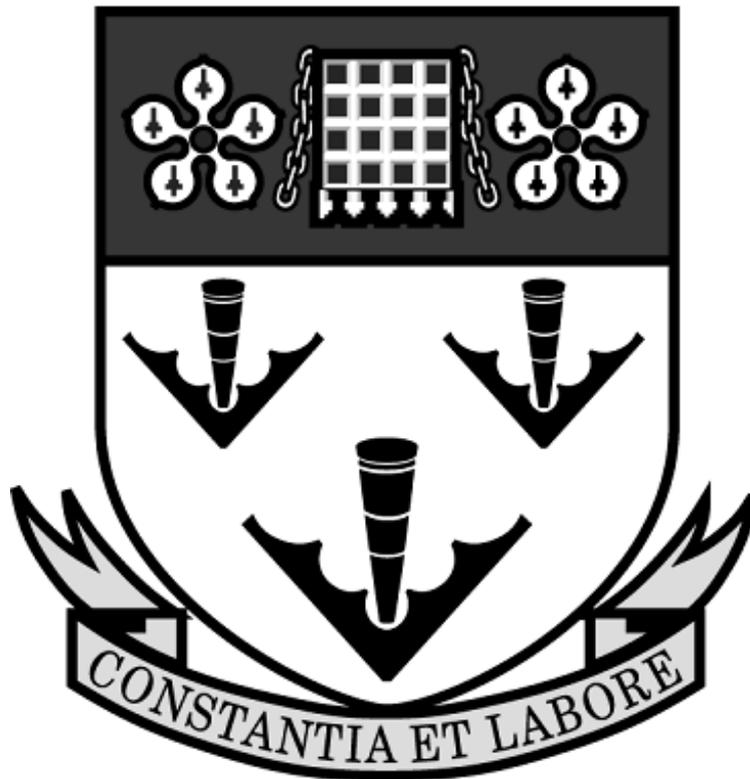


# Rushcliffe Sixth Form

At Rushcliffe School, everyone will be given the chance to  
shine brightly



## Information for Parents

2020-21

**At Rushcliffe School, everyone will be given the chance to shine brightly.**

**Our core values**

**We try our best.**

**We support each other.**

**We keep each other informed.**

**We listen to different opinions.**

**We are proud to be part of the school.**

---

Dear Parents / Carers,

I hope that you will find the information in this booklet useful.

An effective partnership between home and school has a big impact on the success of a young person and this remains true for our students in the Sixth Form. We are keen for you to understand all that we do as a school so that you are able to support this work with your son/daughter at home. However, we understand that it takes time to read policies and other lengthy information on the website or elsewhere. As such, this booklet is designed to give you an overview but also includes links to more detailed information.

If you have any feedback on the information or would find anything additional of use, please do let us know as we will review this booklet each year.

Yours faithfully



**Damian Painton**

Principal



**Ruth Frost**

Assistant Principal (Post 16)

Contents

**Achievement Evening** ..... 4  
**Assembly** ..... 4  
**Attendance** ..... 4  
**Bicycles** ..... 4  
**Bright Days & Extended tutor sessions** ..... 5  
**Conduct & Engagement** ..... 5  
**Data Protection** ..... 5  
**Dress Code** ..... 5  
**Enrichment** ..... 6  
**Equipment & Text books** ..... 6  
**Financial Support** ..... 6  
**First Aid and Medical** ..... 7  
**Homework & Independent study** ..... 7  
**Learning Resource Centre (Library)** ..... 7  
**Learning Support** ..... 7  
**Lockers** ..... 8  
**Mobile Phones** ..... 8  
**Moodle Parent Portal & EduLink One App** ..... 8  
**Online Payments** ..... 8  
**Parents' Evenings** ..... 8  
**Part time employment** ..... 9  
**Progress Reviews** ..... 9  
**Safeguarding and Son/daughter Protection** ..... 9  
**School Buses** ..... 9  
**School Day** ..... 10  
**School dinners** ..... 11  
**Teacher absences** ..... 11  
**Trips & Residential visits** ..... 12  
**Tutors** ..... 12  
**Well-being and pastoral support** ..... 12  
**Work experience** ..... 12  
**Staff** ..... 13  
**School Holidays and INSET Days 2020-2** ..... 14  
**Key dates for your diary 2020-21** ..... **Error! Bookmark not defined.**

