

Parent Handbook



RAINFORD HIGH
SIXTH FORM

EVERYONE MATTERS EVERYONE HELPS EVERYONE SUCCEEDS

Everyone Matters

Everyone Helps

Everyone Succeeds

Attendance Policy

A good level of attendance is vital in order to succeed at Advanced Level, and our expectation is that all students should achieve a minimum of 95% attendance. In order to support students in this endeavour, we as a Sixth Form monitor our students' attendance very closely. Should an absence be unavoidable, the following procedure must be followed:

In the event of sickness – ring 01744 887344 or email g.rice@rainford.org.uk.

Should you wake up in the morning and feel too ill to attend Sixth Form, you should telephone 01744 887344 before 8.30am. You will be put through to a recorded message where you should state your name, form, the nature of your illness and an indication if possible, of when you expect to return.

If your illness should continue into a further week, you should phone again before 8.30am on the Monday of that week.

Your attendance and punctuality at all lessons will be monitored throughout the day. However, should you need to leave Sixth Form through illness or emergency you should notify Gaynor Rice – the Sixth Form Student Service Manager.

Should your absences become repetitive an interview with a member of Sixth Form staff will be arranged to seek an explanation, and **medical certification may be required**.

You should be aware that your Learning Tutor and the Sixth Form staff are here to support your learning and an exchange of communication is vital at all times, so problems can be rectified at the earliest opportunity.

Attendance will be reported to parents/carers every half term.

In the event of holidays

Arranging holidays during term time should be avoided as this has proven in the past to be detrimental to student progress. In certain circumstances, however, family holidays may coincide with term time and request for a leave of absence should be submitted in writing well in advance of the date to a member of the Sixth Form team. This will be coded as an unauthorised absence.

Open days

It is not necessary to travel to Open Days for every course you are considering. If you would like an idea of the kind of area you will be living in, the weekends will give an accurate representation of university life. For an insight into academic life at your possible choices, students applying for an institution will always be invited for a visit at the time of your UCAS application. This visit will be tailored specifically for the course you wish to follow and will avoid wasting time visiting the same places twice. Unfortunately, some students jeopardise a potential university place by missing too many lessons visiting too wide a range of institutions.

Again we reinforce the point that your Learning Tutor and the Sixth Form team are here to support your learning and it is vitally important that you keep us informed of any reasons why you are absent.

Work Policy

As part of A level study it is imperative that regular assessment takes place throughout your time at Rainford Sixth Form. In order that you make good progress in your A levels it is essential that you regularly meet deadlines and complete assessments set. To help you maintain satisfactory progress the following procedure has been put in place.

Work deadlines / performance in tests

- You are expected to meet all work deadlines. Work submitted and tests sat will be marked in line with your Lower Target in Y12 and Upper Target in Y13 and therefore should be completed to the best of your ability. If, through absence, you miss a work deadline you are expected to make arrangements immediately with your subject teacher.
- A formal assessment will take place in the first 2-3 weeks of the course to assess your suitability for the courses you have chosen. If you fail to reach your Lower Target, you will be given another chance to retake it. If you do not reach your Lower Target again, you will be interviewed to discuss your suitability for the course.
- If you feel unable to meet a work deadline, you should discuss the possibility of an extension with your Tutor. This extension will be granted at the discretion of the Tutor.
- A study club will run every day (Monday to Friday 3.15 – 4.30pm) in the Sixth Form study area. Any students who have missed work deadlines that day will be required to stay and complete the missing work. Any other students are also welcome..
- If you do not meet your Lower Target in a formal assessment you will be required to retake another assessment
- Acceptability of work submitted by you will be judged in accordance with your ability.
- Your tutor may ask you to resubmit work they feel does not meet the required standards.
- If you have difficulties in a subject area you will attend an interview with your Tutor/ the Head of Department to discuss strategies to overcome any problems. The Head of Department will then inform Sixth Form Staff, your Tutor and contact parents/carers
- If, after discussions with the Head of Department, you continue to have difficulties completing work at an appropriate level, a formal interview will be arranged with a member of the Sixth Form Team – at this stage contact will be made with parents/carers to inform them of the current situation. You may be assigned a personal Support Tutor at this stage
- If your progress still fails to improve your parents/carers will be invited in to discuss a future course of action.
- Please see the escalation procedure.

