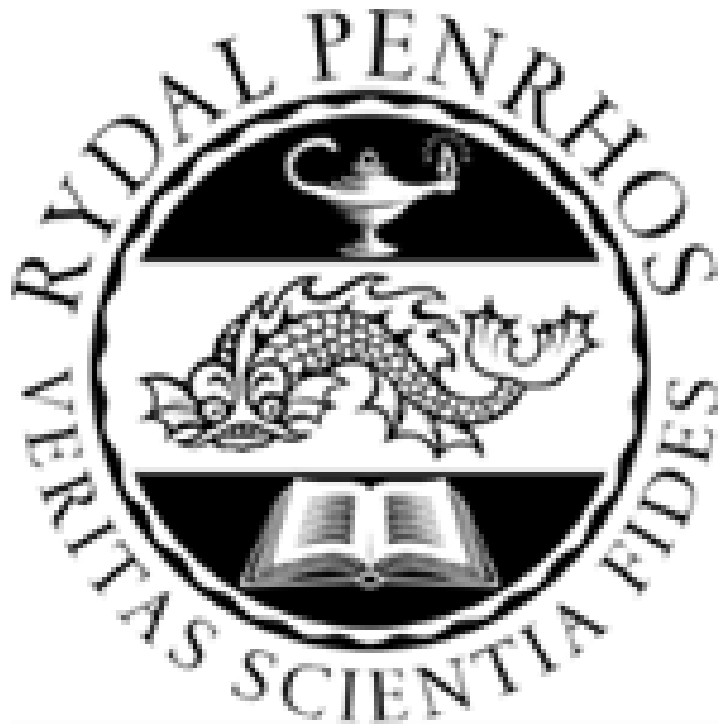


# RYDAL PENRHOS SCHOOL



## KEY STAGE 5 HANDBOOK

***A very warm welcome to life in Key Stage 5 at Rydal Penrhos School.***

Firstly, I wanted to say huge congratulations for all the hard work and resilience shown during the last year. It has not been easy, and you have produced some excellent GCSE and AS results whilst also coping with the stresses and demands of working from home during a pandemic crisis.

The Key Stage 5 programme is designed to support you by not only offering a broad and more manageable curriculum through the AS and A Level subject topics, but also in the planning of the extra-curriculum, enrichment, UCAS support, sport, leadership opportunities and the chance to become senior ambassadors of Rydal Penrhos to the wider community - in short preparing our pupils for the wider world. My vision for Key Stage 5 is one where each pupil feels that they can work hard, fulfil their potential and contribute their skills to the whole school, therefore we are very much an inclusive community. I need pupils who are willing to work hard for their ambitions while understanding their responsibilities to the school and the wider community. It is our responsibility therefore to ensure that every pupil feels they are fully supported and has a part to play; but also is challenged to work beyond their comfort zone, thereby developing lifelong skills that will prepare them for the changing landscapes of the wider world.

In Year 12, pupils will now study 4 AS levels, and will be taught by their specialist subject teachers for 27-28 lessons per week. Some pupils will sit 3 AS Levels but will also be entered into the hugely rewarding EPQ programme.

In addition, pupils will have two supervised study periods and we will be incorporating a bi-weekly University Admissions lesson as well as bi-weekly PHSE and Physical Education sessions.

Key Stage 5 pupils will still have access to a range of extra-curricular clubs and leadership opportunities which should allow them opportunities to extend their interests and learning outside of the classroom. I certainly expect every pupil to participate in at least 2 extracurricular activities each week. There is also the opportunity for the pupils in Year 13 to lead their own extra curriculum sessions sharing their interests and passions with the younger pupils.

Finally, every Key Stage 5 pupil will be provided with their own free iPad, together with an electronic pencil which gives us an improved ability to facilitate remote, online learning in the event of any further lockdowns or prolonged absence from school.

I hope the emphasis on supporting you in order to bring out your very best is evident from this letter. I will also be offering an open session every Monday morning each week where any pupil or parent can meet with me for an informal discussion about their aspirations, current schoolwork or any other issues that need my further attention. I am here to get to know every pupil and ensure that you each feel part of the team.

I very much look forward to seeing you all soon.

Yours sincerely,

Alun Brown.