*\*All information correct at time of printing.*

## **Achievement Evening**

Each year group has an achievement evening at the end of the summer term. Parents of those students who are receiving an award are invited to attend. In the sixth form awards are given for effort and attainment in different subject areas alongside Tutor awards and the Rushcliffe Community Awards which recognise contributions to extra-curricular activities and work done within school and local communities including representation in sports, drama, music and volunteering.

## **Assembly**

Year 12 normally come together for a year group assembly every Tuesday morning. Ethos assemblies are led by a member of the senior leadership team or Head of Year and focus on a theme linked to our core values to give students an understanding of issues affecting society and the world beyond Rushcliffe. At other times Assemblies are led by guest speakers, presenting opportunities for our students to become involved in projects outside school. Given the current situation, year group assemblies held in a school hall are temporarily 'on hold; pre-recorded presentations and assemblies will be shown during Tutor time using the audio/video equipment in each classroom.

## **Attendance**

Sixth form students must attend all timetabled lessons and tutorials (including tutor time, assembly and enrichment). An attendance figure of <95% will trigger intervention and may result in disciplinary action.

Subject teachers, particularly leading up to exam periods, may offer a number of additional study or revision sessions; students are expected to attend as many of these as possible.

Students are also expected to maintain high standards of punctuality.

If a student is ill, their parent/guardian should notify the school by telephone on the day of the absence.

For known absences, parents/guardians should inform the sixth form office at their earliest convenience and students should notify their teachers and tutors in advance.

It is the responsibility of the student to ensure that all missed work is caught up. Teachers and tutors will support students to do so.

- The school does not authorise any term time holidays for sixth form students.
- Students should try to avoid making doctor's/dentist's appointments when they have timetabled lessons.
- Driving lessons are not an eligible reason for absence.
- We support students in undertaking relevant work experience placements but encourage them to do so in the school holidays to minimise the disruption to learning. Any work experience placements which can only be undertaken during term time (outside of the scheduled work experience week) must be authorised by the Assistant Principal (Post 16).
- We also support students participating in elite sporting, musical or similar events and understand this may necessitate time off school. Parents/students should seek permission from the Assistant Principal (Post 16).

Students are permitted to leave the school site during the day if they do not have lessons and **MUST** sign out at the sixth form reception desk and sign back in on their return if not going immediately to a timetabled lesson. For the safety of all, we must keep an accurate record of who is on site.

Students will be entered for public examinations on the courses undertaken for both Level 3 and enrichment option qualifications. In the event that a student chooses not to present themselves for an exam, excepting 'exceptional circumstances' such as acute illness, they may be liable to pay the full cost of the examination entry fee.

## **Bicycles**

A great many students cycle to sixth form and we warmly encourage this. We want students to be safe and would ask that you support us by reinforcing the need to wear a cycle helmet and to be responsible when cycling on or close to the roads. There are secure bike sheds on site. These are locked at the start of morning registration and re-opened at the end of the school day. We

recommend students use the bike sheds and also bring a good quality lock to ensure the security of any bikes being kept on site.

### **Bright Days**

Four times a year, the normal school timetable is suspended for Bright Days. These days give students the opportunity to explore a range of different issues that support their personal and academic development including study skills for lifelong learning, employability skills and post 18 pathways and choices (University / Apprenticeships / Employment). We also focus on key issues relevant to 16-18 year olds – linked to health and well-being as well as social and cultural themes including: alcohol and drug misuse; sexual health; driver safety, anxiety and stress; the power of sleep and healthy eating. In Y13 this provision extends to include : preparation for independent living including financial awareness, democracy and my right to vote. Attendance on Bright Days is compulsory.