Work Policy

It is vital that you maintain a high level of commitment throughout your time in Sixth Form in order to obtain the best possible results. These measures are intended to support you when difficulties arise.

Independent Study

Independent study is a crucial part of becoming a Sixth Form student. It will ensure individuals develop the skills required for university and later in life.

It is the Sixth Form policy that all students utilise non-contact/study periods effectively. Students should be completing approximately 6 hours of independent study per subject, per week. This is in addition to lessons and will be guided by tutors. Wider reading and additional study suggestions are also available via the subject's 'Discovery List' which can be found on the website: <http://www.rainfordsixthform.org.uk/discovery-lists/>

If it is felt that students are not making best use of their non-contact time, help will be provided by a Support Tutor to help students to organise and structure their week.

The Sixth Form Dress Code

Rainford students are expected to be presentable and dressed in such a way as they appear ready to work, as they would in any formal workplace.

At the discretion of the Sixth Form staff, students who are not suitably dressed will be asked to rectify the situation.



Car Park Policy – Sixth Form

Rainford High Sixth Form are able to allocate a limited number of car parking spaces to sixth formers.

To ensure this is a fair process, car parking spaces will be allocated on an application process and will be valid for one term per application.

A £50 refundable deposit is required from those with a successful application and a fair usage agreement will also need to be signed and adhered to.

If your application is successful, you will be issued with a car park pass that should be clearly displayed in the windscreen whilst on the premises.

Any students with disabilities are free to use the disabled car parking spaces at the front of school, with the disabled badge clearly displayed.

Enrichment

Enrichment is a valuable and central part to the life of any Rainford Sixth Former. This range of internal enrichment activities aims to provide opportunities, no matter what your personal or career interests may be. By developing important employability skills, you will find yourself in a much better position to apply for those courses, apprenticeships or jobs in the future.

Enrichment is timetabled for period 5 every Wednesday, although you can arrange many activities and work experience during other times. Students are responsible for taking part in and documenting at least one hour of enrichment per week.

Anti-bullying Ambassadors

Anti-bullying Ambassadors are a friendly and non-judgemental initial point of contact for lower school students who may feel that they are being bullied. Ambassadors run weekly drop in sessions and are fully trained in relevant support strategies, with the full support of the Pastoral staff. This is particularly worthwhile for students considering careers in social work, teaching or public services.

Gold Duke of Edinburgh Award The DofE is the world's leading youth achievement award, giving students the opportunity to be the very best they can be. The Gold Award develops your skills through the practical task of canoeing, taking you on residential trips to the Wye Valley

First Aid Skills

Run by the local cadets this First Aid course is ideal for any students going into healthcare or the public or armed services.

Literacy Leaders

Literacy continues to be of high importance across the KS3, 4 and 5 curriculum. Literacy Leaders would

work alongside the school's Literacy Co-ordinator on whole school events and supporting lower school activities.

Lower School Subject Mentoring

Interested in teaching? Focussed on a career that requires you to work with people? Or perhaps you need some experience related to your chosen degree subject to add to your UCAS form? Why not support a lower school class in your preferred subject area?

National Citizen Service

National Citizen Service (NCS) is an experience you really don't want to miss. This is your chance to embark on exhilarating challenges, make your mark and build skills for work and life. You will embark on a volunteering challenge that spans several weeks and will take place outside of term time.

Sport

Take part in any sports related activity that interests you. Football is currently offered, but whatever sport you're interested in, we will do our best to run it

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Talking Politics

This is your chance to develop or air your political views and perhaps influence others in thinking about issues that matter. This is a great opportunity for those wanting to go into politics or simply those who want to develop their critical thinking skills.

If nothing here appeals to you, why not think of an idea yourself and we will aim to support it. Alternatively, why not use the time to pursue external activities such as career related work experience or volunteering.

