

Welcome to the Manning's School Sixth Form

Your pathway to becoming dynamic young men and women of the 21st Century!

Here at Manning's, our sixth form programme has been carefully tailored to meet the needs of our students. We pride ourselves on having one of the best programmes in Jamaica- one that provides a system of regular assessments; grading and feedback as well as close monitoring of students. This has resulted in our school being consistently placed in the top 5 of the yearly published National CAPE Ranking.

One of our top priorities is holistic development of our students. We provide a wide range of opportunities that will encourage the growth and development of our young people; they are encouraged to develop talents/ skills in a wide range of co-curricular and extra-curricular activities. Students are consistently encouraged to challenge self and find a balance between work and play. There are also opportunities for internal bursaries and scholarships.

We are continually revamping our programmes and striving towards increasing our resources so that we can truly ensure that our graduates become "educated Jamaicans" of the 21st Century.

GOALS OF THE MANNING'S SIXTH FORM

To empower our students to achieve their fullest potential

To gain academic qualifications in the CAPE Exams as a Pre-Requisite for University studies

To gain intellectual maturity as students are exposed to a variety of teaching methods and good work ethics

To mature personally; incorporating all aspects of their social; psychological and spiritual well-being.

To instill core values such as respect, honesty, tolerance, trust, discipline, responsibility, cooperation and punctuality.

To prepare students to become leaders in any sphere of the world.

To seek out and support the entrepreneurial talents and creativity of our students.

OUR MOTTO

The School's motto, "*Vita Sine Litteris Mors Est*", (which means life without learning is death), is embedded in the hearts of our school family. It signifies that our unity and belief drive the engine of knowledge that will empower us to embrace the opportunities which will present themselves, and with determination, leap over the challenging hurdles of life.



A BRIEF HISTORY of



MANNINGS SCHOOL

Manning's School, Jamaica's second oldest secondary school was founded 1738. Provisions were made for the establishment of the school in the will of Thomas Manning, a planter of Burnt Savannah in the parish of Westmoreland.

The will was signed by the then Governor's Secretary in Spanish Town and sent back to Westmoreland where it was signed by the then Custos, John Guthrie. On July 19, 1738, by an act of the Assembly which established the Manning's Trust, Manning's Free School (named after Thomas Manning) was founded. It catered to white boys only from Westmoreland, who belonged to the plantocracy. Its doors were closed to coloured boys and girls. About the time of Emancipation, provisions were made for six coloured boys to be admitted and in 1835, the then Principal, Rev. Daniel Fidler was successful in getting distinctions based on colour removed.

By the beginning of the 20th Century, Manning's was providing education for boys and girls at the secondary level. The Old Building, an outstanding structure on the Manning's landscape served as the entire school in the

early years. It has a history of its' own as it has served as the Staff Room, 6th Form room, and First Form block. Presently, it houses the Library and the Vice-Principal's office. In the late 1970's, the school got its Auditorium; a Metal-work, Woodwork and Technical Room. There was also the development of technical and commercial subjects so that more students could be prepared for vocations in Industry and Commerce.

Currently, students from several western parishes attend Manning's School. The population has grown from a mere eighty-four (84) in 1939 to over nineteen hundred in 2012. It has also seen twenty-nine (29) headmasters from 1780 to its present principal, Mr. Steven Gordon. Increased community support has helped to make the school a valuable community resource. Over the last 280 years, there is much to be proud of! It has indeed come of age and with its' successes acting as inspiration, and its' failures as tools of caution, Manning's can continue to shine "over all the west" in greater degrees of splendor.

“Testimonials”

“Sixth form was a new world of experiences: a new world with old and new faces; the coalescence of phenomenal teachers, a plethora of student leadership involvements; I had some of the best teachers, whose interest in and dedications towards my education fueled my decade old pursuit after Teacher Education.”

Larey Graham - Past Head Boy (Class of 2015)

The Manning's School Sixth Form programme has given me a tremendous amount of freedom to pursue knowledge and experiences. It has also challenged me to explore my academic and co-curricular interests in great depths. The vast opportunities available to students in the form of the Academic Achievement Programme all made invaluable contributions to my personal development. I truly owe my success to this programme and see my experience here as a firm foundation for a bright future.

Jhenelle Small - Past Head Girl Class of 2018

“The most highly anticipated two years that I would spend at the Manning's School was indeed in Sixth Form. It was not merely a change in uniform, but also in work ethic and study patterns to prove successful in the Caribbean Advanced Proficiency Examinations. The Manning's Sixth Form Programme seeks to encourage academic excellence and leadership skills from its students. The pace has been set ...”