### **Conduct & Engagement**

Sixth form students are expected to demonstrate high standards of behaviour in the classroom, sixth form areas, around the school and off site during school visits and residentials it is their duty to act as positive role models for younger students. In particular, we expect students to be respectful to people and property at all times. Students should assume collective responsibility for keeping the common room area clean and free of litter. Sixth form students are encouraged to take on roles of responsibility- such as reading mentors and subject ambassadors, to both develop their own interpersonal and leadership skills and to make a positive contribution to the school community.

In order to ensure effective communication between students and staff we ask all students to:

- Check their pigeon hole every day.
- Sign up to Rushcliffe Sixth Form's Facebook page.
- Use the Rushcliffe e-mail system.

Students who wish to bring a motorised vehicle on to the school site must register their car number plate with the sixth form office. Reckless driving / speeding on site will lead to disciplinary action.

Smoking is strictly prohibited on or anywhere close to the School site. If students smoke close to the School, their behaviour is associated with the School.

Alcohol is also banned. Any students in breach of these rules will face disciplinary action which may result in them being asked to leave.

If any student is caught in possession of illegal substances, the matter will be referred to the police.

### **Data Protection**

Each year, we ask parents/carers to ensure that we have the most up to date information on their son/daughter and the most up to date contact details for parents and other emergency contacts. We would ask for your support in ensuring that this information is returned in a timely fashion and that you keep us informed of any changes (via [data@rushcliffe.notts.sch.uk](mailto:data@rushcliffe.notts.sch.uk)). All information is stored securely on our management information system.

We use your son/daughter's medical information and the telephone numbers provided for contacts in the event of an emergency and/or to discuss matters affecting the progress and well-being of your son/daughter. We are required by law to share some data with the Department for Education and Nottinghamshire County Council (local education authority). Some student data is also shared with a number of third parties in order for us to exercise our official duties and obligations.

**More information on data protection including our policy and details of third parties:**

<http://satrust.com/data-protection/>

### **Dress Code**

There is no uniform in the Sixth form but students should remember that it is a working environment and dress in a way that does not detract from this. The dress code is outlined below:

- No offensive slogans on tee shirts etc.
- Students should not wear flip flops, very short shorts, tops which expose midriff, very short skirts.

- No underwear on display.
- No gym/sportswear.
- No heavily ripped jeans
- Any headwear, with the exception of that worn for religious or cultural reasons, is removed when inside the classroom and school buildings

All sixth form students MUST wear an ID badge and a blue lanyard. This is a legal requirement. To comply with current health and safety measures all students must bring a suitable face covering to school and wear these when moving around inside the school buildings and corridors and in indoor social areas (these can be removed when eating/drinking).

## Enrichment

Rushcliffe Sixth Form provides a wealth of stimulating and engaging opportunities beyond the core curriculum subjects studied to broaden a student's perspective and develop skills for further study, employment and adult life. In view of this aim, students are timetabled for one hour each week (Wednesday p1) to take part in an enrichment activity. The programme includes a range of qualification and non-qualification elements:

- Extended Project Qualification\*: taught elements and project supervision
- Young Enterprise Award
- Sports Leaders Award
- Reading for Creative and Critical thought
- Duke of Edinburgh – Gold award
- Community First
- Conversational French
- Functional ICT (qualification)
- Mandarin (for beginners)

\*Completion of an EPQ project develops independent study skills and demonstrates an interest, knowledge and aptitude outside of A level course requirements. The EPQ is very well received by universities and is worth half an A level, graded A\* to E.

More information on the D of E in general and, more specifically, at Rushcliffe:

<https://www.dofe.org/do-your-dofe/>

<http://rushcliffe.notts.sch.uk/duke-of-edinburgh/>

## Equipment & Text books

Clearly, it is crucial for students to come to sixth form with the appropriate equipment. Students are issued with an equipment list for each subject when they enrol. During the two year course subject areas may loan text books and other resources to students. It is vital that these are returned at the end of the two years in order that departments are not forced to purchase new resources. To encourage students to return all textbooks, CDs, library books, DVDs and any other equipment departments may have loaned to them, we ask for a universal book deposit. This will be returned at the end of Year 13 after exams, upon the return of all loaned items in good condition. The deposit also covers 6<sup>th</sup> form locker keys which are allocated to all 6<sup>th</sup> form students.

