

# Richmond Sixth Form College



## Year 13 Handbook for Parents and Students 2009-10

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arts colleges



Science & Maths College



INVESTOR IN PEOPLE

Head: Mr P Beever BA MEd  
Deputy Heads: Mr J A Haslam and Mr D S Clark

## **The Sixth Form - a Partnership**

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

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

- ❖ attend all timetabled commitments, including Enhancement and Assembly in line with the Sixth Form Attendance Policy
- ❖ complete all work to the best of your ability
- ❖ meet deadlines
- ❖ follow the School's Code of Conduct by treating others with respect
- ❖ behave in a manner appropriate for the Sixth Form
- ❖ look after the facilities available to you
- ❖ use the signing out/in book
- ❖ follow the School's Policy on smoking, alcohol and drugs
- ❖ 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 or during the Academic Monitoring 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 accepted these conditions.**

## Welcome back to the Sixth Form at Richmond School

Our aim is to continue 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.



Mr P Beever  
Head



Mr K D Allan  
Head of Sixth Form



Miss J A Montgomery / Mr G Copland  
Heads of Year 13 and Year 12



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

### Timings for the School Day

#### All of the days except for Week 1 Monday

09.00	Registration
09.05	Period 1
10.15	Break
10.35	Period 2
11.45	Changeover
11.50	Period 3
13.00	Lunch
14.00	Registration (Assembly)
14.25	Period 4
15.35	End of Day

#### Week 1 Monday only

9.00	Registration
9.05	Period 1
10.05	Break
10.25	Period 2
11.30	Period 3
12.30	Lunch
1.20	Registration
1.30	Period 4
2.35	Period 5
15.35	End of Day

**Head of Sixth Form**  
**Head of Year 13**

Mr K D Allan  
Miss J A Montgomery

<b>Year 13 –</b>	<b>Miss J Montgomery</b>	<b>(Head of Year)</b>	
	<b>Mrs N Hansell</b>	<b>(Assistant Head of Year)</b>	
A D'Agostino	U9	J Raper	SG13
E Dunwoodie	SG18	C Ball	SG12
M Gibson	SG11	R Remillard	DT11
N Hansell	SG10	A Woodbridge	SG9
R McNutt	SG19	C Worley	SG7

### Sixth Form Dress Code

The expectation is that students should dress appropriately for a work environment. This means: **no sun tops, no 'ragged' (i.e. ripped, torn or patched) trousers and no hats indoors.** Boys can wear shorts as long as they are at least knee length and could not be considered beachwear. Sixth Form students should remember that they act as role models for younger students and we would ask that they present a clean and tidy appearance at all times, appropriate for a workplace.

## General Information

### How to contact School:

The School's telephone number is Richmond (01748) 850111. Our switchboard is staffed between 8.00 am and 5.00 pm and the 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. The direct line to Sixth Form is 01748 828136.

### 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 Sixth Form Reception or to the Group Tutor, as soon as they occur.

### 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 90% 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 once a day. 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. If a student then decides to stay in school, they should register as normal. Year 13 **must** register with their tutor **at least once a day**, attend Enhancement on Mondays and any Assemblies that are called. As Home Study is a privilege, students who abuse the system or fail to meet deadlines will have this option rescinded.

### Signing Out and In

As students are assumed to be on the premises they are asked to sign out and back in again if they return during school time. The 'Signing In and Out' book is kept in Sixth Form Reception.

### Teacher Absence

Students need to collect the work if a member of staff is absent. This will be brought to the lesson by another member of staff, be on the board in the room or on the whiteboard in the Foyer, also check Fronter. Any problems please contact the Head of Department or Head of Year.

### Sixth Form Procedures

Richmond School Sixth Form works on the principles of a workplace in that the expectations of work, attendance and punctuality need to be met. Any problems 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.

## **Enhancement/Careers**

The Enhancement programme in Year 13 continues to provide students with knowledge and skills relevant to adult life but is mainly directed towards applications for employment and higher education. Throughout Year 13, students are encouraged and advised to continue 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.

## **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 students working more than 12 hours per week are 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 keep their academic commitments in mind when accepting offers of employment.

## **Smoking, Alcohol and Drugs**

Richmond School is a no-smoking site. Students must not bring alcohol or drugs onto the premises.

## **UCAS 2009 Deadlines**

**Friday 25 September for Oxbridge, Medicine and Dentistry. Friday 6 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 13 is in the Sixth Form Centre but there is a wide selection of CD Roms in the Library to enhance the facilities for research. Year 13 are welcome 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 Centre is for quiet work. The Computer room in the Centre is a silent study area.

## **Access to the Internet**

Parents will be asked to sign an Agreement to allow students access to this resource. It is to be used to support student's own learning and students will have their access revoked if they misuse the system e.g. playing games, using chatlines or revealing their password to other students.