Taylor Mckenzie - Top Cape Student Head Girl (Class of 2016)

"The Manning's School Sixth form Programme was not an obligation for me it was one of the best choices I could have ever made in my entire life. This Programme has produced some of Jamaica's finest minds producing recently, two years in a row, the Top Matriculant to the University of the West Indies. The teachers are some of the best in the region. The Programme aims not only at building you academically but holistically. On exiting this Programme, you are armed with the tools to make your mark on this world. If you want to maximize your potential, choose Manning's Sixth Form The best in the west."

Nile Anderson - Top Cape Student - Deputy Head Boy (Class of 2016)

"To sum it up, my sixth form experience was like jumping off a cliff for the first time - the workload seemed insurmountable but I had to do it. With extra-curricular activities to keep me balanced; friends and good laughs to keep me sane and incredible teachers , my sixth form experience at Manning's were formative years I wish everyone could have."

Shaquielle Dias - UWI Medical Student Surgery (Pursuing) Class of 2014

"Being accepted into the Sixth Form Programme at Manning's was a major milestone for me. Some of the things that stood out were: the level of commitment and dedication our teachers displayed towards students, the number of bursaries/scholarship opportunities made available to students, the Academic Achievement Programme, the Business Plan and Mathematics Competitions all made invaluable contributions. Overall, my sixth-form years required a lot of hard work, dedication and efficient time management skills ,but in the end it was the best part of my high school experience!"

Georgeno Whyte - Medical Student (UWI Class of 2015)

"Manning's Sixth Form provided me with a sound academic foundation coupled with a socially responsible environment of learning. Manning's has a tradition on which the island's best secondary schools are modelled and built and I feel immensely proud and privileged to have had the opportunity to be schooled at our dear old Manning's School. "

Debbie-Ann Gordon Crawford - Attorney at Law (Class of 1987)



Life in Sixth Form



BASIC QUALIFICATIONS FOR ENTRY TO MANNING'S SIXTH FORM

Pass in seven (7) or more subjects, Grades 1 & 2; Grades A & B in CSEC Exams and Add. Maths in GCE Exams

Pass in at least five (5) subjects at one sitting

Students should also: Possess stipulated passes in English and Mathematics

Have proof of good disciplinary record and positive overall attitude

SUBJECTS TO BE STUDIED

- a) Communication Studies/ Caribbean Studies are Compulsory (one in each year)
- b) Integrated Mathematics is a single unit subject and is compulsory if you wish to be awarded an Associate Degree from CXC. Please consult CXC's Associate Degree handbook for more Information.
- c) A selection of 3 subjects from the list below in their specific categories

SCIENCE	BUSINESS	ARTS	MIXED
BIOLOGY	INFORMATION TECHNOLOGY	LAW	ENVIRONMENTAL SCIENCE
CHEMISTRY	ECONOMICS	HISTORY	ART & DESIGN/ DIGITAL MEDIA 1&2
PHYSICS	PRINCIPLES OF ACCOUNTS	SOCIOLOGY	FOOD & NUTRITION
PURE MATHEMATICS	MANAGEMENT OF BUSINESS	LITERATURES IN ENGLISH	PHYSICAL EDUCATION
GEOGRAPHY	ENTREPRENEURSHIP/ TOURISM	SPANISH	ELECTRICAL & ELECTRONIC TECHNOLOGY 1 & 2/ AGRICULTURAL SCIENCE

N.B.:

- I) To choose a subject, you should have a Grade 1 in that subject
- II) To study Sociology, you need a pass in any two (2) of the following: Social Studies, History and Literature
- III) To study Economics, you need a pass in Mathematics and CSEC Economics
- IV) To study M.O.B. you need to have a pass in Accounts and Principles of Business
- V) To study Law, you need a pass in History and Literature
- VI) To study Environmental Science, you need a pass in any two of the following: Agriculture/ Geography/ Biology
- VII) To study Digital Media, you must own a laptop for use during those class sessions
- VIII) To study Pure Mathematics, you must have a pass in Mathematics. Additional Mathematics would be an asset.

GENERAL INFORMATION

- All persons applying for Sixth Form are to complete the perforated Application Form (at the back of this booklet) and return same to the General Office as soon as results have been published, along with a current passport size photograph.
- The Medical Form and Contract are to be completed and returned at the time of registration if your application is successful and you are awarded a place in Sixth Form.