Head of Key Stage 5

[ambrown@rydalpenrhos.com](mailto:ambrown@rydalpenrhos.com)

## Key Stage 5 Leadership and Pastoral Team

<b>Key Stage Leader</b>	Mr Alun Brown	ambrown@rydalpenrhos.com
<b>Year 13 Tutors</b>	Mr Baker	dsbaker@rydalpenrhos.com
	Mr Davies	cjdavies@rydalpenrhos.com
	Mr Sherrington	jmsherrington@rydalpenrhos.com
<b>Year 12 Tutors</b>	Mr Pender	mwpender@rydalpenrhos.com
	Mrs Richardson	mrichardson@rydalpenrhos.com
	Mr Robson	drobson@rydalpenrhos.com
<b>UCAS/Futures Advisor</b>	Mr Farnell	mjfarnell@rydalpenrhos.com

### Senior Prefect Team

<b>Head Boy</b>	Arthur Hind
<b>Head Girl</b>	Shruthi Ganapathi
<b>Deputy Head Boys</b>	Damisola Animashaun
	Simeon Murphy-Thomas
<b>Deputy Head Girls</b>	Hannah Davies
	Isabella Rutherford
<b>Head of Morgan House</b>	Rebecca Mann
<b>Head of Osborn House</b>	Ben Purcell
<b>Head of Payne House</b>	Suhas Shekar
<b>Head of Wesley House</b>	Paul Kenyon

# RYDAL PENRHOS SCHOOL



## Key Stage 5 Expectations

Rydal Penrhos School believes that it is in the best interest of our sixth form pupils, parents and staff that home and school function in partnership. To make the partnership work all parties need to give a commitment. We expect our sixth form pupils to meet our expectations. **In turn the Key Stage 5 team is committed to:**

- Treating pupils with dignity and respect at all times.
- Giving our pupils an excellent education.
- Enabling pupils to fulfil or exceed their potential in terms of achievement.
- Keeping parents and pupils informed on all aspects of work and progress.

Parents and pupils should understand that our expectations of work and behaviour in Key Stage 5 reflect those encountered in a modern office. On issues of **attendance, punctuality, commitment to work, politeness and appearance** employers usually do not punish employees who fail to meet their expectations, tending rather to issue warnings about future conduct. Those of us involved in managing the pupils have no wish to use a hierarchy of sanctions. Indeed, we consider it demeans us all if we must regularly use punishments with pupils of a Key Stage 5 age. However, should our warnings be repeatedly ignored you must accept that, as in the business environment, pupils may well be required to leave.

In return we ask both the pupil and parent(s) to acknowledge this code of conduct; committing to working to ensure that the best use is made of the Key Stage 5 education offered at Rydal Penrhos School, and to doing everything possible to ensure positive progress throughout the next two years.

**Namely to:**

- **Attend school on time** and in appropriate uniform and **remain in school unless there is genuine illness, or an absence has been agreed with the school in advance.**
- **Attend all lessons, including private study, on time and equipped as required.**
- Undertake the work and activities the teachers request, and complete all prep, coursework and other tasks by the given date.
- Work to the very highest achievable standards by co-operating with teachers and others in the school always.
- Fulfil all commitments in terms of games, form time, assemblies, activities and the like e.g. the annual Carol service or Easter service.
- Agree to abide by the terms of the Code of Conduct for the Ferguson Key Stage 5 area.
- Seek to offer the best possible role model for our younger pupils
- We ask parents to support these aims and to undertake to inform the school on the day if your child is unable to attend due to illness. Please also provide written confirmation of this reason for the absence.

## START OF TERM

All Key Stage 5 pupils return to school for the Autumn Term on Monday 6 September 2021. Registration will commence at 0830 hours and all pupils should arrive at the Ferguson Centre by 0820 hours in readiness to meet the Head of Key Stage and Tutors.

