



**Sixth Form Handbook  
for Parents and Students  
2011-12**

**Includes the Learning Agreement and  
Sixth Form Support Framework**

## **The Sixth Form – Learning Agreement**

Our purpose is to work in partnership to enable you to reach your full potential.

### **We expect you to:**

- ❖ Behave in a manner appropriate to the Sixth Form
- ❖ Attend all timetabled commitments, in line with the Sixth Form Attendance Policy
- ❖ Complete all work to the best of your ability, organise your time meaningfully throughout the day
- ❖ Meet deadlines
- ❖ Follow the College's Policy on smoking, alcohol and drugs
- ❖ Follow the College's ICT Network and Internet policy (see later)
- ❖ Follow the College's Code of Conduct by treating others with respect
- ❖ Look after the facilities available to you
- ❖ Remain on site throughout the day, except at lunchtime
- ❖ Use the Signing In/Out book
- ❖ Set a good example and be role models for the rest of the School

### **You can expect from us:**

- ◆ respect and consideration
- ◆ teaching by well qualified staff
- ◆ to receive informed feedback on your progress e.g. when work is returned to you and during the Aiming High process
- ◆ your performance, progress and attendance to be recorded and monitored
- ◆ guidance and support throughout your course and advice on how to plan your next step

**In joining the Sixth Form you have entered this partnership and have agreed to the expectations above.**

Name of Student (in Capitals): .....

Signature of Student: .....

Signature of Parent/Guardian: .....Date.....

**Richmond Sixth Form College  
A Learning Partnership**

	<b>The Staff agree to</b>	<b>As a student of the college I agree to</b>
<b>Learning</b>	Use their wisdom, skill and knowledge to give you an outstanding education	Respond by committing fully to my learning, submitting the best work I can and continuously aiming high
<b>Attendance</b>	Make contingency plans to ensure you go on learning, even if the timetable is interrupted	Attend all my timetabled lessons including Skills for Life.
<b>Advice, Guidance and Feedback</b>	Monitor your progress as an individual learner. Set targets and give you personalised, constructive feedback.	Listen and act on advice. Build up my own portfolio of skills in each subject area
<b>Environment</b>	Provide a pleasant, safe and well equipped working environment in College with good access to study facilities	Maintain that environment by correct use of facilities and responsible behaviour in college
<b>Reports and References</b>	Provide fair and accurate information about your progress to parents and outside agencies	Take responsibility for my work
<b>Careers Guidance</b>	Offer you constructive advice about career and education paths available to you beyond college	Seek advice and make use of the support offered

So be careful to make the most of study time. Don't get a job that is going to damage your education – 8 hrs a week is enough. And no holidays in term : you simply can't afford the time

There has to be a good reason for not attending college. Medical and dental appointments and driving lessons are made out of college time. If you are ill a parent should ring in before 10.00 am

The tutorial programme is compulsory too but you can opt in to other activities that genuinely interest you and try new things too

Neither smoking nor alcohol is allowed in school or near the school premises. Anyone found with or using illegal drugs will be asked to leave

You will have to write a Personal Statement if you are applying to university and a CV for entering the job market. You need to show how you stand out and have made the most of college life

## Welcome to the Sixth Form at Richmond School.

Our aim is to provide you with the opportunity to develop your potential as individuals and move onto Higher Education or your chosen career with confidence. We expect you to work to the best of your ability, take greater responsibility for yourselves and be a positive influence within our school community.

I Robertson  
Head Teacher

K D Allan  
Head of Sixth Form

**Please keep this booklet safe to refer to throughout the year.**

### Timings of School Day

Year 12	Year 13	08.55
Tutor/Pause	Tutor/Pause	09.00
P1	P1	10.00
P2	Break 20 mins	10.20
	P2	11.00
Break 20 mins		11.20
P3	P3	12.20
P4	Lunch 45 mins	01.05
	P4	01.20
Lunch 45 mins		02.05
P5	P5	03.05
Tutor/Guidance/Activities	Tutor/Guidance/Activities	03.35

### Sixth Form Dress Code

The expectation is that students should dress appropriately for a work environment. This means: **no strappy tops or vests, no 'ragged' (i.e. ripped, torn or patched) trousers, no hats indoors, no flip-flops**. No football wear unless in a match and no tracksuits unless doing a practical activity. Boys can wear shorts as long as they are at least knee length and could not be considered beachwear. As a Sixth Former you are a role model for younger students and we would ask that you dress as appropriate for a workplace.