Students who are in receipt of Free School Meals or the Bursary will have the deposit met from the Bursary Fund but will be asked to sign an agreement to return all books.

## Financial Support

The Rushcliffe Sixth form 16-19 Bursary Fund is designed to help and support any student to overcome financial barriers to participation in education, such as costs of transport, books or equipment. There are two types of bursary.

### Vulnerable bursary

This bursary is £1,200 a year for young people in one of the following groups:

- In care
- Care leavers.
- Getting income support, or Universal Credit (UC) in their own right

- Getting Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right.

#### Discretionary bursary

This bursary is available to Rushcliffe Sixth form students not eligible for the Vulnerable Bursary who live in a low income household. The level of support which the school can offer is dependent on the total funding received from the Education Funding and Skills Agency (EFSA) and the number of applications it receives.

Under exceptional circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. If you feel your son/daughter may be entitled to financial support please do not hesitate to contact the 6<sup>th</sup> Form Office for more details and an application form.

### **First Aid and Medical**

We have a team of first aiders in school to ensure that students are kept safe and well. Our first aid room is run by Karen Winfield. In the event that a student is unwell or injured, they need to report to the first aid room or to the sixth form office – assuming that they are able to (if not, a first aider will be called to come to them). If appropriate, contact will be made with home and you may be asked to come and collect your son/daughter. If you wish to discuss any specific medical issues, health care plans or support with your son/daughter's medication, please contact Karen via the school telephone number.

A member of the school nurses' team runs a weekly drop in clinic for students who want confidential medical advice.

### **Homework & Independent study**

Completion of homework and independent study are fundamental elements of success in the sixth form. Subject teachers set homework in order for students to: show progress and understanding; consolidate and extend work covered in lessons or prepare for new learning activities; access resources not available in the classroom; develop core skills and effective study habits; have an opportunity for independent work or to pursue areas of individual interest and to experience new and varied challenges. At key stage 5 (years 12 and 13), all subjects set homework weekly and students will be expected to do approximately 1 hour of homework/preparatory work per 1 hour taught lesson. Students can view all homework tasks set by their teachers on-line on Show My Homework. In addition to specific homework tasks set by teachers Level 3 students are expected to show initiative in completing wider reading and research beyond the set curriculum. Each subject area will provide a list of supra curricular activities/resources so that students can challenge themselves and further their own learning. The Sixth form centre quiet study area (QSA) and sixth form IT room are available for private study. Any books / journals made available to students in the QSA must not be removed. Sixth form students can also use the LRC in main school.

### **Learning Resource Centre (Library)**

We are a school who firmly believe in the importance of reading – both as a tool to support learning and for pleasure. We have a large and vibrant learning resource centre located in main school (the LRC) where sixth form students can normally access I.T. resources, study, read or borrow books at any time. A comprehensive selection of core text books and resources for all Level 3 subjects can be found in the QSA (quiet study area) in the sixth form. Unfortunately, due to current health and safety requirements we are temporarily unable to offer open access to these resources; any students who are struggling to access the necessary resources for their studies should in the first instance speak with their form tutor or subject teacher.

### **Learning Support**

We recognise that students with additional needs – for example those who are Autistic or Dyslexic may require additional help during their time in sixth form. For students with special educational

needs, the school's highly skilled learning support team are on hand to provide help and support including targeted one to one sessions. Student entitlement to additional time in exams is also managed by the Learning support team. If you have any queries related to special educational needs, please contact Ms Miles (School SENDCo) or Ms Bates (Assistant SENDCo).

**More information on learning support including policies, links and details of our school offer:**

<http://rushcliffe.notts.sch.uk/send/>

### Lockers

Student lockers enable students to know that their belongings are safe and every student in sixth form will be allocated an individual locker – which also houses a pigeon hole for printed documents/letters/marked work to be posted to students. A £5 refundable deposit for the locker key will need to be made along with the universal book deposit. We do ask that all lockers are kept clean and tidy, and free of graffiti, stickers or pictures of any kind.

