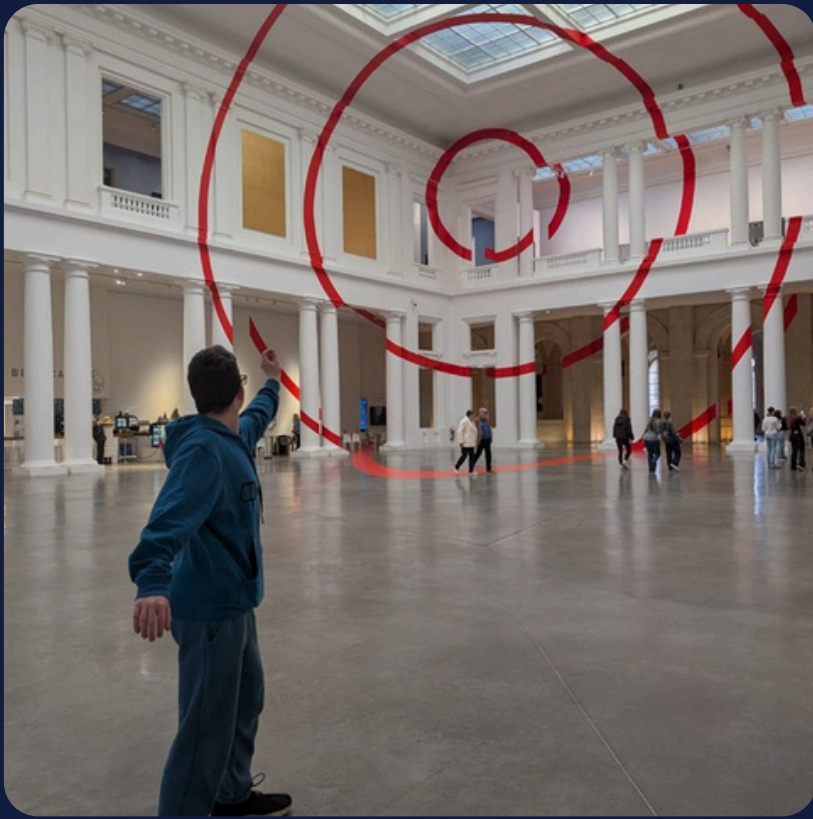




RAINFORD HIGH SIXTH FORM

EVERYONE MATTERS EVERYONE HELPS EVERYONE SUCCEEDS

Student & Parent Handbook





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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.

We expect all students to...

abide by the Sixth Form Attendance and Work Policies below.

- To arrive at lessons on time, prepared and fully equipped (including supervised study).
- To realise there is more to Key Stage 5 subject study than class work 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 always show good manners and courtesy to the rest of the Sixth Form and staff.
- 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 requirement 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.





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Student Entitlement

Rainford High Sixth form agree to provide the support with the following to all pupils .

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 your performance and 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.

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.

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.
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
2. Access to a well-equipped study centre where you can obtain:
 - Subject texts for further reading
 - Careers information
 - University and Higher Education information
 - Access to the Internet and ICT support
3. Access to a quiet study centre and common room including extended opening hours following the end of the Sixth Form day.
4. Access to bespoke progression support via Unifrog.



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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 90% 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 Illness

Should a student wake up in the morning and feel too ill to attend Sixth Form, they should telephone 01744 887344 before 8.30am. They will be put through to a recorded message where they should state their name, form (if applicable), the nature of their illness and an indication, if possible, of when they expect to return. If the illness should continue a message should be left on the attendance line on a daily basis.

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 a student is considering. If they would like an idea of the kind of area they will be living in, the weekends will give an accurate representation of university life. For an insight into academic life and possible choices, students applying for an institution will always be invited for a visit at the time of their UCAS application. This visit will be tailored specifically for the course they 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.

Monitoring of Attendance and Support

Attendance and punctuality at all lessons will be monitored throughout the day. However, should a student need to leave Sixth Form through illness or emergency they should notify Mr Pendlebury and Gaynor Rice – the Sixth Form Student Service Manager.

Should their 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 Learning Tutors and the Sixth Form staff are here to support a student's learning and an exchange of 'communication is always vital, so problems can be rectified at the earliest opportunity.



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Student Work Policy

It is vital that students maintain a high level of commitment throughout their time in Sixth Form to obtain the best possible results. These measures are intended to support students 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.

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.

Assessment for Learning

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

- Students are expected to meet all work deadlines. Work submitted and tests sat will be marked in line with their Lower Target in Y12 and Upper Target in Y13 and therefore should be completed to the best of their ability. If, through absence, they miss a work deadline they are expected to make arrangements immediately with their subject teacher.
- A formal assessment will take place in the first 2-3 weeks of the course to assess a student's suitability for the courses they have chosen.
- If a student feels unable to meet a work deadline, they should discuss the possibility of an extension with their Tutor. This extension will be granted at the discretion of the Tutor



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<https://rainford.org.uk/sixth-form/>



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St Helens Merseyside WA11
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@Rainford_High

Assessment for Learning continued

- Acceptability of work submitted by a student will be judged in accordance with ability.
- Tutors may ask a student to resubmit work they feel does not meet the required standards.
- If a student has difficulties in a subject area, they will attend an interview with their Tutor/ the Head of Department to discuss strategies to overcome any problems. The Head of Department will then inform Sixth Form Staff, the Tutor and contact parents/carers.
- If, after discussions with the Head of Department, a student continues 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. Students may be assigned a personal Support Tutor at this stage.
- If progress still fails to improve parents/carers will be invited in to discuss a future course of action. Please see the escalation procedure for detail.