### How to contact School:

The direct line to Sixth Form is 01748 828136 and is staffed between 8.30 am and 4.30 pm. The School's telephone number is Richmond (01748) 850111, staffed between 8.00 am and 5.00 pm. Staff will be happy to direct your call to the appropriate person. Outside these hours we have an 'Ansaphone' which is checked regularly for messages, including school holidays. Our fax number is (01748) 828106. E-mail: [admin@richmondschool.net](mailto:admin@richmondschool.net).

### Personal Information

It is important that any change in your personal circumstances e.g. change of address, telephone number, emergency contact, or surname, are notified to School, either through our School Office or to the Group Tutor, as soon as they occur.

### Daily Routine

It will be of great assistance to all staff if parents can ensure that students arrive at College punctually for registration at 8.55 am as it is imperative that all in College are registered before their first lesson, which starts at 9.00 am. Any students who are **unavoidably** late can be marked present by a member of staff in the Sixth Form until 9.30 am in the morning or up to 2.20pm in the afternoon - usually a pastoral manager is available to do this. After these times they should use the 'Signing In/Out' Book with the pastoral manager.

**Students are expected to be on site all day and register twice a day.**

### Signing In/Out

Students are expected to be on the premises throughout the school day, with the exception of lunchtime. **All students MUST use the 'Signing In/Out' Book at all other times if they have a valid reason for leaving the premises. They should sign in again if they return to College during school time.**

### Absences

It is the policy of Richmond School Sixth Form that students should be in attendance whenever the school is in session and for all activities, which are provided for them. If the attendance of any student falls below 95% for any subject and their absence is not authorised, we reserve the right to withdraw the student from the examination in that subject, or ask them to leave the Sixth Form entirely. See the full policy later in this booklet.

### Registration for Year 13 / Home Study

At some point in the Autumn term, Year 13 will be offered the privilege of Home Study for some of their non-contact time and will only need to register with their tutor in the afternoon. Home Study will be granted once a student has completed either a personal statement and CV for employment or a University UCAS application, as long as Parent/Guardian approval is given. The absence from a session will be noted and will be marked as authorised if permission has been granted. As Home Study is a privilege, students who abuse the system or fail to meet deadlines will have this option rescinded.

### Holidays taken in term time

**The Sixth Form does not authorise holidays taken in term time.** Absences due to a holiday will be recorded as unauthorised and will affect a student's minimum attendance requirement, which is 95%.

### ICT Network and Internet access policy

1. The Computer Network and Internet must only be used to directly support students' learning.
2. Students must always safeguard their Network Password and not under any circumstances give it to anyone else, including fellow students.
3. **They must not visit or attempt to visit inappropriate web-sites, such as: on-line gambling, on-line music sites, game sites, chat-rooms, sites to obtain malicious software or social networking sites.**
4. They must not down-load or attempt to down-load or install any software on any Richmond School and Sixth Form College Computers.

5. They must not repair or attempt to repair any hardware or software faults, this includes mice and keyboards. All faults should be reported to a teacher who will arrange for them to be put right.
6. They must not log onto or attempt to log onto the computer network using any login other than their own.

Please note: a) A permanent record of all Network logins and Internet sites visited are kept.

b) Remote monitoring will be carried out to ensure the above conditions are met.

c) Each time students log onto the Richmond School and Sixth Form College network they will be required to agree to the above conditions by okaying a dialog box. This will signify their continuing agreement to comply with the conditions.