### Mobile Phones

Sixth form students are permitted to have these in school but can only use mobile phones in the sixth form centre. They must be switched off and put away in all lessons, assemblies etc. and when moving around the main school site. Interruption of learning by these devices is unacceptable. Any inappropriate use is likely to result in disciplinary action.

### Moodle Parent Portal & EduLink One App

Moodle is our school virtual learning environment. Students are able to access a range of resources to support their learning on Moodle. Parents are also able to log onto Moodle to view a range of information about their son/daughter including:

- Their timetable
- A summary of their attendance
- Copies of their progress reviews
- A copy of their examination timetable

Moodle is accessed via <http://moodle.rushcliffe.notts.sch.uk>

Similar information is available via the EduLink One App. This can be downloaded to smartphones and tablets from the iTunes or Google Play stores. Parents can log in with the same credentials as they use for Moodle.

New year 12 parents will be provided with login details early in the autumn term. For help and support with Moodle or the EduLink One app, parents can contact IT support via [admin.office@rushcliffe.notts.sch.uk](mailto:admin.office@rushcliffe.notts.sch.uk).

### Online Payments

We provide parents with a secure internet payments system which allows you to more easily send money into school for range of purposes including paying for trips, topping up your son/daughter's catering account or paying music lesson invoices.

As well as allowing payments to be made by debit or credit card at your convenience (24 hours a day, 7 days a week) it removes the need for students to bring cash into school. The online payment system is accessed here: <http://www.scopay.com/rushcliffe>

New year 12 parents will be supplied with login details at the start of the autumn term For help and support with Scopay, please contact our finance team via [finance@rushcliffe.notts.sch.uk](mailto:finance@rushcliffe.notts.sch.uk).

NB: There are some 'revaluer' machines located across the site (A Block, B Block and Sixth Form Centre) that enable students to immediately top up their catering accounts with cash.

### Parents' Evenings

There are normally a number of opportunities for parents to come in to school and meet with staff and teachers. Early in the autumn term, we usually hold an information evening for year 12 parents and invite parents of year 12 and 13 students to meet form tutors to review how their son/daughter is settling in.

Each year group then has a Progress Evening at which parents can meet with each subject teacher to discuss their son/daughter's progress.

Members of the senior leadership team, heads of year and representatives from the learning support team are available at all these events to meet with parents.

Please be aware that we are currently unable to invite parents/carers on to the school site and as such we will be in contact with you in due course regarding a virtual information evening and alternative arrangements for the 'Meet the Tutor' session. It is vitally important that, despite the current restrictions, communication between school and home remains timely and effective. Therefore in the meantime should you wish to make contact with the Sixth Form team please telephone 0115 9744050, extension 5627 or e mail [KFarndaleJames@rushcliffe.notts.sch.uk](mailto:KFarndaleJames@rushcliffe.notts.sch.uk) who will forward on your enquiry to the relevant member of staff.

### **Part time employment**

We recognise the value of part time jobs; the extra money, experience and skills they bring are all useful to students. Problems only exist when students work too many hours, work unsociable hours or agree to working during lesson times in the school day. The official guidance is no more than 10 hours paid employment per week and these should be outside the school day with the exception of paid employment as break duty monitors / canteen assistants which is offered to sixth form students in school.

### **Progress Reviews**

Progress reviews are published once each term and provide an update of your son/daughter's progress in sixth form. At each progress review, you are provided with information from each subject on your son/daughter's:

- target grade
- prediction history and current prediction
- engagement in class; effort & resilience and quality of independent work
- attendance

This information is used by teachers, tutors and the Head of Year to monitor a student's individual progress against targets.

### **Safeguarding and son/daughter Protection**

We recognise that the safety and protection of all students is of paramount importance and that all staff, including volunteers, have a full and active part to play in providing early help protecting students from harm. We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all students' social, physical, emotional and moral development. Our policies and practice reflect current legislation, accepted best practice and comply with the most up to date government guidance (particularly a document called "Keeping Children Safe in Education"). We regularly train all staff to ensure that they are able to recognise signs that suggest a son/daughter is at risk, understand relevant issues and are able to respond in line with our policy.

