




Market Field College

Our Expectations




Resilient Punctual

Ready

Equipped

Prepared Attitude

Our Expectations




Honesty Empathy

Respectful

Learning

Kind Patient

Our Expectations



Awareness
Environment

Safe

Following Instructions

Listening Attitude

STUDENT HANDBOOK

2023-24



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Market Field
College

WELCOME

Welcome to Market Field College!

This marks the beginning of your journey from childhood to adulthood. At Market Field College we pledge to offer you a fun, stimulating and supportive learning experience and ask that you commit to trying your best. Together, we will help you to realise your potential, identify and work towards your life goals. We look forward to celebrating with you every success, each step of the way.

Mr D Thomas and Miss N Duke



Mr D Thomas
Head of College




Miss N Duke
Deputy Head



CONTACT DETAILS

Address:

Market Field College, Jaywick Lane, Clacton-on-Sea, Essex, CO16 8BE

Telephone number (home) 

01255 736020

Email address 

collegeadmin@marketfield.essex.sch.uk





TERM DATES

Autumn Term



Wednesday 06 September 2023 – Wednesday 20 December 2023

Half Term 23 October – 27 October

Non-pupil days – Mon 04, Tues 05 September 2023 & Friday 20 October 2023

Note: Wednesday 6th September is for Year 12 (new starters) students only

Spring Term



Thursday 04 January 2024 – Thursday 27 March 2024

Half Term 19 February - 23 February

Non-pupil day – Friday 28 March 2024

Summer Term



Monday 15 April 2024 – Tuesday 23 July 2024

Half Term 27 May – 31 May, and May Bank Holiday - 06 May & 27 May 2024

Non-pupil days – Monday 03 June 2024



ATTENDANCE

Two key factors which contribute to success at college are attendance and effort. Students who attend lessons and work hard do well. We expect all students to achieve at least 90% attendance during their college year.

Reporting absence:

We understand that sometimes you may not be able to attend due to illness. In such circumstances the college must be notified of your absence. You (or an adult) can report absences by telephone (see contact details on Page 4); alternatively, you can use Parent App. You should contact the college before 9.30am.

Welfare Checks

Your parents/carers will be contacted by telephone if you fail to attend college without prior notification. In the event of persistent, unexplained absences we will visit your home to check on your wellbeing. This is for safeguarding reasons.

Attendance Monitoring

Your attendance and punctuality will be closely monitored by all staff supporting you. If there are issues affecting your attendance, the college will work with you to agree actions for improvement. It is important to note that your place at college may be placed 'at risk' if your attendance becomes very low (without reasonable explanation) or if you do not engage in the action planning process.

ATTEND – ACHIEVE – SUCCEED



Market Field
College

PARENT APP

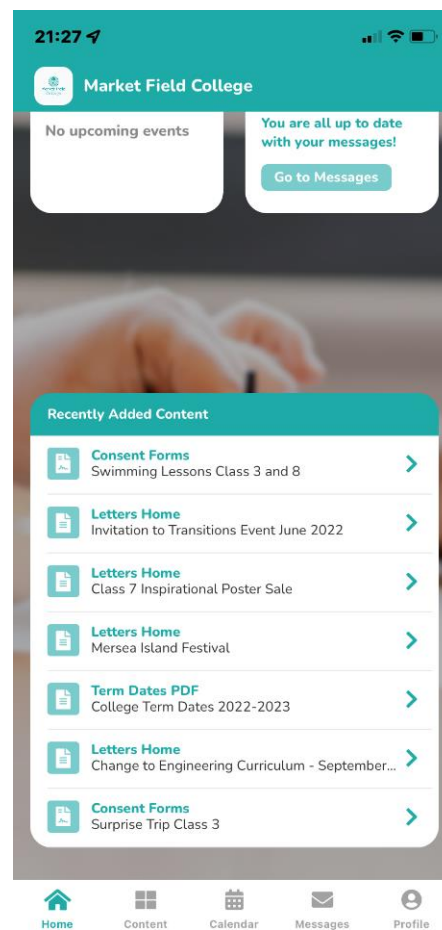
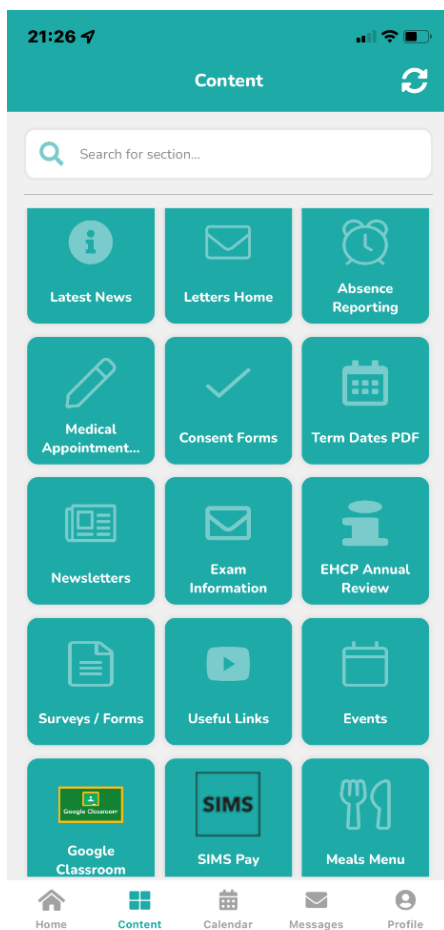


