



Rainey Endowed

YEAR 13

HANDBOOK

Welcome to Year 13

Year 13 is the first year of your A level studies and the penultimate year of your school journey.

It is a year of challenge, growth and opportunity - and an important step towards your future.

This handbook outlines our expectations and the key information you need to help you make the most of it.



We are here to support you to achieve success and prepare for your future.

WHAT MAKES SIXTH FORM DIFFERENT?

- Year 13 is the first year of A level studies. You will experience greater academic depth, more independent learning and higher expectations than at GCSE.
- Take responsibility for your own learning, manage your time effectively and use opportunities to develop the skills that will shape your future.
- Embrace the challenge - the skills you develop now will be invaluable in future education, training and employment.

OUR EXPECTATIONS OF YOU

INDEPENDENCE	RESPONSIBILITY	LEADERSHIP	ATTENDANCE	ORGANISATION
Take ownership of your learning. Use study time productively and seek help when needed.	Attend regularly and punctually, meet deadlines and follow school policies and procedures.	Set a positive example for younger pupils through your attitude, behaviour and commitment.	Aim for 95%+ attendance. Attend all lessons, assemblies and registration.	Plan ahead, manage your time effectively and come prepared for lessons.

WHAT WE EXPECT

Your success in Sixth Form depends on the choices you make every day. These expectations create a positive, focused and successful learning environment.

ATTENDANCE & PUNCTUALITY

- Aim for 95%+ attendance.
- Attend registration, assemblies and all timetabled lessons.
- Arrive on time and be ready to learn.
- Good attendance and punctuality are essential for success.

PRIVATE STUDY

- Use study periods productively.
- Complete around 20 hours of independent study each week.
- Meet all coursework, homework and revision deadlines.
- Come prepared to every lesson.

BEHAVIOUR & LEADERSHIP

- Be respectful, polite and inclusive.
- Wear your uniform with pride and set a positive example.
- Follow school policies and staff instructions.
- Take leadership opportunities and support younger pupils.

USE OF DEVICES

- Use laptops, tablets and phones for educational purposes only when permitted.
- Follow the school's ICT Acceptable Use Policy.
- Keep devices silent and put away when not needed for learning.
- Respect others' right to learn without distraction.

STUDY CENTRE

- Attend when your timetable states.
- Work quietly and follow instructions.
- Water only - no food or other drinks.
- Keep the area clean and tidy.
- Remain for the whole study period unless given permission to leave.

SIXTH FORM RECREATIONAL CENTRE

- Use the space and furniture responsibly - do not sit on tables.
- Keep the area clean and clear up after yourself.
- Mobile phones may be used during break, lunch and recreation periods in line with ICT policy.
- No ball games or graffiti. Report damage immediately.
- Be inclusive and create a welcoming space for everyone.

KEY INFORMATION

Important information for pupils and parents/guardians. Please read carefully and refer to it throughout the year.

ABSENCE

- If your child is absent, a parent/guardian must email the Form Tutor before 9.30 am explaining the reason for absence.

PROGRESSION TO YEAR 14

- Progression is based on academic progress, attendance, punctuality, behaviour and commitment to school life.
- AS level results will be reviewed before progression is confirmed.

MEDICAL APPOINTMENTS / LEAVING SCHOOL

- Where a pupil needs to leave school during the day, a parent/guardian should email the Form Tutor in advance.
- Pupils must sign out through Reception before leaving school.

IMPORTANT NOTES

- Mobile phones may be used only as permitted.
- Uniform must be worn correctly at all times and to and from school.
- Be prepared for every lesson with the correct equipment and a positive attitude.
- Treat everyone with respect and act as a positive role model.
- Follow school policies and staff instructions at all times.

DRIVING

- No parking on the school site.
- Park considerately and do not block driveways or local residents.
- All pupils who drive to school must provide their car registration, make and model to their Form Tutor.
- Driving lessons may only take place during study/recreation periods with parental permission - never during timetabled lessons.

BREAK & LUNCH

- Pupils are not permitted to leave the school grounds at break or lunch.
- Do not leave at any other time without permission.

SCHOOL POLICIES

- Full school policies, including Behaviour, Attendance, ICT Acceptable Use and Sixth Form procedures, should be read alongside this handbook and are available through the school's usual online channels.

YEAR 13 AGREEMENT

This agreement sets out the expectations we have for all Year 13 pupils and what we ask of parents/guardians in supporting their success.

Please read, sign and return to your Form Tutor.

AS A YEAR 13 PUPIL I AGREE TO:

- Attend school regularly and be punctual.
- Work independently and use study periods productively.
- Meet coursework and homework deadlines.
- Behave respectfully and positively at all times.
- Follow school policies and staff instructions.
- Respect Sixth Form facilities and keep them clean and tidy.
- Act as a role model for younger pupils.
- Seek support when needed and communicate with staff.

AS A PARENT/GUARDIAN I AGREE TO:

- Support regular attendance and punctuality.
- Inform the school of my child's absence by emailing the Form Tutor before 9.30 am.
- Email the Form Tutor in advance regarding medical appointments or permission for my child to leave school during the day.
- Support the expectations outlined in this handbook and encourage my child to make the most of the opportunities available in Sixth Form.

Pupil Signature:

Date:

Parent/Guardian Signature:

Date:

NEED SUPPORT?

- Your Form Tutor, Head of Year and subject teachers are here to help. Ask for support, advice or guidance as early as possible.