



Student Handbook 2021

This booklet has been produced to aid a smooth transition from high school to college. If there is anything that you are still unsure about a member of staff will always be happy to help you.

### **Contact Details:**

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### **Attendance and Punctuality**

The two biggest factors contributing to success at advanced level are attendance and effort. Students who attend lessons and work hard do well. There will be differences from GCSE; there will be far more independent working, increased responsibility and a greater emphasis placed upon you as the learner. We also expect you to be organised, use your time efficiently and have a strong work ethic. Guidance will be given to help you develop these skills but, there are some general expectations that you should be aware of before embarking on a course in the college:

Attendance is directly correlated to attainment. Research indicates that a 5% absence rate can lead to a drop in achievement by at least 1 grade at advanced level, 10% 2 grades, etc.

An attendance rate of 90% may sound impressive in the first instance, but it actually means that a student only attends for 4.5 out of every 5 college days. Over the two year period, this means they would actually **miss eight weeks of curriculum time**.

Registration is taken in your first lesson each day promptly. For obvious safeguarding reasons, any student not marked as present (without prior notification) triggers a text message sent to the parent / carer to ascertain the student's whereabouts.

### **Bursary Fund & Free School Meals**

The College has a small bursary fund to help students who are likely to experience significant difficulties or financial hardship that could prevent them from continuing their studies. Application forms are available from the College Office at the start of the academic year. Should your circumstances change in year applications are also considered.

### **Careers and University Guidance**

Guidance on post-16 options is provided, including help to compile CVs, prepare for interviews and identify strengths and 'unique selling points'. Mr Hayward, a graduate from Cambridge University, will be mentoring Oxbridge candidates as well as those planning a career in medicine, veterinary or dentistry.

During the course of Year 12 we will invite to the College guest speakers from a range of backgrounds giving an insight into different career paths, apprenticeships, and employment opportunities as well as higher education courses.

## **Celebrating Success**

A reward system is in place to highlight areas of outstanding performance so that recognition of achievement can be noted and success rewarded. This is to encourage all students and to help them reach their full potential.

## **Dress and Appearance**

As senior students we expect that you will dress in a manner appropriate to a working environment, and we count upon your co-operation to send the right message to younger pupils in the High School who wear school uniform. As such the following items are not acceptable to be worn to college:

- Crop tops, low cut tops, or any clothing that reveals the midriff.
- Excessively short skirts, dresses, or shorts.
- Flip flops.
- High heeled shoes.
- Excessively ripped or torn jeans.
- Jewellery can be worn but students may be asked to remove items if this is excessive, and discreet facial piercings need to be kept to a minimum.
- Extreme hair colours are not acceptable, even if they are under dyed.

## **Educational Trips and Visits**

Throughout the year there will be educational trips and visits to support the curriculum in most subjects. We strongly advise each student to consult with their subject teacher in September to establish approximate dates and costs to allow for financial planning. If you believe you will have difficulty in participating due to financial constraints then the College may be able to offer support and guidance. Please see Ms McGuinness or Mrs Durban for guidance.

## **Enrichment Curriculum**

Employers and universities want more than just grades. The enrichment programme at Reepham College provides the opportunity for you to develop skills outside your subject area, to work with a variety of staff and students, and to give you something that makes you stand out from the crowd.

Throughout your time at college, you will be timetabled Enrichment activities. Some sessions will help you gain the generic skills required to be successful at advanced level study while others will build on more specific skill sets.

## **Ethos and Expectations**

As role models for younger pupils, you are expected to set a good example and part of your enrichment time will be used to mentor students in the High School. We are delighted that you have chosen to continue your education at Reepham, we value your opinions and you will be treated with dignity, courtesy and respect. We will expect you to treat others in a similar fashion.

## **Exams**

External A Level examinations will take place during May/June, mainly in college rooms and individual exam timetables will be issued. Year 12 Assessments are held mid March.

## **Fire Procedure**

In the event of a fire alarm being sounded on either the College or Main School site all staff and students must report to the field outside the rear college entrance. Please follow instructions provided by fire marshalls and adhere to the protocol and guidance in a quiet and orderly fashion.

## **ICT**

All students will be issued with a personal email address, photocopying code, login and password to access the college ICT and printing systems. If you experience difficulties with this please use the Helpdesk in the Student area of the College website, which you will be able to access from your mobile phone if necessary. **Students should be aware** that the Computer Misuse Act (1990) states that adding / editing / deleting data or entering a computer system without permission is an offence and students should take steps to ensure that their data is kept safe - such as logging off and changing their password regularly. Students should also make sure they are using hardware and software provided as intended to aid in their studies, and not for any other reason.

## **Leadership Opportunities - Senior Student Leadership & Deputies Team**

Students appointed to this role will form part of the Headteacher's Council, develop their leadership qualities, be a visible and positive link between college and high school, play a role in public relations with outside agencies; local business links and the media, be involved in staff appointments and act as a figurehead for students.