Towards the end of July/beginning of September your parent/carers will receive an invitation to join our communication platform, Parent App.

All parents/carers are encouraged to download Parent App as this is our main platform used to facilitate communicate between college and home.

Once you receive your invitation to join, we ask that you download this as soon as possible.

The images below provide a flavour of the many uses of Parent App and highlights the types of information that you will be able to find on here. It really is an important App for parents/carers to use.





THE COLLEGE DAY

- The college day starts at 09:45am and finishes at 03.00pm.
 - If able to do so, we encourage learners to travel to and from college independently.
 - We will send you a **Disabled Persons Bus Pass form** as you might be eligible for a free bus pass.
 - You will receive a copy of your own personal timetable by the end of July 2023.
-

Registration	09.45-10.00 (15 minutes)
Period 1	10.00-11.15 (1 hour 15 minutes)
Break	11.15-11.35 (20 minutes)
Period 2	11.35- 12.55 (1 hour 20 minutes)
Lunch	12.55-1.25 (30 minutes)
Registration	1.25- 1.30 (5 minutes)
Period 3	1.30-2.15 (45 minutes)
Period 4	2.15 – 3.00 (45 minutes)



BREAK AND LUNCH

The food and drink you consume powers your body and brain; they are the body's fuel. They give you energy, or the power to do work. In order to learn your best at college it's important that you consume sufficient food and drink, and also enjoy short breaks in your learning time.

Food options

- You can bring a packed lunch to college or make use of our canteen
- An external caterer provides a daily choice of meal for all students on site
- Menus operate on a three weekly rotation basis over the period of a term and cost £2.68 per meal
- We are a cashless site (this means students cannot pay with cash). You can pay for food and drink using a bank card or via Sims Pay360
- Menu options will be made available on Parent App
- If you are eligible for free school meals, please inform a member of the college office team

Facilities: During break and lunch times students choose where to spend their time.

Canteen (Dinner Hall)	This is a shared space with the Sigma Sixth Form and well suited for those who like to spend their break/lunch time in a busier environment
Student Base	This is a diner style room well suited for those who like to sit and spend their break/lunch in a quieter environment
Common Room	This is a welcoming, informal space for Market Field College students who like to play games/socialise with others during lunch times
The Atrium	This is an open but fairly quiet space where students can relax at break/lunch time
The Pods	We have two sound proof pods which are very popular with those students who prefer a quieter break/lunch experience
The Thrive Room	This is a small sensory room for those who seek a calming environment
Outside	There is a large outdoor space, with sports and exercise apparatus available for students to access during break/lunch times.
Off site	Students must have parent/carers written consent to go off site at break/lunch times
Sports Hall	We have a large sports hall that can be accessed at lunch times for playing football.

POSITIVE BEHAVIOUR

Market Field College is made up of a diverse community of staff and students; where individuals work together, socialise, learn and develop in a safe, mutually supportive and non-threatening environment. We therefore ask that while attending college, everyone acts as responsible, active citizens and demonstrates a positive attitude towards learning, and one another.



What we expect from you:



We expect you attend regularly and to be on time to your lessons (and any other meetings that are arranged with you).



We expect you to keep your mobile phone in your locker during lesson times, and use any digital technology appropriately during break and lunch time.



We expect you to take full responsibility for your personal belongings at all times. All students are allocated a locker for storage of personal items.



We expect you to try your best. If we think you are not trying your best, we will talk to you about this and agree actions for improvement.



We expect you to treat every member of our college community with respect. Bad language and being unkind to others is not acceptable.