You must understand that access to the computer Network and/or the Internet will be withdrawn if you do not comply with any of these conditions. Access will only be restored at the discretion of the Head Teacher or the Head of Sixth Form.

### **Part-time work**

We recognise that many Sixth Form students gain valuable skills and experience from the wide variety of jobs that they do. However, national research has shown that any student working **more than 8 hours per week** is likely to reduce their final academic achievements by at least one grade per subject. It has also been found that working distinct blocks of time over a few days is less damaging than frequent short sessions. **We would ask all students to put their academic commitments first when accepting offers of employment.**

### **Smoking, Alcohol and Drugs**

Richmond School & Sixth Form College is a no smoking site and students must not smoke either on site or within the 'no smoking zone' which follows the school's boundaries. Students must not bring alcohol or drugs onto the premises.

### **Teacher Absence**

Students need to collect the work from the Pastoral Managers in SG05 and be marked present in the electronic register.

### Sixth Form Procedures

Richmond Sixth Form College expects students to abide by the Learning Agreement they sign on enrolment (copy at the front of this handbook). Any breach in the terms of this contract will result in a formal verbal warning, then a final written warning and if the situation has still not improved then a student may be asked to leave the Sixth Form. Please see the Sixth Form Student Support Framework, which includes the intervention strategy and the code of conduct.

### A Message from the Senior Six

#### Respecting Fellow Students and The Environment

We ask that you promise to:

1. Look after provided furniture. **Do not** stick chewing gum under chairs, put feet up on seating or in any other way do damage to them.
2. Respect the Sixth Form environment. **Do not** litter. **Do** clear away your own rubbish in the Bistro (do not expect others to do it for you).
3. Refrain from **excessive** public shows of affection. Be aware of those around you who may be made uncomfortable.

### Mobile Telephones

It is important that mobile phones are not used or seen around the school, although they are allowed to be used in the dedicated Sixth Form parts of the Sixth Form Centre. Any student using a phone on the main school site or around younger children may have that phone confiscated.

### The Tutor Programme and Workskills Course

The skills for life programme in Years 12 and 13 aims to provide students with knowledge and skills relevant to adult life. There are some generic elements to the course including Careers, Health Issues and Drugs Awareness. The Work Skills Programme will build up additional employability skills and is a certificated BTEC qualification.

### Careers

In Year 12 Careers Workshops are timetabled and some are also delivered in the tutor programme. Students can apply to have an interview with a Careers Adviser, or drop in at lunchtimes when they are in school. In the summer term, a Careers Event is held in school, which covers employment and higher education choices.

Throughout the Sixth Form, students are encouraged to use the resources in the Careers Library in non-timetabled lessons. They are advised of courses and other opportunities through assemblies and notice-boards.

### UCAS 2011 Deadlines

- Friday 30 September for Oxbridge, Medicine and Dentistry.
- Friday 11 November for all other applications.

### The Library and Sixth Form Centre

The Library is a whole school resource designed to support the information and study needs of students and staff. We also provide books, magazines/newspapers for wider reading and enjoyment including a varied fiction selection. Computer provision for Year 12 is in the Sixth Form Centre but there is a wide selection of CD Roms in the Library to enhance the facilities for research.

The Sixth Form are welcome in the Library throughout the school day. During these times a 'working' atmosphere is encouraged. Students will be expected to consider others and work quietly and individually. Up to 6 books may be borrowed. Details of how to do this are available from Library staff, who are pleased to help with enquiries and welcome suggestions for stock.

The Sixth Form Study Room is a silent study area. **Food and drink must under no circumstances be taken in to this area.**

### Aiming High

This occurs each term and allows subject staff to provide performance and attendance feedback. Tutors will also discuss progress with their tutees and information will go to parents towards the end of the first and second terms.

### Parents' Evenings

Year 12: Tuesday 6 December

Year 13: Tuesday 4 October

### Students' Council

This is a forum for communication with the student body and the Sixth Form staff. The Head Boy/Head Girl chairs it, further supported by their deputies, all of whom are nominated and elected by the student body.