## **College Council**

Reepham College Council is made up of both Year 12 and Year 13 students, its purpose is to be a democratic body representing students in the College, acting as the staff/student interface, to organise student activities and to raise money for appropriate causes.

## **Duke of Edinburgh**

The Duke of Edinburgh Award is a real adventure. Every section gives you something different - that's the fun of it! You'll enjoy loads of new experiences and discover talents you never thought you had. Achieving an Award will give you skills, confidence and a view on life that everyone is looking for, from employers to colleges and universities.

## **Learning Contract**

Our learning contract forms part of our Student Admission Form. **The contract has to be signed by all parties and is a condition of entry.**

## **Leaving the Premises**

College students are allowed to leave the site at lunch time. However, for safeguarding reasons it is **essential that you sign out / in** every time you leave the site at the College's reception and remember to be back in plenty of time for your afternoon lessons.

## **Learning Resource Centre (LRC)**

Fantastic facilities are available to students in the LRC, ideal for silent study. There is also an area for group/discussion work outside Ms McGuinness' office. A member of staff will be available in the LRC to offer support to students. If you discover a problem with a device in the LRC, please report this to a member of staff or via the Helpdesk form in the Student Area of the college website.

## **Medical / First Aid point**

Students who feel unwell should report to the College Office and, if thought appropriate, parents will be contacted by college staff. Students that are unwell and waiting to be collected by a parent/guardian must wait in the College Office until they are collected. On leaving, students must ensure they have signed out.

## **Notification of Absence**

In the case of absences please contact Mrs Vincent on **01603 870328** extension **295** as soon as possible.

## **Parking Permits**

There are a limited number of parking permits available and are issued once evidence of valid insurance, tax, mot and a driving licence has been provided. If you wish to apply for a permit please collect an application form from the College Reception. Students driving to and from College are expected to leave after 3:40 p.m. once the buses have left the site.

## **Student Briefings**

All students will be allocated a personal tutor and head of year. Essential information will be given to you during tutor time each day and there will also be weekly year group briefings in order to keep up to date on vital information.

## **Smoking, Alcohol and Drugs**

Smoking is not allowed by staff or students anywhere on, or within **150 metres of the RHSC** site. Consumption of alcohol and drug use is strictly forbidden.

## **Timetable**

The expectation at A Level is that taught lessons are matched by an equivalent amount of private study. Independent study periods will be timetabled in the LRC and registered like any normal lesson.

The timings for the school day are as follows:

<b>8.45 – 9.50 am</b>	<b>Lesson 1</b>
<b>9.50 – 10.50 am</b>	<b>Lesson 2</b>
<b>10.50 – 11.10 am</b>	<b>Break</b>
<b>11.10 – 12.10 pm</b>	<b>Lesson 3</b>
<b>12.10 – 1.10 pm</b>	<b>Lesson 4</b>
<b>1.10 – 1.55 pm</b>	<b>Lunch</b>
<b>2.00 – 2.25 pm</b>	<b>Tutor Time / Student Briefings</b>
<b>2.25 – 3.25 pm</b>	<b>Lesson 5</b>

## **Work Experience**

A work experience programme has been introduced to allow you the opportunity to gain valuable experience in your chosen career path. In addition it will significantly improve your chances of gaining either university places, apprenticeships or employment. The Work Experience placement is between **Monday 11th July and Friday 22nd July inclusive and is compulsory for all Year 12 students**. Placements need to be self-generated so that you can ensure it is relevant and appropriate for your future career plans. In order for the necessary health & safety checks to be carried out, **the placement needs to be finalised before the Christmas holidays**.

## **Finally... If you are unsure of anything please ask.**

There will be times when you're finding things difficult, when you feel under pressure and when you're struggling to cope with the workload. **Do ask for help**, we want to help you make the transition from GCSE to A level as smooth as possible. You do have to take on more responsibility for your own learning, but we promise you excellent teaching, top-quality resources, and support and guidance throughout. Staff will assist you to reach your potential and make fantastic progress. We want you to feel part of the College and enhance its reputation as an exciting and dynamic learning establishment; a place of which we are all incredibly proud.

### **Key Dates 2021-2022: Term dates are different to those published by NCC.**

<b>(Autumn Term) Monday 6th September – Friday 17th December</b>
<b>Monday 25<sup>th</sup> October – Friday 29th October (Half Term)</b>
<b>(Spring Term) Wednesday 5th January – Friday 1<sup>st</sup> April</b>
<b>Monday 14<sup>th</sup> February – Friday 18<sup>th</sup> February (Half Term)</b>
<b>(Summer Term) Tuesday 19<sup>th</sup> April - Friday 22nd July</b>
<b>Monday 30<sup>th</sup> May – Friday 3rd June (Half Term) In addition Students will be on holiday on Thursday 30<sup>th</sup> June</b>

A full list of key dates and events will be issued at our Year 12 Introduction Session on Thursday 9<sup>th</sup> September.