## **Academic Monitoring**

This occurs twice a year 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. This information will also be used to confirm Bonus Payments for those students in receipt of EMA.

## **Year 13 Parents' Evening**

This takes place on Wednesday 14 October 2009 in the Hall in the Sixth Form Centre.

## **Student Council**

This is a forum for communication with the student body and the Sixth Form staff. It is chaired by the Head Boy/Head Girl and 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 – either the Heads of Year, 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 on Monday 28 September in the Sixth Form College Hall, SG16, at 7.30 pm. We hope that parents will come along to the AGM and support the PTA wherever and whenever they can.

## **Behaviour on buses**

We expect the same high standard of behaviour from our students travelling to and from School 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. Spare application packs for a bus pass are available from Sixth Form Reception.

## **Bringing a Car into School**

Unfortunately there is no space on the school site for student cars.

## **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.

## **Mobile Telephones**

The rule here is the same as for other year groups: mobile 'phones must not be seen or heard in School. The penalty will be confiscation and parents will be asked to collect the 'phone from School. The only place that Sixth Formers are allowed to use them on site is in the Sixth Form Centre.

## **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 may affect a student's minimum attendance requirement, which is 90%.

## **Students Eligible for EMA**

Please make sure that we have received your Certificate of Entitlement so that we can arrange payments. Bear in mind the Attendance Policy, attached, which must be met for the weekly payments and the Partnership Agreement (signed in Year 12), for the bonus payments to be made.

# 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 90% attendance record.**

## 1. Introduction - Attendance

- **How will this attendance information be collected?** – By registration in the first instance. It is assumed that all lessons are attended, unless the tutor receives a 'pink slip' denoting absence. 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, before 9.30 am – usually Mrs Wilhelmy is available to do this in the Sixth Form Reception. After this time, students must use the Signing In and Signing Out Book outside Sixth Form Reception.

## 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
  - **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.

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 and 2.20pm)
- 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** (and therefore a student eligible to receive an EMA payment will not do so for the week in question.) 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.

## **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. **Beyond this, a medical certificate will be required.**
- Students' Parents or Guardians must report illnesses to the tutor on the day by contacting the Sixth Form Reception.
- Isolated periods of genuine sickness should not preclude payment of EMA to eligible students, but it will not be paid if student is away for a full week. If a student is off long-term but has made arrangements to study from home, then payment may be made.

**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.**

## EMA Student Information

**EMA Students are expected to follow the same requirements as any other Sixth Former**, as outlined earlier in this Handbook.

### Weekly Attendance Payments

- The weekly attendance EMA will only be paid providing that the **student has attended all their timetable commitments over the previous week**. This includes all lessons, assemblies, Monday's Enhancement Session and any other meetings or visits that the Sixth Form Team considers an essential part of being in the Sixth Form. If the student has failed to attend, then the student will receive no EMA payment for that week, and the school or college will notify the APB to that effect in its weekly return. However, in some circumstances the school or college will deem absence to be authorised. Where an absence is authorised, the student will still be entitled to the weekly EMA payment as though he/she has attended in full (unless, of course, they have an unauthorised absence for a different session). Please note that an EMA payment will not be made if a student is on holiday. Also bear in mind that 90% attendance is expected, regardless of the reason for absence. See the detailed Sixth Form Attendance Policy.

### Bonus Payments

- These payments are paid in January and July based on good student progress and subject staff will assess this using the Cross-Curricular Sheet Criteria. Students who are failing to meet their target grades and/or who are receiving 'sometimes' or 'rarely' grades for application to study and/or homework may be deemed not to be making sufficient progress for the bonus to be paid. Subject staff will be asked to comment further before a final decision is made. The additional bonus payment made in the September of a student's second year will be based on attendance at public examinations in the summer of the first year.

### Non-Payment and Appeals

- **Students who have not attended all sessions for a week will not receive their weekly payment. Similarly, students deemed not to have made sufficient progress will not receive their bonus payments. In both cases they will be informed by letter, which will also outline how they may appeal against this decision.**

## School Dates 2009-2010

<b>RICHMOND SCHOOL HOLIDAY DATES 2009-10</b>		
<b>AUTUMN TERM</b>		
<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Friday 4 September 2009 for Year 7 Monday 7 September 2009 for Years 8,9,10,11,13 Tuesday 8 September 2009 for Year 12	26-30 October 2009	Friday 18 December 2009
<b>Training Days:</b> 3 September 2009, 5 October 2009, 27 November 2009		
<b>SPRING TERM</b>		
<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Monday 4 January 2010	15-19 February 2010	Friday 2 April 2010
<b>Training Day:</b> 12 February 2010, 1 April 2010		
<b>SUMMER TERM</b>		
<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Monday 19 April 2010	31 May – 4 June 2010	Friday 23 July 2010
<b>May Bank Holiday :</b> Monday 3 May 2010		