The school's safeguarding officer is Helen Thorpe, Pupil well being leader. Her office is located in the Student Support Unit and she can be contacted via the school telephone number.

The Senior Designated Safeguarding Lead for the school is Mrs R Frost (Assistant Principal).

**More information on safeguarding including policies and information on online safety can be found on our website:**

<http://rushcliffe.notts.sch.uk/>

### **School Buses**

The following school bus services operate directly to Rushcliffe and are running as normal but with some additional measures in place including additional cleaning of vehicles, use of hand sanitiser when boarding and the use of face coverings whilst on board.

The Ruddington buses will be year group specific on a temporary basis with the exception of Sixth Form who can board any bus.

*280, 281, 282, 283, 284 from Ruddington – operated by Silverdale*

All buses will depart their stops at 8.20am so pupils must arrive in plenty of time to board.

Details of pick up / drop off locations are as follows:

Year 7: Rufford Rd, Ashworth Ave near St Peters Junior School

Year 8: Church street near the Co-op

Year 9: Ruddington Green

Year 10: Barleylands

Year 11: Clifton Lane, uniform shop.

Students wishing to travel on this service can purchase a bus pass from Nottinghamshire County Council (link below).

*221, 221A from Lady Bay – operated by Sharpes*

Students wishing to travel on this service pay the driver a fare each day. Return tickets are available and parents can purchase termly bus passes via the Sharpes website.

**More information on bus passes and routes:**

<http://rushcliffe.notts.sch.uk/school-buses/>

<http://sharpesofnottingham.com/school-travel>

Those pupils who travel by public transport (e.g. the number 8 or 9 bus) are able to do so and should follow government guidelines on face coverings.

**School Day**

Start	End	Temporary School Day - September 2020		
		Years 9, 11 & 13	Years 8, 10 & 12	Year 7
08:45	09:05	Form Time	Form Time	Form Time
09:05	10:05	Lesson 1	Lesson 1	Lesson 1
10:05	10:10	Movement time	Movement time	Movement time
10:10	10:40	Lesson 2	Break	Lesson 2 (part 1)
10:40	11:10		Lesson 2	Break
11:10	11:40	Break		

11:40	12:40	Lesson 3	Lesson 3	Lesson 3
12:40	13:10	Lesson 4	Lunch	Lesson 4 (part 1)
13:10	13:40		P4	Lunch
13:40	14:10	Lunch		
14:10	14:15	Movement time	Movement time	Movement time
14:15	15:15	Lesson 5	Lesson 5	Lesson 5

Rushcliffe School Day (pre Covid)	
8.45am – 9.05am	Registration / Assembly
9.05am – 10.05am	Period 1
10.05am – 11.05am	Period 2
11.05am – 11.30am	Break
11.30am – 12.30pm	Period 3
12.30pm – 1.15pm	Lunch
1.15pm – 2.15pm	Period 4
2.15pm – 3.15pm	Period 5

### School dinners

The sixth form café is open from 8.45am to 2.30pm where a hot meal / cold snacks and drinks can be purchased. The kitchen staff will cater for specific dietary requirements and Vicky Naylor, the kitchen manager, is happy to talk to you directly about your son/daughter's needs. The school is committed to healthy eating the catering team work hard to make sure that they are using fresh ingredients, offering plenty of fruit and vegetables, using wholemeal pastas etc. and minimising any fried or unhealthy ingredients.

The café is cashless and operates on a biometric finger system. Money can be loaded onto student accounts via the online payment system or via revaluer machines (see separate section on online payments). The biometric finger system and cash can be used in the café.

#### More information on school catering:

<http://rushcliffe.notts.sch.uk/catering/>

### Teacher absences

If a teacher is absent, they may notify the student in advance and set work. In this instance, the work can be completed at home or in one of the study areas unless the teacher has indicated otherwise. If a teacher is ill and there has been no advanced notification, students must attend the lesson to collect the work that will be provided for them. In the sixth form cover teachers are not provided for short term absences so the responsibility for completing the set work lies with the student.