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Attendance Escalation Policy

Attendance Intervention Triggers

Overall attendance falls below 90%.

and/or

Subject Attendance

Five missed lessons in the same subject within a half-term period.

and/or

Lateness Trigger

Five lesson lates within a half-term period

Attendance Target 90%

Monitoring and Reporting

Attendance and lateness are monitored. Students who meet a trigger point for concern will meet with staff to discuss.

Intervention Stages/Actions

Stage 1 Students below the 90% attendance target, or trigger any of the above criteria will meet with Mr Pendlebury.

Stage 2 Mr Pendlebury and the class teacher meet with the student.

Stage 3 Mr Beetles, Mr Pendlebury and parent/carer meet with the student.

Stage 4 Student's place at the school is considered at risk.

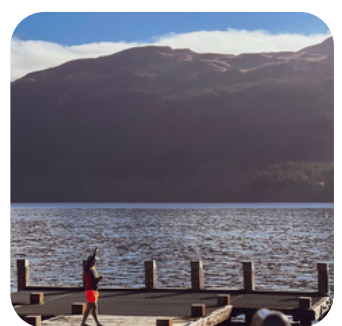


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Enrichment and Tutorial

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 personal or career interests may be. By developing important employability skills, students will find themselves in a much better position to apply for those courses, apprenticeships, or jobs in the future.



in an age where sixth formers need to explore career options more than ever before, Rainford High Sixth Form is committed to offering a complete programme of support of enrichment opportunities for students. The provision includes:

- Opportunity to discuss career goals post-18 through one-to-one career guidance interviews
- All students in lower sixth have access to UniFrog to help support their post-18 decisions
- Outstanding opportunities through the DofE Gold Programme.
- Support with UCAS guidance – in particular course research and choices
- Personal statement support in partnership with the University of Liverpool, Liverpool John Moores University and Edge Hill University
- Strong connections to our alumni students, who help support, mentor and advise.

for further details please review our dedicated enrichment booklet on the sixth form website



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Financial Support and Bursaries.

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in full time education. The Bursary Fund is made up of two parts.

Vulnerable Bursary:

This is an award of up to £1200 a year for students who fall into one of the following categories:

1. Receiving Income Support or Universal Credit in their name because they are financially supporting themselves and or a dependant living with them.

Discretionary Bursary:

This bursary is provided to students who are not in the groups above but are from low-income families. Bursaries are provided to help with the cost of transport and other course costs, in accordance with the DfE Guidelines. The Bursary Fund cannot be used to help support extra curricular activities such as trips, or any other general household living costs.

Applications will be accepted from students whose household income falls below £30,810.

This is a means tested bursary and evidence will need to be provided.

Eligibility: If you fall into the above categories, please complete the application form found on the website or collected from the Student Service desk, return the completed form together with your supporting evidence to Mrs Andrews in the finance office. Incomplete applications will be returned and will not be able to be processed.

Any payments/purchases in all groups will be based on the following criteria:

Qualifying Period – Students must satisfy a qualifying period of study (6 weeks)

- Attendance – No unauthorised absence
- Attendance must be at least 90% or above Engagement Descriptors
- Must be no lower than a 2 across all subject areas
- Behaviour- No cause for concern. This includes lesson truanting
- Exclusions – No exclusions

For the most up to date information and to download bursary application forms please refer directly to the Sixth Form website



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Progression and Life after Sixth Form

A level Results

82% GCE grades A*-C grades awarded

Last year out of approx. 850,000 UCAS applications and 36.4% of applicants were accepted into higher education which represents a 2.9% increase on the previous year.

At Rainford – 84 OUT OF 86 (97.6%) Applicants went on to university without going through clearing.

- 93% – 80 / 86 = First Choice or insurance
- 97.6% – 84/86= Insurance Offers

Greater number of students were also successful gaining places on degree apprenticeships

What support will you receive

- Interviews with the Sixth Form UCAS Coordinator.
- Support from a UCAS supervisor to assist in the application and personnel statement writing process.
- Fortnightly PSHE lessons 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 'Employability Days' throughout Y12. Including trips to the National Apprenticeship Show in Liverpool and UCAS Discovery Day show in Manchester.
- 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 one of the Oxbridge Universities.
- Step-by-step UCAS application and personal statement workshops will be provided to assist all students with their university applications.
- Access to a wide range of progression resources.

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.





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FUTURE-PROOFING YOU FOR YOUR NEXT STEPS TO SUCCESS

EVERYONE MATTERS
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**EVERYONE MATTERS
SCHOOLS TRUST**

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