



Student Handbook 2016 - 2017

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.

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Mr Greer (Head of Year) lgreer@reephamhigh.com

Mrs Edwards (Head of Year) fedwards@reephamhigh.com

Academic Sponsor

Bernard Matthews have generously created a university sponsorship package for a student which offers paid employment for a minimum of ten weeks a year during the holidays. The employment package will be in areas associated to their degree course and gives valuable work experience as well as helping to pay off that student loan! Such opportunities have a really positive impact on helping our students 'stand out from the crowd'. This really shows how fortunate we are to have the support of such a prominent and successful organisation which underpins the college's ethos on developing a strong work ethic by rewarding hard work and achievement.

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**.

All AS level students continue with all their subjects up to the August results, before making decisions about what subjects to continue or discontinue into A2. The A2 lessons start after the June exams and last for approximately four weeks until the end of term – the work covered at this time is a prerequisite for progression to A2 study in September.

Registration is taken at 8.50am each day prompt. For obvious safeguarding reasons, any student not marked as present (without prior notification) triggers a text message sent to the parent / guardian to ascertain the student's whereabouts.

Bursary Fund & Free School Meals

The College has a very 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.

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.

Careers Event in June is a fantastic event involving speakers from a range of backgrounds giving an insight into different career paths, apprenticeships, and employment opportunities as well as higher education courses. It also includes a trip to the UEA and the chance to experience a university style learning in a lecture theatre environment.

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

While there is no formal dress code, you are the senior group in our organisation and we count upon your co-operation to send the right messages to all students throughout the school. We respectfully request that you dress in a manner appropriate to a working environment.

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 Mr Beale or Mrs Durban for guidance.

Enrichment Curriculum

Universities and employers 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 first year at college, you will be timetabled two hours each week for Enrichment (on a Wednesday afternoon). Some sessions will help you gain the generic skills required to be successful at advanced level study while the six blocks, each lasting four weeks, 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 or Primary 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

Examinations will take place during May/June, mainly in college rooms C9 and C10 and individual exam timetables will be issued.

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, log-in and password to access the college ICT systems. If you experience difficulties logging on please see Mr Frankland in the IT Support office adjacent to Room C6.

Leadership Opportunities - Senior Head Boy/Girl

Students appointed to this role will form part of the Principal'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

All students receive a Learning Contract outlining expectations of all parties. **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 Health & Safety reasons please ensure you sign out 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 Mr Beale's office. A member of staff will be available in the LRC to offer support to students.

Medical/1st Aid point

Students who feel unwell should report to the College Office and, if thought appropriate, parents will be contacted. 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.

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 morning from 8.50 a.m. – 9.10 a.m. 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 school site**.

Timetable

Each AS Level qualification will have 4.5 hours of teaching time per subject, per week, allocated. The expectation is that this is 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:

08.50 – 09.10	Tutor time / Year Group Briefings / Guest speakers / Tutor mentoring sessions
09.10 – 10.13	Lesson 1
10.13 – 11.15	Lesson 2
11.15 – 11.30	Break
11.30 – 12.30	Lesson 3
12.30 – 13.25	Lunch
13.25 – 14.28	Lesson 4
14.28 – 15.30	Lesson 5

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 or employment. The Work Experience placement is between **Monday 10th and Friday 21st July 2017 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 end of the Autumn Term**.

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 'AS' 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 2016-2017: Term dates are different to those published by NCC.

(Autumn Term) Monday 5th September – Friday 16th December	
Thursday 8 th September	Student Photographs
Thursday 15 th September	Year 12 Settling In Tutor Evening
Friday 23 rd September	Charity Sponsored Walk
Monday 26 th September	Screening week commences (Year 12)
Thursday 6 th October	College Open Evening for Prospective Year 11 Students
Friday 7 th October	Screening Results issued (Year 12)
Saturday 15 th October	UCAS Deadline (Oxbridge/Medicine/Dentistry/Veterinary)
Friday 21 st October	Year 13 First Interim Report Issued
Monday 24th October – Friday 28th October (Half Term)	
Thursday 3 rd November	Interim Reports issued (Year 12)
Friday 18 th November	Taster Day for Prospective Year 11 Students
Thursday 24 th November	Year 13 Parents' Evening
Thursday 8 th December	Year 12 Parents' Evening
Thursday 15 th December	Class of 2016 Awards Evening
(Spring Term) Wednesday 4th January – Friday 31st March	
Wednesday 4 th January	AS/A2 Mock Exam Week
Sunday 15 th January	UCAS Deadline (other than 15 Oct or 24 March courses)
Wednesday 25 th January	AS/A2 Mock Results Day
Monday 13th February – Friday 17th February (Half Term)	
Friday 24 th February	Year 13 Full Report Issued
Friday 24 th March	Year 12 Full Report Issued
(Summer Term) Tuesday 18th April – Friday 21st July	
Friday 28 th April	Year 13 Second Interim Report Issued
Monday 29th May – Friday 2nd June (Half Term)	
12 th , 13 th , 14 th June	Careers Event
Tuesday 13 th June	UCAS Advice Evening for Parents
Thursday 15 th June	A2 teaching for Year 12s starts
Monday 10 th – Friday 21 st July	Work Experience Year 12s
Friday 7 th July	Prospective Student Activity Day
Monday 10 th July	Prospective Student Induction Day
Thursday 17 th August 2017	AS & A2 Results Day

(Subject to change).