### Fire Drills

Students in lessons will be directed where to go by staff (who will follow the instructions printed up in each room). Students who are on Study Periods should do the following: if in the Library, follow the Library Staff to the field by the tennis courts and line up silently with the Library Staff. Students in the Sixth Form Centre need to line up silently on the tennis courts with any member of the Sixth Form team – a pastoral manager, a tutor or a member of staff who teaches them.

### Richmond School Parent Teacher Association (PTA)

The Annual General Meeting of the School's PTA will be held on **26 September** 2011 in **the Sixth Form Bistro at 7.30 pm**. We hope that parents will come along to the AGM and support the PTA wherever and whenever they can.

### Bringing a Car into School

Students can apply to bring their car onto the school site. Permission is generally given to students who live outside Richmond. They will need to bring in a copy of their insurance details and 50p to pay for the display wallet. A permit can be revoked if a student drives inappropriately on site.

### Behaviour on buses

We expect the same high standard of behaviour from our students travelling to and from College on buses as we do whilst they are in School. Expectations are made clear in the Code of Conduct.

Anyone misbehaving on buses is liable to have his/her bus pass withdrawn by the local Education Authority for a fixed period of time. It will then be the responsibility of the individual's parents to make arrangements for travel to and from School. A reminder that a bus pass must be applied for and spare packs are available from Sixth Form Reception.

### Adverse Weather Conditions

If School decides not to open due to snow, etc, this information will be posted on the School's website, [www.richmondschool.net](http://www.richmondschool.net) and local radio will be informed.

## **Sixth Form Attendance Policy**

### **Summary**

- a) Students are expected to be in school for all their timetabled commitments
- b) Absence known about in advance must be mentioned to the tutor and appropriate evidence produced
- c) Unavoidable absence must be explained to the tutor as soon as possible – a telephone call on the day would be most immediate – a letter on return would also be appropriate
- d) It is the tutee's responsibility to make sure they are registered as present and that any absence, which may be deemed authorised, is backed up by the appropriate evidence
- e) **Students are expected to achieve at least a 95% attendance record.**

### **1. Introduction - Attendance**

- **How will this attendance information be collected?** – By registration in tutor sessions and lessons. Please note that it is the tutee's responsibility to make sure they are registered – this is particularly important if a member of staff other than the tutor marks the register. Students can be marked in late, but only by a member of staff. This can be done in a student's first lesson or by a Sixth Form pastoral manager.

### **2. Absences**

- **Absences will be considered to be unauthorised unless there is a valid reason otherwise.** In other words, where there is an absence and the student wishes to claim this as authorised, it is up to the student to notify the school in line with this policy.
- If the reason for **absence could have been foreseen**, then the student should have applied in advance for authorised absence with their tutor. So, for example, it might be acceptable for a student to attend an Open Day if this was applied for in advance; but it would not be acceptable to miss classes without prior notification and then to claim that the absence should be authorised.
- Where the **claimed reason for absence could not reasonably have been foreseen**, the school will consider whether the absence was really unavoidable. An absence, which could not have been notified in advance, **should be notified to the school on the day in question**; unless, exceptionally, there is a good reason why this could not be done. In this circumstance the tutor needs to be contacted as soon as possible, preferably at the next tutor session

### Sixth Form Attendance Policy Cont'd

- **a) Absences which can be foreseen in advance.**

Absences will only be authorised in advance if the reason given for the absence is a good one. The following are examples of reasons for absence, which would usually be **considered to be acceptable**:

