



Name: ..... Form: .....

Address: ..... Form Room: .....

..... Form Tutor: .....

..... National Insurance No: .....

..... UCAS No: .....

..... Examination Candidate No: .....

Postcode: .....

Telephone: ..... Sixth Form Email: .....

Emergency Contact: .....

Telephone: .....

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**Staff**

Head of Sixth Form

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Sixth Form Pastoral Manager

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Sixth Form Administrator

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**Rainford Sixth Form**

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Telephone: 01744 885914

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

 @Rainford6thForm



## Sixth Form Important Dates 2017 – 2018

### September

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6th	Sixth Form opens Year 12 induction / Year 13 enrolment
7th	Year 12/13 lessons begin
12th	Sixth Form Welcome Evening for Year 12 Parents/Carers

### October

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13th	Internal UCAS Deadline
15th	Official UCAS deadline for Medicine, Dentistry, Veterinary / Oxbridge courses
19st	Parent Consultation Evening 1
20th	Close for the October Half-Term
30th	Re-open after October Half-Term

### November

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6th	Year 12 Employability Day 1
16th	Aspirations Evening (Y12)

### December

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	<i>W/C 18th</i> Progress reports sent home
21st	Close for the Christmas holiday

### January

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8th	Re-open after the Christmas holiday
16th	Year 12 Employability Day 2

### February

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9th	Sixth Form closed due to Year 11 Taster Day
9th	Close for the February Half-Term
19th	Re-open after February Half-Term
	<i>W/C 19th</i> Y12/13 Assessment Week
19th	Employability Day 3

### March

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14th	Progression Evening (information for Y12 Parents/Carers)
21st	Y13 Rewards Evening <i>W/C 26th</i> Progress reports sent home
28th	Parent Consultation Evening 2
29th	Close for the Easter holiday

### April

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16th	Re-Open after Easter Holiday
26th	Year 12 Employability Day 4

### May

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2nd	Y13 End of Year photograph (provisional)
7th	May Bank Holiday (Sixth Form closed)
25th	Close for the Half-Term holiday (Year 13 commence study leave - provisional)

### June

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4th	Re-open after Half-Term holiday
15th	Year 12 Employability Day 5
26th	Y12 Rewards Evening

### July

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	<i>W/C 2nd</i> Continuance Exams <i>W/C 16th &amp; 23rd</i> Work Experience Fortnight
20th	Close for the Summer holiday

### August

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16th	A Level Results Day / Y12 results day
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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.**

- To abide by the Sixth Form Attendance and Work Policies.
- To arrive at lessons on time, prepared and fully equipped.
- 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 record throughout Year 12 and also 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.
- To refrain from smoking 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 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 [dawnk@rainford.org.uk](mailto:dawnk@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 Dawn Kells – the Sixth Form Administrator.

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 Form 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.

### **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 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 Form 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 MEG grade (Minimum Expected Grade) 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 MEG, you will be given another chance to retake it. If you do not reach your MEG 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 MEG 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.
- 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.
  - If work is significantly or consistently completed to a standard which is below your minimum expected grade (MEG), you will be expected to resubmit until you reach the required standard.



## 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 you develop the skills required for university and later life. You should expect to complete five hours independent study per subject, per week.

It is the Sixth Form policy that all students utilise non-contact/study periods effectively.

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

## 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 Form 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.



## Student Entitlement

### 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 periods 5 and 6 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.'*

### **Agent Academy**

Work with this exciting Liverpool-based marketing company to develop marketing strategies for school and Sixth Form based projects.

### **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.

### **'Be Brilliant' Careers Mentors**

Those of you with a clear career goal would be paired with a lower school student with similar aspirations. Your own experiences of GCSEs, A Levels and now, looking forward to the next step, would support them on their own journey to the same goal.

### **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.

### **Digital Ambassadors**

In this role, you will learn about how to manage social media from a business perspective and lead on content to provide prospective Rainford Sixth Form students with a window onto our campus. After some training and development, you will be responsible for choosing and developing exciting content that best depicts student life and conveys our branding and key messages.



## Enrichment

### 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

### 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.

### 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 one of Marvel's most successful writers and illustrators, Tim Quinn, you will get the opportunity to interview a celebrity and produce a professional magazine.

### Sixth Form Radio

Develop your communication and broadcasting skills in the ultimate 'student voice' activity. Choose the music and the discussion topics and broadcast your show every Friday around the school.