## **Trips & Residential visits**

Trips & residential visits are an important part of the student experience at Rushcliffe sixth form. They are an integral part of giving everyone the chance to shine brightly. They give students learning and cultural experiences that they cannot get by being in the classroom alone and add to students' enjoyment of their studies. They also enable us to provide opportunities that students may otherwise not get. Some trips are set up to be able to accommodate as many students as want to go. However, this isn't always possible. In the event that places are limited, trips are either allocated on a first come, first served basis or through a random draw. For over-subscribed overnight visits, we take into account whether or not students have been previously selected to ensure fairness. Payment for trips is via our online payment system (see earlier section). Students in receipt of free school meals can request to be provided with a packed lunch on trips that take them out of school during lunchtime. In order for students to go on day trips that do not include adventurous activity, parents must have returned the annual consent form (which are issued on enrolment). For overnight, overseas or adventurous visits, a separate consent form is required and is issued by the member of staff leading the trip.

## **Tutors**

All students are placed in a cross curricular tutor group in y12 and each tutor group has a tutor who is the first point of contact and support during a student's time in sixth form. Students follow a comprehensive tutorial programme delivered each morning in 'tutor time' (08.45-09.05am). Tutor activities include:

- Transition programme : bridging the gap from GCSE to Level 3 studies
- Study skills - with a focus on independent learning
- Careers education, information, advice and guidance
- Essential IT skills
- Developing self-confidence, team building and leadership skills
- Mentoring : group and 1:1 sessions
- Post 18 pathways

The Head of Year 12 – Mr Lakin, leads the teams of tutors and oversees your son/daughter's overall progress in sixth form.

## **Well-being and pastoral support**

We want our students to shine brightly in all aspects of their academic studies and to achieve their full potential. If there are times when a student needs more support and guidance, our highly developed systems of monitoring and intervention aim to get them quickly back on track. Form tutors and HOY work closely with students, including 1:1 mentoring sessions. The sixth form team includes a dedicated mentor, experienced and skilled in working with 16-18 year olds facing academic and /or personal challenges. The school also benefits from two qualified counsellors who work with students in need of professional guidance and coping strategies. Level 3 studies are demanding and we encourage all of our students to seek support when necessary. If you feel your son/daughter would benefit from additional support or if you have any concerns you would like to discuss regarding their well-being please contact the sixth form office and ask to speak with their Head of Year.

## **Work experience**

All of our year 12 students normally undertake a week's work experience early in the spring term – this gives them the opportunity to develop essential communication and workplace skills and to gain an insight into the reality of a particular profession or career. Their experiences, observations and reflections help to shape their future ambitions and ensure a focus on progression post 18. At present we are unable to confirm whether or not this year's work experience week will be going ahead. It may be possible to postpone it to later on in the academic year. In the meantime we would encourage students to take up any opportunities to complete volunteering or paid work experience during the

school holidays and at weekends. Students will be made aware of virtual work experience offers, many of which are during half-term. We would strongly advise that pupils take up any offers that are made available.

## **Staff**

The list below does not contain all members of staff but should give an indication of key members of staff in sixth form and school. Generally, the first port of call for queries is the sixth form office, your son/daughter's form tutor or, for specific subject-related queries, your son/daughter's subject teachers. All members of staff can be contacted via our main office: [admin.office@rushcliffe.notts.sch.uk](mailto:admin.office@rushcliffe.notts.sch.uk) or 0115 9744050.