- **Do not proceed to complete the Medical Form and Contract unless you receive your LETTER OF AWARD and your name appears on the Final List.**

Persons whose name appear on the Provisional Sixth Form List will not be required to attend an interview. Students whose names are shortlisted will attend an interview. However, further information will be provided through the General Office as it pertains to the interview.

Once a final list has been posted, you can collect your Letter of Award and Bank Voucher from the General Office. Once the contribution has been paid, you will submit the school's copy of the voucher to the Bursar's Office. The Lower Sixth Form package that consists of the student handbook, school tie, school crest and identification card should be paid for at the Bursar's Office.

PLEASE NOTE:

- Information pertaining to Registration and orientation will be made available through the General Office.
- **CONTRIBUTION SHOULD BE PAID** to complete the Registration process. Due to the limited space available, the completion of registration for Lower Sixth Form will be done on a first come first serve basis.
- You will not be invited to orientation if all the registration procedures are not completed.
- Students from other schools must present all examination results with completed Application Form and a recommendation from your school's Principal. Space for this group is limited and discretionary.
- Please present your Payment Voucher at the time of Registration along with your completed Agreement Form and your completed Medical Forms. You will be issued with a CLASS CARD at the time of Registration.
- NB.: The School reserves the right to determine its' Sixth Form population as it sees fit.



Name: _____
(Please Print) First Second Surname

Examinations done and Grades achieved (List all subjects entered in Exams and grades achieved)

YEAR	CXC SUBJECTS	GRADE	YEAR	CXC SUBJECTS	GRADE
				GCE SUBJECTS	
	TOTAL GRADES 1/2/3			TOTAL GRADES A/B/C	

EXTRA CURRICULAR ACTIVITIES - FORMS 4 & 5

TEACHER'S SIGNATURE

1		
2		
3		
4		

SUBJECTS SELECTED FOR SIXTH FORM (C.A.P.E)

1.	COMMUNICATION STUDIES (COMPULSORY)
2.	
3.	
4.	

STUDENT'S SIGNATURE: _____ DATE: _____

ONLY FOR OFFICE USE
HEADMASTER'S COMMENTS, ETC.

SCHOOL HEALTH PROGRAMME STUDENT'S MEDICAL REPORT

Part A: TO BE COMPLETED AND SIGNED BY PARENT/ GUARDIAN

Name of School: _____

Academic Year: _____

PERSONAL DATA

Student's Name: _____

Date of Birth: _____ Age: _____ Years SEX: ☐ M ☐ F

Address: _____

Telephone Number: _____

Name of Parent/ Guardian: _____

Address (Home) _____

Address (Work) _____

Telephone Number (W) _____ (H) _____ (Cell) _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Address: _____

Telephone No. (s) _____

Family Doctor or Health Clinic: _____

Address: _____

Telephone Number: _____

MEDICAL HISTORY

Please respond by putting a tick (✓) under the appropriate column and record dates of last treatment and remarks for positive responses.

Has your child ever been diagnosed or treated for any of the following conditions?

PAST HISTORY	YES	NO	DATE(S)	REMARKS
• Asthma/ Bronchitis	()	()	_____	_____
• Rheumatic Fever/ Rh. Heart Disease	()	()	_____	_____
• Congenital/ other Heart Disease	()	()	_____	_____
• Sickle Cell Trait/ Disease	()	()	_____	_____
• Seizure (Epilepsy/ Fits)	()	()	_____	_____
• Fainting Spells/ Giddiness	()	()	_____	_____
• Anaemia (Weak blood)	()	()	_____	_____
• Excess Tiredness	()	()	_____	_____
• Disorders of the Ear, Nose, Throat	()	()	_____	_____
• Diabetes Mellitus (Sugar)	()	()	_____	_____
• Chronic Disease (Eg. Cancer/ Thyroid)	()	()	_____	_____
• Arthritis	()	()	_____	_____
• Recurrent Headaches/ Migraine	()	()	_____	_____
• Visual or Hearing Disorders	()	()	_____	_____
• Physical Disability	()	()	_____	_____
• Infectious Disease (eg. Measles, Tuberculosis (TB)				
• Mumps, Typhoid)	()	()	_____	_____
• Allergic to Penicillin/ Antibiotics	()	()	_____	_____
• Any other Substance	()	()	_____	_____
• Any other Condition	()	()	_____	_____

Has your Child ever been admitted to Hospital () () _____

If yes, please explain for what reason: _____

Regular Medications taken (If any) _____

EMOTIONAL HISTORY

Has your child ever been diagnosed with the following?