Learner Support Fund

How The Learner Support Fund Works:

Students should complete the Learner Support Grant application form in full (and provide the requested proofs) and hand them to Gaynor Rice with signed copies of the Learner Support Fund Eligibility form and Student Contract form (copies can be requested from the Sixth Form or downloaded from the website).

All eligible students have access to a share of the total fund; this will amount to approximately £250 per eligible student.

Students can complete a form to apply for funding to purchase items that will enhance their ability to learn. This may be a bus pass to pay for travel to Sixth Form, or a tablet to aid with note taking, or to claim money back for transport to an Open Day at University. The bid will be discussed with a member of the Sixth Form team before approval is made.

Student attendance and effort will be reviewed on a regular basis. In addition to maximising attendance, students also need to adhere to all the terms outlined in the Student Contract in order to remain eligible for the fund.

What Students Must Do:

Students must attend all lessons and on time (missed lessons may remove their entitlement to the Learner Support Fund)

If students are repeatedly late for lessons – this may be classed as an absence and will affect eligibility for the Learner Support Fund.

If students are unwell – ensure they call the Sixth Form Attendance line on 01744 887344 to report the student absence (before 8.30am) and leave a message. If the absence carries over into a new week – they should phone again on the Monday.

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If students have a medical appointment etc which they know about in advance, they should collect a leave of absence prior to the appointment, and have it authorised by a member of the Sixth Form team.

Should students become unwell during the Sixth Form day and need to go home – they must 'sign out' with Gaynor Rice in the Sixth Form Library before leaving.

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Please be aware that any absences which include a holiday, even if they are authorised, may affect eligibility for the Learner Support Fund. (Authorised Leave of Absence Holiday forms required for all holidays).

In conclusion, student attendance, punctuality, learning progress, attitude and ability to adhere to the terms and conditions set out in the Student Contract will all be taken into consideration when assessing students' continued eligibility for the Fund.

Should students wish to appeal against a decision, they should speak to Kerry Knowles (Finance) in the first instance and if the matter cannot be agreed, they will be given a copy of the Appeals Procedure.

Learner Support Fund queries should be addressed to Kerry Knowles (Finance) in the first instance.
Email: k.knowles@rainford.org.uk
Telephone: 01744 885914

Next steps

Your son/daughter has made an excellent decision to allow Rainford Sixth Form to support them on their journey to their chosen career. With over 50 years' experience in providing advice and guidance on Higher Education and apprenticeship progression options, we pride ourselves on the individual support we can offer to each and every student. Last year not only saw our most successful exam results to date, but it also saw more students than ever gaining places to Russell Group universities (over 1 in 4), as well as finding success in higher level apprenticeships and globally recognised business sector opportunities.

These are some of the progression opportunities that your son/daughter can look forward to over the next two years:

Interviews with a personal Progression Advisor (who is also member of the Sixth Form leadership team) at three points throughout the two years. Your son/daughter will receive continuity with the same Advisor throughout their application processes and will benefit from one to-one guidance on their personal statement.

Weekly 'Tutorial' lessons with the Head of Sixth Form focusing on a number of relevant progression topics.

Access to the bespoke software 'Unifrog' which allows students to build a portfolio of progression information and share it easily with the Form Tutor and Progression Advisor.

The opportunity to participate in four 'Employability Days' throughout Y12. As well as a visit to a Higher Education conference at Liverpool University, students will also benefit from hearing from external speakers from their chosen career paths as well as participating in a wide range of workshops designed to develop the skills that universities and employers are looking for.

Oxbridge applicants will have opportunities to develop application and interview skills in bespoke workshops hosted by Oxbridge Admissions Tutors, as well as attending a summer residential Open Day event at both universities.

Step-by-step UCAS application and personal statement workshops will be provided to assist all students with their university applications.

Students will have access to a wide range of progression resources within the Sixth Form careers library. As a parent, you can support their research by viewing the online documents made available under the 'Next Steps' section of the Sixth Form website.

Escalation procedure

