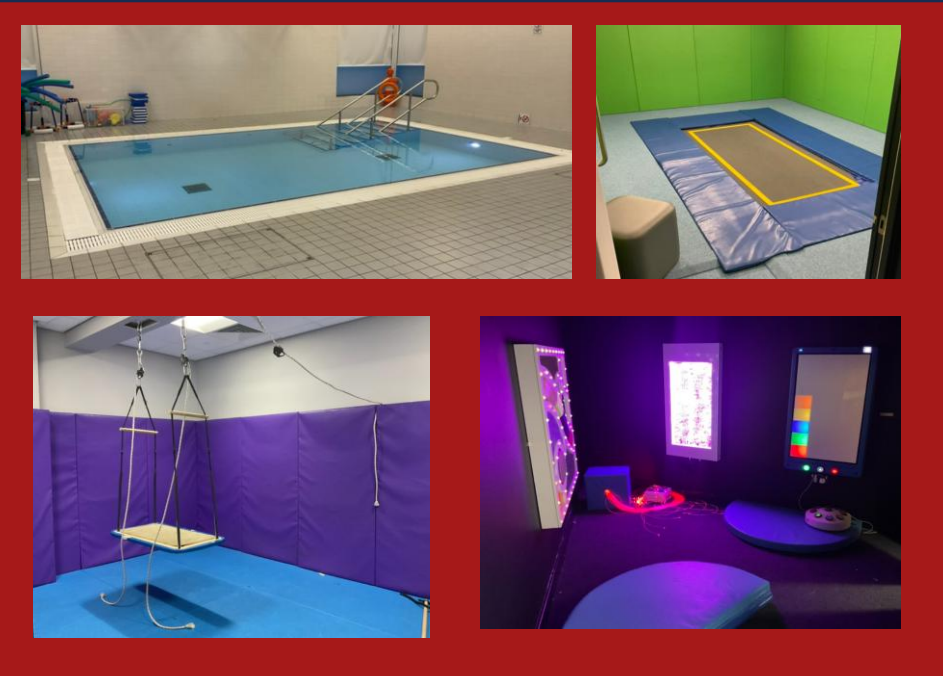
We have a number of Intervention rooms that may be accessed at MBA site based on individual needs:

**Hydrotherapy pool** – Sensory pools make hydrotherapy and movement development more engaging. The use of carefully planned lighting, projections and atmospherics can encourage even the most reluctant user to be more motivated to enter the pool. As well as developing physical skills, a sensory pool can be used for a wide variety of activities, including colour and shape recognition, cause and effect understanding, tracking and switching skills, as well as social interaction and relaxation.

**Move and Motion room** – This room provides access to a variety of swings and balance boards to support the modulation of sensory feedback through a child's proprioceptive and vestibular systems.

**Sensory room** – Multi-sensory rooms can also help develop skills such as switching and cause and effect to colour or hand eye coordination. Using an appropriate, accessible switch in an interactive sensory room provides the autonomy of development of choice, boosting their confidence and therefore their mental health and these benefits can translate over into the rest of their lives

**Explore 1 and 2 room** – An Immersive Environment provides the most beneficial multi- sensory experience for all levels of ability and learning. Immersive environments, allow for a calming and engaging place to develop key skills and encourage interaction for all users.



Attendance is extremely important to us. This is because research demonstrates high levels of attendance and punctuality are crucial in ensuring students achieve their full potential.

We will work in partnership with parents and carers and so seek your full support in ensuring that your child **attends school every day, on time. The target attendance figure for all students is 100%.**

The table indicates the number of hours (lessons) lost for learning and impact of reduced attendance from school. We will refer to this chart in discussion with parents and carers to help to maximise school attendance.

There are a number of important steps that you can take as parents and carers to ensure your child maintains a high level of attendance:

- Ensure we have up to date addresses and telephone numbers. We will contact you by telephone if your child is absent and you have not contacted us.
- If your child is ill, contact the school every day, before 9am, your child is absent and provide an explanatory note on their return.
- If no contact is received regarding an absence, it is recorded as unauthorised. Ultimately school is responsible for deciding if the absence is authorised or not. (For your information, a Penalty Notice may be issued in relation to a child whose attendance at school is less than 90% including unauthorised absences over a given period and a range of interventions have been implemented by the College to raise the attendance.)
- Only genuine absence will be authorised. You will be asked to provide medical certificates and/or proof of medication if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Respond to school letters or telephone calls regarding attendance and punctuality