### **Sixth Form Team**

- Ms Frost – Assistant Principal (Post 16)
- Mr Lakin – Head of Year 12
- Mr Roberts - Head of Year 13
- Katie Farndale-James – Sixth form administrator
- Tracey Smith – Sixth form mentor & attendance

### **School's Senior Leadership Team**

- Mr Painton – Principal
- Ms Sismey – Vice Principal (Standards)
- Mr Ward – Vice Principal (Pastoral)
- Ms Carter-Cooke – Assistant Principal (Staff Development)
- Mr Crawley – Assistant Principal (Inclusion)
- Ms Frost – Assistant Principal (Post 16 & Safeguarding)
- Ms Desai – Assistant Principal (Futures)
- Mr Peel – Assistant Principal (Achievement)

### **Heads of Faculty**

- Mr Pitts – Head of Arts
- Mr Salmeron – Head of Computing
- Ms Allen – Head of English
- Ms Weston – Head of Innovations (Design Technology)
- Ms Vicente – Head of Languages
- Ms Berry– Head of Mathematics
- Ms Cresdee – Head of Physical Education
- Mr Malloney – Head of Science
- Ms Miles - SENDCo

### **Other Key members of staff**

- Helen Thorpe – Pupil Wellbeing Leader and Safeguarding Officer
- Helene Brinklow – Finance Assistant (including online payments)
- Amy Parkes – Examinations Officer
- Karen Winfield – First Aid / Medical Lead

### **Please keep us informed!**

Via email:

[RFrost@rushcliffe.notts.sch.uk](mailto:RFrost@rushcliffe.notts.sch.uk)

[Jlakin@Rushcliffe.notts.sch.uk](mailto:Jlakin@Rushcliffe.notts.sch.uk)

[KfarndaleJames@Rushcliffe.notts.sch.uk](mailto:KfarndaleJames@Rushcliffe.notts.sch.uk)

[TSmith@Rushcliffe.notts.sch.uk](mailto:TSmith@Rushcliffe.notts.sch.uk)

via telephone:  
0115 9744050 – ask for the Sixth Form

### School Holidays and INSET Days 2020-21

In 2020-21, the autumn term starts for students on Wednesday 3<sup>rd</sup> September.

Autumn Half Term	Monday 19 <sup>th</sup> October to Friday 30 <sup>th</sup> October	Return Monday 2 <sup>nd</sup> November
Christmas	Monday 21 <sup>st</sup> December to Friday 1 <sup>st</sup> January	Return Monday 4 <sup>th</sup> January*
Spring Half Term	Monday 15 <sup>th</sup> February to Friday 19 <sup>th</sup> February	Return Monday 22 <sup>nd</sup> February
Easter	Friday 2 <sup>nd</sup> April** to Friday 16 <sup>th</sup> April	Return Monday 19 <sup>th</sup> April
Summer Half Term	Monday 31 <sup>st</sup> May to Friday 4 <sup>th</sup> June	Return Monday 7 <sup>th</sup> June

\*Monday 4<sup>th</sup> January is an INSET day (see below)

\*\*Thursday 1<sup>st</sup> April is an INSET day (see below)

The summer term finishes on Wednesday 28<sup>th</sup> July 2021.

#### INSET Days (school closed to students)

- Tuesday 1<sup>st</sup> September
- Wednesday 2<sup>nd</sup> September
- Friday 25<sup>th</sup> September
- Monday 4<sup>th</sup> January
- Thursday 1<sup>st</sup> April

The school year planner and calendar are available on the website:

<http://rushcliffe.notts.sch.uk/school-calendar/>

<http://rushcliffe.notts.sch.uk/wp-content/uploads/2020/08/Rushcliffe-School-Holidays-2020-21-with-INSET.pdf>

#### Key dates for your diary 2020-21

**EVENTS MARKED BY AN \*\* WILL BE SUBJECT TO MEASURES IN PLACE DUE TO COVID 19 SOCIAL DISTANCING**

- **\*\* Meet the Tutor evening:** Thurs 15 Oct
- **Progress Reviews home:** 20 Nov, 5 Feb, 7 June
- **\*\* Y12 Work experience week:** TBC
- **\*\* Progress evening:** Thurs 11 Feb
- **\*\* Careers Fair:** Mid March

- **\*\* Higher education / UCAS & Student finance information evening: July 2021**
- **Year 12 exams: w/c 4<sup>th</sup> May to 21<sup>st</sup> May**