- a medical or dental appointment which cannot be arranged outside school or college hours
- to look after a family member or another person for whom the student has caring responsibilities
- a religious holiday
- a visit to a University either to attend an open day or for interview (**up to a maximum of 4 per year**)
- a career related interview
- an appointment with a Connexions Advisor (**although these should normally be scheduled to avoid disruption to studies**)
- a work experience placement which is an integral part of a course, and for which the student does not receive a wage
- participation in a significant extra-curricular activity, such as drama, music, sport or volunteering. Authorised absence will only be granted where the activity reflects a significant level of personal achievement (for example, taking part in a regional or national event), or for some other one-off event. Authorised absences for this reason will be granted sparingly; where a pattern of frequent participation in such activities is proposed, solutions will be explored personally with the student
- attendance at a probation meeting
- attendance at a funeral
- severe disruption to a student's mode of transport (e.g. a bus breakdown)
- a driving test
- a school representatives' meeting (e.g. Governors' meeting)
- Moving house (*1 day*)
- Evidence of court attendance
- Family bereavement
- Wedding of immediate family member
- Educational visits approved by the school or college
- Day and residential visits to outdoor centres
- Department study days
- Study leave
- Year 13 Home Study, where this has been approved by Parents/Guardians

This list is not intended to be exhaustive, and the school will take account of: the inherent reasonableness of any case; the number of absences taken by any one individual; repetitions of the same excuse; and whether the excuse is backed up with evidence.

### Sixth Form Attendance Policy Cont'd

The following reasons for absence would **not generally be acceptable**:

- A student is absent from a session if they have not obtained authorisation for absence.
- **A holiday taken during term-time**
- A social event taken during term-time
- part or full-time work which is not part of the student's programme of study
- leisure activities
- birthdays or similar celebrations
- baby-sitting younger siblings
- shopping
- driving lessons that interrupt attendance at any timetabled commitment
- Lateness (*after 9.30am*)
- Routine medical or dental appointments.
- Missing lessons to complete coursework / homework.

This list is not intended to be exhaustive.

#### **b) Absences which cannot be foreseen in advance**

- Where an absence genuinely could not be foreseen in advance, the student should make arrangements to tell the school as soon as possible on the day in question that they will be missing classes.
- Where a student has failed to do this, the absence will be treated as **unauthorised**
- The only exception to the principle above is where the student can supply a strong reason why they failed to contact the school that day. This might be because an event has been particularly disturbing or unpleasant, or because there has been a genuine practical barrier.

The following are examples of reasons for absence, which would **tend to be acceptable, providing that the school has been notified on the day**:

- ✓ An emergency situation involving a family member or another person for whom the student has caring responsibilities. Sudden severe illness would be an example. However, while such cases will be treated sympathetically on a one-off-basis, they will not be acceptable as regular grounds for authorising absence.
- ✓ Transport problems, where these were not known about in advance, and where there is no alternative means to hand. Students who do not have a relevant disability would be expected to walk if they lived within 3 miles of the school, and, in this instance, lateness would be acceptable.

## **Sixth Form Attendance Policy Cont'd**

- **Sickness Absence**
- Students' Parents or Guardians must certify a short illness with a letter or telephone call, up to a maximum of 10 days per year.
- Students' Parents or Guardians must report illnesses to the tutor on the day by contacting the Sixth Form Reception.

**The school is entitled to turn down applications for authorised sickness absence if we have reason to doubt the validity. Clearly, an emerging pattern of non-attendance due to sickness without explanation would be unacceptable.**

## **The 16 – 19 Bursary**

Students can apply for financial assistance from the 16-19 Bursary Fund. Please ask for an application pack from Reception or download from the school's website. Eligible students will receive payments providing they have 95% attendance, are not late (a maximum of 1 late mark per week) and achieve at least E3s or above in Aiming High.

**Richmond School and Sixth Form College**

**Holiday Dates 2011-12**

**AUTUMN TERM**

<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Monday 5 September 2011	24-28 October 2011 inclusive	Wednesday 20 December 2011

**Training Days:** 1, 2 September 2011, 25 November 2011

**SPRING TERM**

<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Monday 9 January 2012	13-17 February 2012 Inclusive	Thursday 29 March 2012

**Training Day:** 30 March 2012

**SUMMER TERM**

<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Monday 16 April 2012	4 – 8 June 2012	Friday 20 July 2012

**May Bank Holiday :** 7 May 2012