## TERM DATES 2021-2022 ACADEMIC YEAR

### Autumn Term

Thursday and Friday, 2/3 September 2021	Staff INSET
Monday 6 September 2021	Term Begins for Pupils
Monday 18 October to Friday 29 October 2021	Half Term
Friday 17 December 2021	Term Ends

### Spring Term

Tuesday 4 January 2022	Term Begins
Friday 18 February to Friday 25 February 2022 (Friday 18 February 2022 - Staff INSET)	Half Term
Friday 1 April 2022	Term Ends

### Summer Term

Monday 25 April 2022	Staff INSET
Tuesday 26 April 2022	Term Begins for Pupils
Monday 2 May 2022	Bank Holiday
Friday 27 May 2022	Bank Holiday
Monday 30 May to Friday 3 June 2022	Half Term
Friday 8 July 2022	Term Ends

## UCAS DATES

7 September, 2021	completed 2022 entry UCAS Undergraduate applications <i>can</i> be submitted to UCAS
15 October, 2021	deadline of entry for Oxbridge, medicine, dentistry and veterinary courses.
26 January, 2022	deadline for all other UCAS courses for 2022 entry.

## **MOBILE PHONE CODE OF CONDUCT**

Any pupil bringing a mobile phone to school must obey the following rules:

**Phones can be used in the Ferguson Centre only. This is a privilege for Years 12 and 13.**

Phones must be switched off whilst around school.

Phones may not be used during lessons, unless the teacher specifically permits this.

Phones must be switched off (not on 'silent mode').

Phones may not be used in the toilets or changing rooms.

Phones (or other devices) must not be used for taking photos or recordings (either video or audio) of school staff or other pupils, without their consent.

Users should not share their contact details with people they do not know and must not share other people's contact details without their consent.

Users must not share their passwords or access codes with anyone else.

Users must not use their mobile phone to bully, intimidate or harass anyone; this includes bullying, harassing or intimidating pupils or staff by email, text / messaging app or social media.

Users should not use their phone to send or receive any material that may be criminal, for instance, by 'sexting'.

Vulgar, obscene or derogatory language must not be used whilst on the phone or when using social media.

Phones are not permitted in any internal or external examination or test environment.

Any rules on bullying, harassment, and intimidation apply to how an individual uses his or her mobile phone, even when that individual is not in School.

Pupils must comply with a request from a member of staff to switch off a phone.

## **ICT - IPADS AND LAPTOPS**

All Key Stage 5 pupils will be issued an iPad to support their day to day lives while at school. iPads should be charged and brought into school every day. There are power points available for charging in the Ferguson Centre. Pupils may also bring their own laptops into school to support their learning, but this is always with permission from parents and the school cannot take responsibility for the safe keeping of such devices. Key Stage 5 pupils can have open lockers if requested but these are used for books, jackets and bags and cannot be locked.

**Pupils must agree to abide by the School's acceptable use agreement for any school or personal mobile electronic device. This agreement is signed upon receipt of a school iPad.**

## GENERAL ROUTINE MATTERS - Breaks and Lunch time

Break times - Each year group has an allocated indoor base as well as access to outdoor areas :

- Eating or drinking in classrooms or corridors is not permitted at any time, unless given specific permission to do so.
- Snacks may be consumed at morning break (These must be non-perishable and NUT-FREE, please). Year 12 and 13 also have a café called *Jan's* for purchasing drinks and snacks during break.
- Please use the bins around the campus and in the Ferguson Centre to dispose of any litter

Dining - Lunch is provided by the School:

- Year groups have allocated daily times to go to lunch.
- Years 12 and 13 will take their lunch in the Dining Hall each day from 1250 hours or from 1240 hours if they have a study during period 4.
- Please use the queuing system, as indicated in the relevant areas, and sanitize hands upon entry to the dining hall.
- Please do not take food out of the dining room.
- If sports kit must be worn in the dining room, tracksuit bottoms must be worn.

## TIMINGS OF THE SCHOOL DAY

**All pupils must be in registration for 0830 hours every day unless parents have contacted the school to inform of an illness, or a pupil has been granted an authorised absence.**

Registration / Form / Chapel	0830 hours
Form / Assembly / Chapel	0840 – 0900 hours
Period 1	0900 – 0950 hours
Period 2	0955 – 1045 hours
Break	1045 – 1105 hours
Period 3	1105 – 1155 hours
Period 4	1200 – 1250 hours
Lunch/Activities	1250 – 1345 hours
Period 5	1345 – 1435 hours
Period 6	1440 – 1530 hours
Celebration Chapel – Friday	0830 – 0900 hours
Enrichment/Extra-curricular (Mon - Fri)	1540 - 16.30 hours
Buses depart	16:30 hours
Wraparound Care	to 18.00

