



UPPER SIXTH HANDBOOK

Rainey Endowed School • Agreement, expectations and support

BY RETURNING TO SIXTH FORM AT RAINEY ENDOWED SCHOOL pupils agree to meet the expectations and responsibilities set out in this handbook, and parents/guardians agree to support their son/daughter in doing so. The school, in turn, commits to high-quality teaching, appropriate resources, pastoral and careers support, and opportunities for independence and leadership.

01 ACADEMIC CHALLENGE

- A2 work is significantly more demanding than AS.
- Complete around 20 hours of private study each week beyond timetabled classes.
- Plan study periods in advance and use them productively.
- Take control of your learning - teachers guide, but you must drive progress.

02 MANAGEMENT CHALLENGE

- Organise your time carefully and meet all deadlines.
- Prepare consistently for A2 examinations from the start of term.
- Part-time employment is not recommended; if essential, keep it to a minimum so study is not affected.

03 SOCIAL CHALLENGE

- Show courteous behaviour in school, across MRLP and in the wider community.
- Remember that Upper Sixth pupils are the oldest and most influential pupils in school.
- Set a positive example for younger pupils.

04 PERSONAL CHALLENGE

- Make informed decisions about your next steps after school.
- Engage fully with careers guidance and application processes.
- Your attitude, reliability and conduct contribute to the references written on your behalf.

YOUR CORE COMMITMENTS

- Maintain good punctuality, attendance and behaviour.
- Attend registration, assemblies, all timetabled classes and allocated study.
- Remain in school throughout the day unless absence is authorised.
- Complete classwork, homework and independent study conscientiously and on time.
- Follow school regulations, including the Internet Responsibility Contract.
- Seek help early from subject teachers, Careers, your tutor or Head of Year.

LEADERSHIP & RESPONSIBILITY

- Return required letters, slips and forms on time with parent/guardian support.
- Follow all safety rules, including those relating to cars and driving.
- Respect the Sixth Form Recreation Centre, Study Centre and school property.
- Report damage promptly.
- Provide leadership and a good example to younger pupils.
- Work cooperatively and respectfully with all staff and other pupils.

RESPECT • RESILIENCE • RESPONSIBILITY



KEY INFORMATION & AGREEMENT

What Upper Sixth pupils and families need to know

ATTENDANCE

- Expected attendance is at least 95%. Attendance and punctuality are monitored closely.
- Parents/guardians must email the pupil's Form Tutor before 8.30am to explain any absence.
- If a pupil needs to leave school for an appointment, parents/guardians must email the Form Tutor in advance to request permission and outline the reason.
- If attendance falls below the expected level, the Head of Year will speak with the pupil and contact home; persistent concerns may be escalated.

PASTORAL & CAREERS

- Your tutor and Head of Year are key points of support and maintain communication with home.
- Upper Sixth careers support includes timetabled Careers Education, one-to-one guidance and support with UCAS/CAO applications.

IF YOU FEEL UNWELL

- Speak to the Head of Year first.
- The Head of Year will issue a pink slip for the pupil to take to the school office.
- Office staff will then contact home.
- Pupils must not contact home themselves or leave school without prior permission.

LUNCH, CARS & DRIVING LESSONS

PARENTAL PERMISSION REQUIRED: This is an unsupervised privilege.

Pupils may leave the school site only where prior parent/guardian permission has been recorded. No permission = pupil remains on site.

- Sixth Form pupils are not permitted to leave school at break time.
- Year 14 pupils may leave school at lunchtime on Thursday only to purchase food. Pupils carrying a Thursday lunchtime duty may leave on Friday instead.
- Pupils may walk to eating establishments on Rainey Street and to: Domino's, Mrs Brown's, Starbucks, Subway, JC Stewarts/Kelly's, Ben's Ice Cream Studio, Bob & Bert's and Mamo.
- Pupils are not permitted to go into Meadow Lane. Food purchased in town must not be brought back into school.
- This lunch privilege is UNSUPERVISED: pupils who leave school at lunchtime will not be supervised by a member of staff.
- Failure to stay within the specified locations will result in the lunch privilege being removed for a suitable period.
- Student cars cannot be parked on school premises. Allow enough time to park and arrive before 8.50am; park considerately and give your registration, make and model to your tutor.
- Driving lessons should be outside school hours where possible. If unavoidable, they may take place during study/recreation with parental permission emailed to the form tutor; never during timetabled class.

STUDY & RECREATION CENTRES

- Attend the Study Centre or allocated study space when your timetable states; be punctual, prepared and remain for the full period.
- Work quietly and respectfully. Water only; no other food or drink.
- Headphones may be used at low volume. Select your playlist, then put your phone away. Phones are for educational purposes only in study.
- Keep the Study Centre clean and tidy and do not leave bags unattended.
- In the Recreation Centre: use furniture responsibly, no indoor ball games or graffiti, put rubbish in bins, report breakages and leave the kitchen clean.
- Mobile phone use in the Recreation Centre is a privilege at break, lunch and recreation periods, subject to the school's ICT policy.

STANDARDS OF BEHAVIOUR

School sanctions may include verbal admonition, withdrawal of recreation/lunch privilege, detention or withdrawal from class. Serious or persistent breaches may lead to the school disciplinary procedure. Examples include repeated lateness, unexplained absence, leaving without permission, failure to follow the timetable, misuse of the internet, disrespect for Sixth Form facilities, repeated underperformance and missed deadlines.

OUR SIXTH FORM AGREEMENT

By returning to Sixth Form at Rainey Endowed School, pupils agree to meet the expectations outlined in this handbook. Parents/guardians agree to support their son/daughter in meeting these expectations and to follow the procedures for attendance, absence, appointments and communication with school.

The handbook will be available through Google Classroom and the school website. Pupils and parents/guardians should read it carefully.

The Thursday lunchtime privilege is separate: pupils may leave the school site only when specific parent/guardian permission has been recorded.

Please read this handbook carefully. Specific parental permission is required for the Thursday lunchtime privilege.