### Sport

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



## Enrichment

### 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.

### Tomorrow's Teachers

This exciting and invaluable programme, run by Edge Hill University, is a full day course and would take place during one of the Year 12 Employability Days. It would give those of you interested in teaching a real experience of what a PGCE would be like, including workshops on lesson planning and behaviour management.

### 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 India in February 2017, where excursions include a visit to the Taj Mahal.

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.

### Young Enterprise

You find out what it's really like to set up and run a business. You make all the decisions about your company, from deciding on the company name and product to creating a business plan, managing the company finances, selling to the public at trade fairs to ultimately winding up the company and paying their taxes. All this takes place with the support of a volunteer Business Adviser who brings a wealth of business knowledge and expertise.



## 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 silent 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 5.15pm. 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.

## Year 12/13 Tutorials 2017/18

**Sixth Form Tutorials are designed to cover all aspects of student life as well as applications to university & specific career advice. The taught element of the Extended Project Qualification will also be delivered through this session. Students will take part in a 50 minute session each week with the Head of Sixth Form.**

Session	Year 12	Year 13
W/C 4/9/16	<b>Induction Week</b>	
W/C 11/9/16	Introduction to Tutorials plus... Wed pm: Elevate Education present: Study Sensei (guest presenter)	Progression workshops / EPQ final requirements
W/C 25/9/17	Introduction to EPQ	Progression workshops
W/C 26/9/16	EPQ: Initial ideas	Progression workshops / EPQ final paperwork plus... Wed pm: Elevate Education present: Study Sensei (guest presenter)
W/C 2/10/16	Identifying future careers	Progression workshops
W/C 9/10/16	EPQ: Choosing the right title	Progression workshops
W/C 16/10/16	University & apprenticeship options	A Level Mindset
<b>October Half-Term</b>		
W/C 30/10/16	Elevate Education present: Time Management (guest presenter)	Interview techniques & selection processes
W/C 6/11/16	EPQ: Proposal Part A	Mock interviews
W/C 13/11/16	EPQ: Project Management / Goal setting	Motivation
W/C 20/11/16	Study skills: Note taking	Independent study / 1-2-1 Tutorials
W/C 27/11/16	EPQ: Research skills	Independent study / 1-2-1 Tutorials
W/C 4/12/16	Sexual Health	Progression: Student travel / study abroad
W/C 11/12/16	EPQ: Critical thinking	Maintaining positive relationships
W/C 18/12/16	Drug & Alcohol Awareness	Mental Wellness
<b>Christmas Break</b>		

## Year 12/13 Tutorials 2017/18

Session	Year 12	Year 13
W/C 8/1/17	EPQ: Research skills	Revision strategies
W/C 15/1/17	Revision skills	Politics
W/C 22/1/17	EPQ: Problem solving	Revision / 1-2-1 Tutorials
W/C 29/1/17	Mental wellness	Revision / 1-2-1 Tutorials
W/C 5/2/17	Beginning the application process	Safety on social media
February Half-Term		
W/C 19/2/17	Assessment Week	
W/C 26/2/17	EPQ: Project planning	Student finance
W/C 5/3/17	CV writing / work experience	Revision / 1-2-1 Tutorials
W/C 12/3/17	EPQ: Report writing	Revision / 1-2-1 Tutorials
W/C 19/3/17	Creating an argument	Elevate Education present: Student Elevation (guest presenter)
W/C 26/3/17	EPQ: Report writing (Harvard referencing)	Exam preparation
Easter Break		



## Year 12/13 Tutorials 2017/18

Session	Year 12	Year 13
W/C 16/4/17	Extremism	Apprenticeships
W/C 23/4/17	EPQ: Review	Memory Mnemonics
W/C 30/4/17	7 stages to exam success	Tips for student living / budgeting
W/C 7/5/17	EPQ: Presentations	Revision / 1-2-1 Tutorials
W/C 14/5/17	UCAS registration	Revision / 1-2-1 Tutorials
W/C 21/5/17	EPQ: Presentations	Exam day preparations (do's and don'ts)
May Half-Term		
W/C 4/6/17	Stress Management	Study Leave
W/C 11/6/17	EPQ: Final requirements	Study Leave
W/C 18/6/17	Super curricular enrichment	Study Leave
W/C 25/6/17	EPQ: 1-2-1 Tutorials	Study Leave
W/C 2/7/17	Continuance exams	Study Leave
W/C 9/7/17	Progression workshops	Study Leave
W/C 16/7/17	Work experience	Study Leave