## WEEKLY ROTA FOR FORM / ASSEMBLY / CHAPEL

Monday	Form	0830-0900 hours
Tuesday	Chapel	0840-0900 hours
Wednesday	House / Key Stage / Society Chapels	0840-0900 hours
Thursday	Form	0830-0900 hours
Friday	Celebration Chapel	0840-0900 hours

## EXTRA-CURRICULUM

Year 12 and Year 13 pupils are encouraged to participate in at least 2 activities each week. Year 13 pupils are further supported to either assist with or lead extra-curriculum activities for younger pupils or their own peer groups. For example, assisting sport coaches, managing co projects, instructing junior cadets in CCF or leading debating clubs. The range and wealth of interests in the extra-curriculum should reflect the pupil body and our Year 12 and Year 13 are urged to support this vital element of the curriculum.

## KEY STAGE 5 UNIFORM

A high standard of personal appearance is expected of all pupils including travel to and from school, and whilst on any visits or fixtures.

Full school uniform (including Key Stage 5 dress code) and sports kit lists can be found on the website: <https://rydalpenrhos.com/parent-new/uniform/>

### Specifically, for Sixth Form please note:

- Business suit, which consists of matching jacket and trousers or skirt, in black, navy blue or dark grey.
  - Suits should be plain and the skirt length should be to the knee, or just above (1 inch); neither very long nor very short skirts are acceptable. If wearing a skirt, black or navy opaque (high denier) tights must be worn. Bare legs or socks are not appropriate.
  - The trousers and jacket must be a suit, i.e. made of the same fabric: denim, corduroy, leggings, flares, very skinny or cut-off (cropped) trousers are not permitted.
- Traditional style plain white shirt either a traditional school shirt, or a formal white shirt with a collar. The style should not be decorative.
- Ties. Key Stage 5 tie should be worn.
- Black polished smart shoes. Formal school/professional shoes must be worn with a heel of a practical height (not beyond 2 inches); boots with skirts are not permitted.
- Black/navy/dark grey jumpers or cardigans are permitted underneath (not instead of) the jacket, but they must be of a 'V-neck' cut, and not patterned or embellished.
- Coat. If pupils wish to wear a coat, this should be dark grey or black, in a conventional style, and plain without any ostentatious logos or decoration.
- Scarves should be either the school scarf or plain black.



- Make-up should be natural and not noticeable. Hair should be neat, and jewellery should be kept to a minimum. Nails should be a natural or a pale colour.

For all pupils, please always look smart and take a pride in your appearance:

- Hair should not be patterned, shaved (less than grade 2), dyed an unnatural colour and should always be tied back for practical lessons.
- **Jewellery should be kept to a minimum.** One ring, stud earrings and necklace expressing one's faith is acceptable (all jewelry must be removed for games).
- All games kit worn in school must be school kit only.
- Shirt buttons must be fastened.
- Shirts and blouses must be tucked in.
- Please label all items, so that if lost, they can be returned to you.

## **VALUABLES AND LOST PROPERTY**

- Expensive personal items or large sums of money should not be brought into school.
- Lost property should be handed in to the school reception without delay. If you lose something, please ask at reception and tell your form tutor.
- Lockers should be used to store bags and books when not required.

## **SPORTS KIT AND EQUIPMENT**

The school's Physical Education and Games kit is available directly from the school's online shop.

- All kit should be labelled, thus making it easier to be return to its owner, if lost.
- Please ensure that you have the full kit, as listed on the uniform/kit list.
- All pupils will require: 1/4 zip jacket and track suit trousers.
- All pupils will require a sports towel and a shower kit for all sport and activity sessions.

## **ILLNESS OR INJURY**

The school has several first aid qualified staff, including those with specialised sports trauma qualifications.

If you have been injured or feel unwell whilst at school, please report to a teacher. The teacher will authorise for you to go to reception, where a first aider will assess you, and consider the best course of action.

## ACADEMIC MONITORING

It is important for all Key Stage 5 pupils to appreciate the importance of academic rigour and careful preparation. AS and A level qualifications offer challenging and demanding courses and pupils will need to be prepared to commit to their lessons and independent study. The Ferguson Centre offers a quiet area for private study which will complement home study and the hours of preparation that pupils complete at home.