PAST HISTORY	YES	NO	DATE(S)	REMARKS
• Depression	()	()	_____	_____
• Learning Disability	()	()	_____	_____
• Hyperactivity (ADHD)	()	()	_____	_____
• Behavioral disorder	()	()	_____	_____

Has your child experienced the following?

	YES	NO
• Recent stress (eg. Death or relocation of a close family member, relative or friend)	()	()
• Difficulty making friends/ adjusting to new situations	()	()
• Difficulty concentrating in class	()	()
• History of fighting/ hurting others	()	()

Explain: _____

FAMILY HISTORY

Has any family member been diagnosed with the following?

	YES	NO	REMARKS
• Allergies	()	()	_____
• Mental Disorder	()	()	_____
• Sickle Cell Disease	()	()	_____
• Migraine	()	()	_____

I certify that the above information is correct.

SIGNATURE _____
(Parent/ Guardian)

DATE: _____

Please give details of findings and verify immunization history

Student's Name: _____

Date of Birth: _____

Height: _____ cm Weight: _____ kg BP _____

Menarche: Yes ☐ No ☐ If yes, _____

LMP _____

General Appearance: _____

Nutritional State: _____

Posture: _____

Skin: _____ Teeth/ Gums _____

Hair/ Scalp: _____

Eyes: _____ Vision: R _____ L _____
(Indicate whether tested with glasses or not)

Ears: _____ Hearing: _____

Nose/ Throat: _____

Breasts: _____ Thyroid: _____

Respiratory System: _____

Cardiovascular System: _____

Abdomen/ Gisystem: _____

Central Nervous System: _____

Bones and Joints: _____

Deformities/ Disabilities: _____

Genito Urinary System: _____

Urinalysis: Protein: _____ Sugar: _____

Other Investigation Indicated: _____
(Follow-up Report to be provided)

Immunization History: Please indicate dates vaccines received

DOSES					
Vaccine	1st	2nd	3rd	Booster 1	Booster 2
BCG					
DPT/DT					
Polio					
MMR					
Chicken Pox					
Hep. B					
Hib.					
Pneumovax					
Other					
Other					

Please provide a copy of the Immunization card for the School's record

Doctor's Signature & Stamp

Date

ACADEMIC YEAR 2022 - 2023
AGREEMENT FOR LOWER SIXTH FORM STUDENTS AND PARENTS

- a) Sixth Formers are **FULL-TIME STUDENTS** and are therefore required to attend school from **7:55 am to 3:00 pm**, like other students. The course lasts for two (2) years, however, **students may be asked to leave at any time if attendance, work and/ or conduct are unsatisfactory.**
- b) Sixth formers are subject to **ALL SCHOOL RULES** unless told otherwise by the Principal/ Representative. Students should be exemplary in attitude to school authority, dress, behaviour and school work.
- c) All students are required to procure their own uniform based on the sample pattern given in the Student's Handbook. This must be closely followed. School ties for both male and female will be included in your package.
- d) Sixth Formers are required to study Communication Studies/ Caribbean Studies and three (3) Advanced Level subjects, and are not allowed to drop or change subjects without permission of the Principal/ Year Supervisor.
- e) A student who is not recommended to write at least two (2) Advanced Level subjects when examination entries are done will not be allowed to remain in school except by special permission.
- f) Students are reviewed throughout the year, with a final review after year 1 CSEC-CAPE results. Students will not be allowed to carry or be entered in the CAPE examinations for more than five (5) units in any year, except where there is evidence of outstanding performance in Lower 6th Form, as well as an acceptable level in their Internal Assessment (IA).
- g) All Sixth formers are required to pay the **CONTRIBUTION** amount for the school year prior to the registration exercise. Students will not be invited to Orientation unless contributions are paid in full. Information about the total amount can be had at the General Office.

I have read carefully this agreement, in addition to the Sixth Form Contract outlined in the Sixth Form Handbook. I understand fully, and I accept entry to Sixth Form with full agreement to both documents. If I do not fulfill the expectations indicated, I may expect one or more of the following sanctions to be applied:

- Being Placed On Probation • A Verbal Warning • A Written Warning
- A Letter To Parent/ Guardian • Exclusion from Sixth Form for a specified period
- Permanent Exclusion from Sixth Form • Other sanctions as outlined in this Handbook

Failure to conform will mean a discontinuation of this offer. Fees will not be refunded if discontinuation is due to violation of this agreement.

Print Name: _____ Sign Name: _____ Date _____
(Student)

Print Name: _____ Sign Name: _____ Date: _____



Notes