The table is titled 'Attendance Matters' and is set against a background image of a school building. It shows the relationship between attendance percentage, days missed, and lessons missed. The rows are color-coded: 100% (blue), 99% (green), 98% (green), 97% (green), 96% (yellow), 94% (yellow), 93% (yellow), 92% (pink), and 90% (orange).

|      |           |                   |
|------|-----------|-------------------|
| 100% | 0 Days    | 0 Lessons Missed  |
| 99%  | 1 Day     | 5 Lessons Missed  |
| 98%  | 3 Days    | 15 Lessons Missed |
| 97%  | 1 Week    | 25 Lessons Missed |
| 96%  | 1.5 Weeks | 35 Lessons Missed |
| 94%  | 2 Weeks   | 50 Lessons Missed |
| 93%  | 2.5 Weeks | 65 Lessons Missed |
| 92%  | 3 Weeks   | 75 Lessons Missed |
| 90%  | 3.5 Weeks | 90 Lessons Missed |

## Home school agreement

When your child joins our Sixth Form, we invite you to sign this agreement with us to affirm your enthusiastic interest and support for the education offered.

**The 6th form will:**

- Offer all pupils a broad, balanced, relevant and appropriately differentiated curriculum.
- Provide a safe, caring and stimulating environments for all children;
- Let you know on the same day if there are problems with your son/daughter's health, behaviour or work;
- Provide opportunities to meet staff and discuss your son/daughter's progress within a multi-disciplinary environment.
- Provide opportunities for home tasks as agreed with parents/ carers and incorporating advice from colleagues from other professional services
- Keep you informed about school events through regular letters, newsletters and other correspondence.
- Inform you of activities you have a right to request your child is withdrawn from (e.g., Acts of worship) and will provide positive activities in their place.
- Treat all parents/carers with respect, we are all here to support the wider MBA community as best we can.

## THE PARENTS / CARERS I / WE WILL

- See that my child attends school regularly.
- Attend annual reviews as a priority at least once per academic year.
- Keep my child at home if he/she is unwell and notify the school accordingly
- Accept the school's policies on behaviour, internet, visits and video usage.
- Work in partnership with the school in all areas of my child's education and share any relevant information which might affect them and keep the school informed of any changes;
- Ensure my child wears school code of dress / uniform and P.E kit which is named and brings the equipment needed to participate in all activities;
- Help my child with his/her home tasks as agreed with the school.
- Understand and agree that there will be shared arrangements with Health and social services colleagues under the Cambridgeshire Confidentiality agreement to ensure a joint approach to pupil needs
- Treat all staff with respect, we are all here to support the wider MBA community as best we can.
- This includes multi-disciplinary meetings at which my child's progress will be reviewed as part of a rolling programme.
- Photographs and video clips of my child in school may be taken for internal assessment purposes only and, once assessed, a number of these will be sent home.

**Drop off time:** 8.50am

**Drop off arrangements:**

Pupils will be greeted by a member of the Sixth Form team at the carpark entrance of MBA and will access the 6th form provision through the main MBA school.

**Pick up time:** 3.10pm

**Pick Up arrangements:**

Pupils will exit the 6th form and pass through MBA into the hall at MBA with members of the 6th staff and when called walk to their transport through the side entrance.

## Drop off and pick up arrangements



## Dress code



In our Sixth Form, there is no expectation that pupils will wear school uniform.

However, we ask that pupils dress in a smart/casual manner. Shirts, Polo Shirts, Smart trousers or skirts are allowed but we ask that pupils do not wear jeans to school.

For pupils with sensory needs around clothing please speak to a member of SLT at the 6th Form.

**Medication:** Unless students are acutely ill, they are encouraged to attend school. Sometimes it may be necessary for children to take medication during school hours. Staff are able to administer prescribed medicines, providing the correct paperwork has been completed and consent has been given. Once the paperwork has been agreed the medication must be sent in to school in the original container and must be clearly labelled, by the dispensary, with:

- Student's name
- Name of medication
- Strength of medication
- Dose and frequency
- Any other instructions
- Expiry date

**Asthma:** If your child suffers from Asthma and uses a prescribed inhaler you will be required to complete an Asthma plan form and medication consent form. We now have a salbutamol inhaler in school for emergency use only, and consent must be given for us to be able to administer in the event of your child's own inhaler not working. It is your responsibility to ensure your child has the correct, and in date, inhaler in college and one for travelling into School if they travel by taxi. Forms and inhalers will be sent home at the end of each half term and must be returned on the first day returning back to School.