The Key Stage 5 tutor team understand the pressures and demands of academic life in this Key Stage and as such all pupils will be monitored closely to ensure that they are working to the best of their ability and where necessary are provided with additional support to assist their progress further.

After each end of module or subject designated assessment, Intervention levels are set at One, Two or Three for pupils who under achieve and for those with attendance, punctuality and behavioural concerns.

**Level One** – minor under achievement in at least one subject

**Level Two** – significant under achievement in two subjects Intervention

**Level Three** – significant under achievement in three subjects

### **Actions can include the following:**

**Level One** – Tutor supervises and monitors the process. Pupil discusses concerns with the subject teacher and agrees targets. These are recorded on a Tutor Review Sheet.

**Level Two** – Tutor and Key Stage Leader supervise the process. Pupil discusses problems with subject teachers and agrees targets with pupil. Key Stage Leader and Tutor meet pupil and record targets on Tutor Review Sheet. Pupil maybe placed 'On Report'. Tutor monitors pupil carefully with regular checks of progress and work. SEN department involved if necessary. Pupil may lose privileges and have Supervised Study Periods. Parents are informed and may be asked for a meeting in school.

**Level Three** – Key Stage Leader and Deputy Principal. Pupil discusses problems with subject teachers and agrees targets. Key Stage Leader organises meeting with pupil, parents and tutor to produce an Academic Support Plan. Pupil maybe placed 'On Report'. Tutor monitors pupil carefully with regular checks of progress and work. SEN department involved if necessary. Pupils may lose privileges and have more Supervised Study Periods.

In Year 13 an Intervention Group led by the Head of Key Stage 5 is organised for under-achieving pupils in order to give detailed positive personal support, guidance and support

## **THE FERGUSON CENTRE**

The Ferguson Centre is the central area for all Key Stage 5 pupils to be based at break times, before and after school, and during private study periods. It is a great facility and a wonderful resource for the sole use of our Key Stage 5 pupils and as such it requires the respect and care of all the pupils who use it.

Facilities include a café, study areas, lockers, projector/wide screen, table tennis and pool tables, library, Wi-Fi, printing, fruit, UCAS/Futures Office and resources.

Code of conduct for the Ferguson.

- Please treat the Centre with respect and care
- It is the responsibility of every pupil who uses the Centre to ensure that it is kept tidy and litter free.
- Furniture is not to be moved without the permission of the Head of Key Stage.
- The Ferguson Committee will be responsible for liaising with Mr Brown and the pupils about changes to the Centre and / or pupil requests.
- The Centre will open at 0800 hours and close at 1620 hours Monday to Friday. Pupils are not permitted to be in the Centre outside these hours.
- As per school rules, alcohol and smoking is not permitted in the Ferguson Centre.
- If any pupil repeatedly acts in an anti-social manner, they will be banned from using the Centre.

## **KEY STAGE 5 / SCHOOL COMMITTEES**

Key Stage 5 pupils are expected to take the lead in managing and organising whole school activities where a pupil represents each year group and meets to discuss events and issues that affect all pupils throughout the year. Our senior pupils therefore have a vital role to play in representing the school voice in key areas of the school such as:

Charity Committee

Food Committee

School Council

Eco Committee

Ferguson Committee (Year 12 and 13 only)

## **DRIVING LESSONS / DRIVING TO SCHOOL**

During Years 12 and 13 it is very common for many pupils to start their driving lessons and ultimately drive to school. Permission must be sought from the Head of Key Stage via communication with the pupil's tutor to start taking driving lessons while in school. We fully accept that it is sometimes difficult to arrange lessons at convenient times, but pupils are not permitted to be absent from academic lessons in order to take their driving lessons. It is therefore important that parents arrange lessons on the weekends, after school hours or if necessary during the school day, only in study period. Pupils attending lessons must make reception aware when they leave and return to the

school site. Finally, on successful completion of the theory and driving tests, pupils must seek permission from the Head of Key Stage when bringing a motor vehicle to School via an email from the pupil's parent(s). **(When permission is granted, such vehicles are for personal use only and subject to strict conditions. A pupil will be required to complete a Driving Form that states the guidelines for using a vehicle when travelling to and from school. Vehicles are not to be used during the day.)**

## TOWN LEAVE

Years 12 and 13 are the only year groups allowed into town each day, but they must still respect and follow the town leave rules or the privilege will be taken away.