VOCATIONAL OPTIONS

Vocational learning will form a key aspect of your study programme.

Pathway 1 and Pathway 2:

If you are a Pathway 1 or 2 student, you will undertake vocational tasters across three (sometimes four) of the subjects on offer. This provides you with a broad range of learning experiences to develop skills for learning, life and work.

Pathway 3:

If you are a Pathway 3 student, you will choose one vocational option. We encourage you to select an option which best relates to a chosen area of work that is of interest to you.

The options available are: *Catering and Hospitality; Construction and Carpentry; Health and Social Care (Children and Adults) and iMedia*. You will be given an induction by your Vocational teacher when you start your course.

Please see our website for details of curriculum content against each pathway.





DRESS / APPEARANCE

There is no uniform at college. We do expect that you will dress in a respectful manner that is appropriate to the environment. However, there will be a dress code for certain vocational subjects which must be adhered to for safety reasons.

Catering and Hospitality

Students are required to wear Personal Protective Equipment (PPE) and follow standard hygiene procedures.

Dress code for Catering lessons:

- No jewellery (small stud earrings allowed)
 - No excessive make up
 - Freshly laundered whites for every lesson (Pathway 3)
 - Freshly laundered apron for every lesson (Pathway 1 and 2)
 - Long hair to be tied back and up
 - Long trousers to be worn at all times
 - No nail varnish or false nails
 - No open toed shoes, sandals or flip flops
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Construction

Dress code for Construction lessons:

No open toed shoes, sandals or flip flops

No shorts

Horticulture

Dress code for Horticulture lessons:

Outdoor shoes/boots

Overalls



WORK EXPERIENCE

Work Experience Placements

As part of your work experience journey, the college undertakes a process called ‘Vocational Profiling’– this helps us to explore what type of work you would like to do and provides an opportunity to understand what you are interested in. We use this information to help source a suitable work experience placement.

Where at all possible, we source placements linked to your vocational area of study; this is why it is so important to select a vocational option that best fits with your future goals for work.

By attending work experience placements, you not only have further exposure to industry (and a variety of jobs within this) but also have the opportunity to ‘test’ if this is the right area for you.

Work experience is a mandatory component of all study programmes. However, the type of work placement (individual or group) and level of support provided on your placement will depend upon the individual and Pathway you are enrolled onto. The number of days and regularity of work placements will also differ too (see below which serves as an approximate guide).

Please note, if you choose to not engage in a work experience placement, the college is unable to accommodate alternative provision; you would need to remain at home or make alternative arrangements.

You will be notified of all/any placement details some way in advance of the start date.

Frequency of placements

Pathway 1	Days at College	Work Experience/ Community Learning
Year 12	4	One of the 4 days at college includes supported work experience/community learning.
Year 13	4	
Year 14	4	



Pathway 2	Days at College	Work Experience/ Community Learning
Year 12	4	1 of the 4 days at college includes supported work experience/community learning.
Year 13	4	
Year 14	4	

Pathway 3	Days at College	Work Experience
Year 12	4 days	1 day
Year 13	3 days	1 day
Year 14	2 days	2 days

Health and Social Care Placements

If you follow the Health and Social Care Vocational Pathway your work experience placement will be linked to this Industry. It is a mandatory requirement for students undertaking Health and Social Care placements to have a DBS (Disclosure and Barring Service) check in order to meet regulations. A DBS check is the process taken in this Industry to check the criminal record of anyone working within the setting. DBS checks are carried out online and cannot be completed on behalf of students by the college.

Attendance on Placements

We understand that sometimes you may not be able to attend work experience due to illness. In such circumstances the college and your employer must be notified of your absence. You (or an adult) can report absences by telephone (see contact details on Page 4); alternatively, you can use Parent App (college only). You should contact the college before 9.30am. You will be given your employer contact details at the start of your placement during your Induction. Failure to report your absence will result in your attendance being recorded as unauthorised.



ENRICHMENT

Educational Trips and Visits

Throughout the year there will be educational trips and visits to support the curriculum. We will seek parental/carer consent at the beginning of the year to allow students to participate in local learning activities, however, consent for other trips (e.g. if it falls outside of college hours or incurs a cost) will be sought on each occasion.

Enrichment Options

You will have the opportunity to develop other skills and attributes through a programme of enrichment. These are activities provided to extend your learning beyond your main programme of study. As part of this programme, you will choose an enrichment option and attend this lesson for one afternoon per week. Options include subjects such as:



The Duke of Edinburgh Award (DofE)



Art



Sport and Active Leisure



Drama



FINANCE

Financial Support - Bursary Fund & Free School Meals

The College has a small bursary fund to help students who are likely to experience significant difficulties or financial hardship that could prevent them from continuing their studies.

