

Student Handbook



RAINFORD HIGH
SIXTH FORM

EVERYONE MATTERS EVERYONE HELPS EVERYONE SUCCEEDS

Student Contract

To enable the Sixth Form to foster the academic, pastoral and social ethos to which it is committed, you must agree to be bound by the following academic and social code.

- To abide by the Sixth Form Attendance and Work Policies.
- To arrive at lessons on time, prepared and fully equipped (including supervised study).
- To realise there is more to A level study than classwork and set assignments. Students must spend a minimum of 6 hours per week per subject on additional work and background study and take responsibility for their own learning. This study time is in **addition** to classroom lessons.
- To realise there is no automatic right of entry into Year 13. This is dependent on a satisfactory work, attendance and conduct throughout Year 12 as well as all assessments indicating a desire to make progress.
- To complete at least 30 hours of enrichment throughout the academic year.
- To behave in a manner befitting serious students and to do nothing that will interfere with the work of others.
- To dress appropriately for a professional environment.
- To be available to staff who need to see you at times when you have no lessons.
- To show good manners and courtesy to the rest of the Sixth Form and School population at all times.

- To respect all the facilities provided in the Sixth Form, abiding by the guidelines displayed throughout the building.
- To recognise the ICT facilities are provided to support your academic study and misuse of these facilities will result in your access to the school system being limited.
- To refrain from consuming alcohol or any illegal substance during the Sixth Form day or bringing such onto the premises. Failure to follow this will jeopardise your place in the Sixth Form pending review by SLT
- To refrain from smoking; including the use of electronic cigarettes or vapes, anywhere on or close to the School/Sixth Form site Rainford is a non-smoking site. This includes Higher Lane (immediately next to the school building).
- To abide by the parking policy and obtain a permit if parking on a school site.
- To realise you provide a powerful role model for Rainford High students and take this responsibility seriously.



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.

Student Entitlement

In order for you to be successful in your studies you are entitled to:

Learning

1. A friendly and relaxed learning environment.
2. A prompt start and finish to lessons.
3. An honest appraisal of your strengths and weaknesses in subject areas on a regular basis.
4. Extra support when faced with difficult concepts.
5. Equality between different teaching groups of the same subject.
6. Regularly marked tests, assessments and homework, including feedback and advice upon how to improve the grade at which you are working.
7. Support and guidance from your Learning Tutor and/or a Support Tutor in planning your work programme and supporting academic progress.

Work Logistics

You will be provided with:

1. An overview of the course as a whole and termly (in the form of learning journeys), so you are aware of important assignments, examinations and tests to come and can therefore manage your time effectively.
2. Adequate time to complete homework, essays and assignments depending upon the nature of the work.
3. Target grades (MEG) and goal setting support to monitor your academic progress.
4. Coverage of the syllabus to provide enough time for revision prior to examinations.
5. Direction on subject notes essential to the course

Resources

1. The materials essential to each subject e.g. a textbook, formula book and data sheets, etc.
2. Access to a well-equipped resource centre where you can obtain:
 - Subject texts for further reading
 - Careers information
 - University and Higher Education information
 - Access to the Internet
 - Access to ICT
3. Access to a quiet study area including extended opening hours following the end of the Sixth Form day.
4. Access to bespoke progression support via Unifrog.

Help and Advice

1. Knowledgeable advice concerning career, university and course choice.
2. The opportunity to discuss your progress in subject areas privately with teachers.
3. The opportunity to discuss any academic matter with a member of the Sixth Form team.
4. The opportunity to discuss confidential and personal matters and to be given relevant expert contacts where appropriate.

The Student Contract, Work and Attendance Policies and the Student Entitlement have been approved by Senior Management and Heads of Department and the Sixth Form Student Council. They are working documents of which all current students are aware. These constitute the contract between you as an individual student and the Sixth Form and form the basis on which we work.

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 week 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.

The Sixth Form Environment

1. Food or drink must be consumed at dining tables within the Common / Dining Room area. Only bottled water is acceptable in the classrooms. No food or drink is allowed in the Study Area.
2. All meals are to be eaten in the Dining Area / Common Room area at the tables provided. Students should clear away all dishes and trays and clear up any spillages.
3. All rubbish should be placed in the bins provided.
4. Rainford is a non-smoking site.
5. Students are asked not to move furniture around either in teaching rooms, or communal areas.
6. The Study Area can be used for quiet study and houses A-Level subject books as well as careers and Higher Education information.
7. Tutor groups are responsible for their own rooms. They should monitor any damage and report it immediately.

NB. No materials should be stuck directly onto the walls. Please use notice boards only.

8. All students are expected to respect the furnishings of the block. Any damages should be reported immediately and efforts made to minimise permanent effects e.g. spillages cleaned up.

All students must remember that the Sixth Form belongs to both the students and the staff and its appearance is a direct reflection of us all.

Please respect your environment.

Study Facilities

Private and independent study is an important aspect of A-level education and the facilities have been extended over recent years. Students are welcome to use the Sixth Form building from early morning until 5.00pm. For the benefit of all, it is important that each student meets the expectations set out in the box below.

- The main Study Area contains computers, reference books, HE Information etc. This is a silent study area.
- Computers are for work purposes only. Any student found to be playing games, accessing non-study related sites etc will be asked to leave the Study Area and may have their accounts blocked.
- Sixth Form students can use any available room for private study. There are timetables outside each room highlighting free periods. Silent study areas are available.
- The Common Room is equipped with computers and study tables for students who prefer to work with others and do not wish to study in silence.

Escalation procedure