## Health and Welfare

**Accident and illness at Sixth Form:** In the event of an accident or illness MBA will contact the parents/carers. The appropriate measures may include first aid at the Sixth Form by a qualified member of staff. Please ensure you notify the MBA office of any changes to telephone numbers or contact details as soon as there is a change. If your child has been ill with sickness or diarrhoea, please do not send him/her to school for at least 48 hours after the symptoms have ceased.

**Dental/medical appointments:** We understand that from time to time your child may need to attend medical or dental appointments. We ask wherever possible these appointments are made for out of School hours but are aware that this is not always something that can be arranged. If your child has a medical appointment, please notify the School office prior to the appointment by emailing them. If your child has an appointment during the School day, we would appreciate that they are only absent for the duration of the appointment.

**Holiday Absence:** The law does not grant parents/carers an automatic right to take their children out of School during term time, and holidays taken during this period will NOT be authorised by the school and could be subject to a £60 Penalty Notice for each child. If you choose to take a child on holiday during term time, it will be recorded as an 'unauthorised absence' in the register. However, where there are exceptional circumstances, such as family bereavement, funeral, wedding etc, and Term-time request for absence form should be completed and sent to the Office. These can be found on our website. The Headteacher will consider these applications on an individual basis.

**Head Lice:** If your child has head lice at any time, please let the Office know so we can distribute a letter to the class ensuring that everyone is aware of the need to check their child's hair regularly. Early detection prevents spreading.

### **Charging and Remissions Policy**

Colleges are not allowed to charge directly for activities during the school day, apart from residential visits. However, it is in order to invite voluntary contributions to fund activities additional to the normal college curriculum, for example trips outside college, theatre groups in college etc. We hope that parents/carers will be willing to provide the costs involved. We do make every effort to keep costs low. Whilst sufficient voluntary contributions are necessary to allow such activities to go ahead, students will not be precluded from taking part if a voluntary contribution has not been paid. If parents/ carers have temporary or long-term financial difficulties regarding payment for visits, please contact the Principal in confidence.

### **Complaints Procedure**

Occasionally, there are breakdowns in communication, misunderstandings, or concerns about actions that have been taken, or not taken. Our complaints policy and procedure can be found on the school website [www.martinbacon.academy](http://www.martinbacon.academy). We advise all parents to contact the college office, in the first instance, if there is something they need to discuss with either a class teacher or senior leadership. Please either call the office on 01223 340800 or email [SixthForm@martinbacon.academy](mailto:SixthForm@martinbacon.academy) and your concern will be dealt with in a timely manner. The college office is open from 8am until 4pm daily and 8am until 3.30pm Friday.

## **Safeguarding and Child Protection Procedures**

Under the Education Act 2002 (section 175/157) schools must make arrangements to safeguard and promote the welfare of children. We will endeavour to provide a safe and welcoming environment where children are respected and valued.

As a college all staff are trained to adhere to safeguarding protocols and therefore be alert to signs of abuse and neglect and will follow the Safeguarding Children Partnership Board procedures. Through their day-to-day contact with students and direct work with families all staff at The 6th Form have a responsibility to:

- Identify concerns early to prevent them from escalating
- Provide a safe environment in which children can learn
- Identify children who may benefit from early help
- Know what to do if a child tells them he/she is being abused or neglected
- Follow the referral process if they have a concern

For further information regarding our safeguarding policy please visit our website [www.martinbacon.academy](http://www.martinbacon.academy)

**Parents evenings:**

Throughout the year we host 2 parents evening along with your child's annual EHCP review.

**Emails**

We aim to answer your emails within 48 hours of receiving them, the school office is open 8-4pm Mon – Thursday and 8-.3.30pm Fridays.

Teaching staff at MBA will respond to emails between the hours of 9am-5pm Monday to Friday. So, we can ensure a continued and respectful working relationship, we ask that you do not send emails of an evening or over a weekend to the teaching staff emails, instead please send these to the [SixthForm@martinbacon.academy](mailto:SixthForm@martinbacon.academy) and these will then be forwarded the next working day.

**Newsletters**

You will receive weekly newsletters every Friday via email and these can also be found on our website. The weekly newsletter is full of the latest from our classes, plus information regarding school events and trips. With a section from the Family Support Worker there are helpful signposting to events and activities in the area, together with helpful links to a wealth of information for families.

## Contact information

For enquiries, please contact the school office via email: [SixthForm@martinbacon.academy](mailto:SixthForm@martinbacon.academy)

Or

*MBA main office on 01223 340800.*

*Sixth Form office number to be confirmed.*