



# Parent Handbook

## Staff

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## Support Tutors:

**Julia Seddon**

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## Rainford Sixth Form

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[www.rainfordsixthform.org.uk](http://www.rainfordsixthform.org.uk)

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## Sixth Form Important Dates

2018 – 2019

### September

5th	Sixth Form opens Year 12 induction / Year 13 enrolment
6th	Year 12/13 lessons begin

### October

2nd	Welcome Evening
12th	Internal UCAS Deadline
15th	Official UCAS deadline for Medicine, Dentistry, Veterinary, Oxbridge applications
15th	Y12/13 progress reports sent home
18th	Consultation Evening 1
19th	Close for the October Half-Term
29th	Re-open after October Half-Term

### November

15th	Aspirations Evening (Y12)
28th	INSET (College closed)

### December

20th	Close for the Christmas holiday
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### January

7th	INSET (College closed)
8th	Re-open after the Christmas holiday
15th	Year 12 Employability Day 1
31st	Y13 Progression & Revision Evening

### February

8th	Sixth Form closed due to Year 11 Taster Day
15th	USA Trip
15th	Close for the February Half-Term
25th	Re-open after February Half-Term
25th	Y12/13 Mock exam week

### March

4th	National Careers Week
6th	Year 12 Employability Day 2
14th	Y12 Progression Evening
25th	Y12/Y13 Progress reports sent home
27th	Y11/Y12 Rewards Evening
28th	INSET (College closed)

### April

2nd	Y12 Revision evening
3rd	Y13 End of year photo
4th	Consultation evening
5th	Break up for Easter Holiday
23rd	Re-Open after Easter Holiday
26th	Year 12 Employability Day 3

### May

6th	May Bank Holiday (Sixth Form closed)
7th	INSET (College closed)
24th	Y13 Provisional leaving date
24th	Close for the Half-Term holiday

### June

3rd	Re-open after Half-Term holiday
13th	Year 12 Employability Day 4
19th	Y10/Y12 Rewards Evening
28th	INSET (College closed)

### July

1st	Y12 Continuance exams
8th	Mental Health Week
11th	Y10/11 Open Evening (Sixth Form)
22nd	Y12 work experience begins

### August

15th	Y12/13 Results day
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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 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 – students should ring 01744 887344 or email [d.kells@rainford.org.uk](mailto:d.kells@rainford.org.uk).**

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

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

Student attendance and punctuality at all lessons will be monitored throughout the day. However, should students need to leave Sixth Form through illness or emergency they should notify Dawn Kells – the Sixth Form Administrator.

Should 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.**

Students should be aware that their Learning Tutor and the Sixth Form staff are here to support their 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.

### **Open days**

It is not necessary to travel to Open Days for every course students are 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 at their 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.

Again we reinforce the point that Learning Tutors and the Sixth Form team are here to support learning and it is vitally important that students keep us informed of any reasons why they are absent. Any work missed through absence should be followed up by the student.

## 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 students make good progress in their A levels it is essential that they regularly meet deadlines and complete assessments set. To help students maintain satisfactory progress, the following procedure has been put in place.**

### **Work deadlines / performance in tests**

Students are expected to meet **all** work deadlines. Work submitted and tests sat will be marked in line with MEG grades (Minimum Expected Grade) and therefore should be completed to the best of their ability. If through absence, students 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 suitability for the courses students have chosen. If students fail to reach their MEG, they will be given another chance to retake it. If they do not reach their MEG again, they will be interviewed to discuss their suitability for the course.

- If students feel 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.

- 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.

- Acceptability of work submitted by students will be judged in accordance with their ability.

- The student's tutor may ask them to resubmit work they feel does not meet the required standards.

- If students have 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, Learning Tutors and contact parents/carers.

- If, after discussions with the Head of Department, students 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. Students may be assigned a personal Support Tutor at this stage.

- If students' progress still fails to improve, parents/carers will be invited in to discuss a future course of action.

## 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.**

Students will be allocated one supervised study lesson per subject, per week, in addition to their independent study lessons. These supervised study periods are mandatory and will be registered as any other lesson. Students who are progressing well can earn their 'fast-track to freedom' from these sessions at certain milestones in the year.

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.



## 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 students' 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.**

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.

*'There are plenty of opportunities to take part in extra curricular activities and engage in work experience. I am much more prepared for my career now.'*

### 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.

### Creative Leaders (MD Productions)

Work with the nationally acclaimed MD Productions to bring creativity to the rest of the school through dance and music theatre workshops and events.

### First Aid Skills

Run by the Army, this three hour certificated First Aid course is ideal for any students going into healthcare or the public or armed services.

If you find an enrichment activity outside Sixth Form such as a placement in a school or hospital, this is also encouraged and can be extremely beneficial for future applications.

Skills and competencies gained during enrichment should be logged regularly on your Unifrog profile. This will support our reference for future applications.

### 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 and Sweden.

### Learn Mandarin

Lessons are taught by teachers from the Confucius Institute and you will aim to pass HSK Level 1 during the academic year with the option to progress onto Level 2. This gives you the opportunity to go to Summer School for 3 weeks at Jiao Tong University in Xi'an China

## Enrichment

### 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.

### Sixth Form Magazine

Whether you want to be a journalist, photographer, editor, illustrator or even be involved in marketing, the Sixth Form magazine could be for you. Working alongside a published author, you will get the opportunity to interview a celebrity and produce a professional magazine.

### 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.

### 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.

### Travel Abroad

Though many subject areas run their own trips abroad, the Sixth Form runs its own opportunities for the whole student body. The Ghana Expedition runs annually, allowing students to experience life with an African host family and volunteer at a local school and orphanage. There is also an opportunity to visit destinations such as Poland, U.S.A. and there are plans for India in 2019.

Alternatively, students can 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 Dawn Kells 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.

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 Dawn Kells in the Sixth Form Library before leaving.

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 Dawn Kells 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 Dawn Kells (Sixth Form Administrator) in the first instance.

Email: [d.kells@rainford.org.uk](mailto:d.kells@rainford.org.uk)  
Telephone: 01744 887344

## 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.

### **Useful websites:**

[www.rainfordsixthform.org.uk/next-steps](http://www.rainfordsixthform.org.uk/next-steps)  
[www.unifrog.org](http://www.unifrog.org)  
[www.sacu-student.com](http://www.sacu-student.com)  
[www.ucas.com](http://www.ucas.com)  
[www.unistats.direct.gov.uk](http://www.unistats.direct.gov.uk)  
[www.ukcoursefinder.com](http://www.ukcoursefinder.com)  
[www.university.which.co.uk](http://www.university.which.co.uk)  
[www.prospects.ac.uk](http://www.prospects.ac.uk)  
[www.prospects.ac.uk/options\\_with\\_your\\_subject.htm](http://www.prospects.ac.uk/options_with_your_subject.htm)  
[www.careerpilot.org.uk](http://www.careerpilot.org.uk)  
[www.opendays.com](http://www.opendays.com)  
[www.nationalcareerservice.direct.gov.uk](http://www.nationalcareerservice.direct.gov.uk)  
[www.bestcourse4me.com](http://www.bestcourse4me.com)  
[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)  
[www.push.co.uk](http://www.push.co.uk)  
[www.justgohigher.co.uk](http://www.justgohigher.co.uk)  
[www.whatuni.com](http://www.whatuni.com)  
[www.studentladder.co.uk](http://www.studentladder.co.uk)  
[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)  
[www.gov.uk/student-finance](http://www.gov.uk/student-finance)