All Year 12 and Year 13 pupils are permitted to visit town during lunchbreak between 13 00hours and 1340 hours. All pupils should eat school lunch on site before going into town and must not use town leave as an opportunity to skip an important meal which parents have paid for.

Year 13 Senior Prefects are permitted to go into town during the school day if they sign out and sign back into reception. Senior Prefects are not permitted to be absent from any lessons but may use study periods to visit town. This privilege will be removed from any prefect if it is abused or concerns are raised by subject teachers about their academic attainment.

While in town, pupils must behave in a manner that does not put the reputation of the School into disrepute. Failure to do so will mean that a pupil loses this privilege.

## ARE YOU FEELING WORRIED OR CONFUSED?

Worried about:

school life
home life
school work
the future
your mental health and wellbeing

exam pressures
bullying
study choices
a friend
anything else?

online safety
friendships
moving on
family life
Your physical health

**Everyone always has the right to feel safe**

If you feel worried about something or do not feel safe, there are things you can do:

**Talk** to an adult you trust; they will listen to you and help you.

**Remember** - sharing a problem is the first step towards feeling better.

Some of the people you might choose to talk to could include:

- \* One of your parents, a family member or a friend
- \* Your Form Tutor (or any member of staff in school)
- \* Your Key Stage Leader: Mr Brown
- \* The Deputy Principal: Mr Sutton
- \* The School Chaplain: Revd Beamish
- \* A Mental Health First Aid trained member of staff

*There are posters in classrooms and around school to remind you of who you might like to speak to and how to contact them.*

If you feel unable to talk to someone you know, there are helplines offering support:

### **HELPLINES:**

Colwyn Bay Schools' Nursing Team 03000 855531

Childline: 0800 1111

Meic: 080880 23456

NHS Direct: 0845 4647

Samaritans: 116 123

**Further contacts:** <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>

**If you have a serious worry, the adult you speak to may need to share this with one of the Designated Safeguarding Leads:**

**Deputy Principals - Mrs Lucy Davies and Mr Phil Sutton**

**Key Stage Leads - Mrs Sarah Bolland (Key Stage 3), Mr Paul Sanders (Key Stage 4) and Mr Alun Brown (Key Stage 5)**

### **CONCERNED ABOUT BULLYING?**

Bullying of any kind is unacceptable at our School. If bullying does occur, all pupils should know that incidents will be dealt with promptly and effectively. We are a *TELLING* School. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff.

As outlined in the School's Vision and Values statement, Rydal Penrhos School's core values reflect those of the Methodist Schools. The values relating to the Anti-Bullying are:

- 'to work to promote social justice and to counter prejudice and intolerance in whatever form that takes, by encouraging mutual respect and understanding.
- to encourage an appreciation of working together and of the importance of forgiveness, reconciliation and renewal in establishing happy communities.
- to encourage our pupils to refuse to accept that things have to be the way they are and to believe in larger possibilities for good, because education should be an instrument for reforming and reshaping society for the better.' (*Methodist Schools - Mission Statement*)

## **WHAT IS BULLYING?**

Bullying is usually defined as behaviour that is:

- repeated.
- intended to hurt someone either physically or emotionally.
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation'

The School views bullying to be the wilful and conscious desire to hurt, frighten or threaten another person on purpose. Bullying is repeated unkind behaviour which intentionally hurts another pupil or group physically or emotionally.

## **WHAT TO DO IF YOU, OR SOMEONE YOU KNOW, IS BEING BULLIED:**

1. At the stage when teasing / conflict / action becomes distressing, remember three things:
  - give a very clear signal that you are distressed - ask them to stop.
  - tell a member of staff.
  - do not say anything to retaliate.
2. If problem persists and it becomes bullying:
  - maintain your self-esteem (Remember: it is not your fault.).
  - tell someone (a friend, an older pupil or peer mentor, a teacher, your Form Tutor / Head of Key Stage / your parent), so remedial action can be taken.

**Remember: Do not suffer in silence. The staff in the School are here to help.**