Application forms are available from the College Office at the start of the academic year or on Parent App. Should your circumstances change, in year applications are also considered.

Please note that it is now a requirement of the bursary fund for colleges to collect documentary evidence of any expenditure linked to a bursary award. Therefore, please do ensure you keep receipts/invoices of any expenses as you will need to provide these to the college.

Voluntary Contributions




We ask for a weekly voluntary contribution of £5.00 from students studying Catering or Construction to help towards the costs of ingredients and materials. This can be paid via our cashless payment system Sims Pay360.



STAYING SAFE

Safeguarding children and adults at risk

We all have a role to play in safeguarding the welfare of children, young people and adults at risk. It is very important to keep ourselves and each other safe. If you are ever worried about someone who you think could be experiencing difficulty you can speak to any member of staff. Some members of the team have a special role to play in terms of 'safeguarding'.

Mrs S Smith		Safeguarding Lead
Mr D Thomas Head of College		Safeguarding Deputy
Miss N Duke Deputy Head		Deputy Safeguarding Deputy

Leaving the Premises

The College environment is very secure. If a student wishes to leave site at lunch time, parental consent is required.



WELL-BEING SUPPORT

We know that sometimes you might need or want some extra support from the college. All staff at Market Field College are here to support you with anything that might be affecting your wellbeing.



If you wanted to speak with a staff member, you would be offered a safe place to talk.

Mrs J Barry		Life Skills Mentor
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Here is what some of our current students have to say about well-being support

"I feel safe and happy at college, and I feel the college understand me."

"There are clear rules so any problems get dealt with quickly, so nothing turns into a big issue."

"I feel comfortable being at college, staff talk to you in a respectful tone and in a way you can understand."

"The college helps me to be the best I can be."

"I wasn't very confident when I first came to college but I am now because of the support I have had."

"The college has supported me to make better choices."



HEALTH AND SAFETY

We are committed to keeping you safe while you are at college. You will have a health and safety introduction at the start of your time at college so that you are familiar with important health and safety information. This includes information such as: what to do if the fire alarm sounds or an accident happens.

It is important that you consider the health and safety of yourself and others who might be affected by your acts or behaviour during your time here.

If you have any concerns regarding health and safety you can speak to any member of staff.

Medical / First Aid point

Students who feel unwell should report to the College Office and, if thought appropriate, parents will be contacted by college staff. Students that are unwell and waiting to be collected by a parent/guardian must wait in the College Office until they are collected. On leaving, students must ensure they have signed out.

Smoking, Alcohol and Drugs

Smoking is not allowed by staff or students anywhere on site. Consumption of alcohol and drug use is strictly forbidden.

Food and Drink

We ask that students only use designated areas for eating and drinking during break and lunch times. These include the main canteen area, Student Base and tables within the mini-atrium. Bottles of water, squash or juice can be taken into classes. We do not allow cans, drinks pouches or other containers without lids in classes due to the risk of spillage. In all areas, drinks should not be used around electrical equipment.



DIGITAL TECHNOLOGY

All students will be issued with a personal email address and password to access the college ICT and printing systems. They will also be issued with an Office 365 account which includes access of One Drive (Cloud storage) and many of the MS Office Applications e.g. Word and Excel. These platforms may be used by students to complete class work or independent study tasks set by their teachers. The college also uses Google Classroom.

Students should be aware that the Computer Misuse Act (1990) states that adding / editing / deleting data or entering a computer system without permission is an offence and students should take steps to ensure that their data is kept safe - such as logging off and changing their password regularly. Students should also make sure they are using hardware and software provided as intended to aid in their studies, and not for any other reason

Online Safety

Our computers are a great resource that we want you to use to help your learning journey, but when doing so you must demonstrate responsibility and online safety.

Think before you post Protect your online reputation. Once the content is posted it can be shared publicly by anyone and can last forever.

Privacy Keep personal information private at all times. Keep photos and videos of yourself secure and only allow access to trusted friends.

Peer pressure Don't give in to the pressure. Once you've hit send you cannot take it back.

Fake news Don't believe everything you see online. Not all news sites are legitimate. Treat news on social media in the form of a Facebook or Tweet with extra caution.



Market Field
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Respect

Use reliable sources and know how to legally access music, TV and films.
