



Student Handbook

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# Whalley Range Sixth Form College

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# Welcome to Whalley Range Sixth Form

## Our Vision

At Whalley Range Sixth Form we aim to provide our students with exceptional Post-16 provision which empowers, inspires and challenges the young women studying with us to achieve their goals.

Our Sixth Form is proud of the support, guidance and pastoral care that we offer our students and tailor to their needs. Our offer is bespoke to each cohort and our core values of **RESPECT**, **INTEGRITY**, **STRENGTH**, **EXCELLENCE** underpin all aspects of college life and development.

## Our Values

<b>R</b> <b>RESPECT</b> Our students respect each other, themselves and the WRSF community.	<b>I</b> <b>INTEGRITY</b> Our students are honest and act with strong moral purpose	<b>S</b> <b>STRENGTH</b> Our students are strong, independent women who are the leaders of the future.	<b>E</b> <b>EXCELLENCE</b> Our students excel, as WRSF pride ourself on striving for excellence in what we do.
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## Being the Head of Sixth Form

Having the opportunity to be the Head of Whalley Range Sixth Form is a huge honour and I take great pride in what our students manage to achieve with us and after they leave. At our Sixth Form, you are in great hands with the exceptional staff in the Sixth Form team and in your lessons. My favourite part of my role is getting to speak to students and I am always happy to speak to students and my office door (G217) and emails are always open for you.

I am really glad that you have chosen to #risewithus at Whalley Range Sixth Form.



Mr S. Mycock - Assistant Headteacher: Head of Sixth Form

## Our Mission



HIGH QUALITY EDUCATION



BESPOKE PERSONAL SUPPORT



UNIQUE LEARNING EXPERIENCE



OPPORTUNITIES TO GROW



EXCELLENCE IN WHAT WE DO

# The College Day

The college day begins at 8.30am each morning and you are required to attend tutorial twice per week at this time. On days when you do not have tutorial, you are permitted to arrive in time for your first lesson of the day.

You are permitted to leave college after your final lesson of the day but you must sign out at the Sixth Form office via the Inventory machine - this is in line with our Health & Safety protocols, outlined on page 18.

Period	Time
Tutorial	8.30am-8.55am
Period 1	8.55am-9.55am
Period 2	9.55am-10.50am
<b>BREAK</b>	
Period 3	11.20am-12.15pm
Period 4	12.15pm-1.15pm
<b>LUNCHTIME</b>	
Period 5	1.45pm-2.45pm

If you are scheduled to be absent at any point, it is important that you follow the absence reporting guidance (page 9).

If you have non-contact periods in the middle of the day you are encouraged to complete independent learning but you are permitted to leave the premises, provided that you sign in / out and return in time for your lesson





# Key Contacts @ WRSF

In your time at Whalley Range Sixth Form it is important that you access support from staff in school. You can find important contact details below:

## The Sixth Form Team

Staff Name	Position	Email Address
Mr S Mycock	Head of Sixth Form	<a href="mailto:smycock@wrhs1118.co.uk">smycock@wrhs1118.co.uk</a>
Mrs Maloney-Rock	Assistant Head of Sixth Form Head of Year 12	<a href="mailto:zmaloneyrock@wrhs1118.co.uk">zmaloneyrock@wrhs1118.co.uk</a>
Mrs Z Davies	Head of Year 13	<a href="mailto:zdavies@wrhs1118.co.uk">zdavies@wrhs1118.co.uk</a>
Ms Beadle	Sixth Form Learning and Pastoral Mentor	<a href="mailto:lbeadle@wrhs1118.co.uk">lbeadle@wrhs1118.co.uk</a>
Miss Smith	Sixth Form Admin and Pastoral Support	<a href="mailto:ssmith@wrhs1118.co.uk">ssmith@wrhs1118.co.uk</a>
Mrs Abdul Salam	Key Stage 5 Study Coordinator	<a href="mailto:jabdulsalam@wrhs1118.co.uk">jabdulsalam@wrhs1118.co.uk</a>

## The Sixth Form - Form Tutors

Staff Name	Email Address
Dr J Sadler	<a href="mailto:jsadler@wrhs1118.co.uk">jsadler@wrhs1118.co.uk</a>
Miss R Stuart	<a href="mailto:rstuart@wrhs1118.co.uk">rstuart@wrhs1118.co.uk</a>
Mr S Mccarthy	<a href="mailto:smccarthy@wrhs1118.co.uk">smccarthy@wrhs1118.co.uk</a>
Ms K Vickers	<a href="mailto:kvickers@wrhs1118.co.uk">kvickers@wrhs1118.co.uk</a>
Mrs Z Mahmood	<a href="mailto:zmahmood@wrhs1118.co.uk">zmahmood@wrhs1118.co.uk</a>
Mrs C Smith	<a href="mailto:csmith@wrhs1118.co.uk">csmith@wrhs1118.co.uk</a>
Mrs A Ahmed	<a href="mailto:aahmed@wrhs1118.co.uk">aahmed@wrhs1118.co.uk</a>
Mrs S Baig	<a href="mailto:sbaig@wrhs1118.co.uk">sbaig@wrhs1118.co.uk</a>
Mr N Hussain	<a href="mailto:nhussain@wrhs1118.co.uk">nhussain@wrhs1118.co.uk</a>
Miss M Al-Amari	<a href="mailto:malamari@wrhs1118.co.uk">malamari@wrhs1118.co.uk</a>

## General Enquiries

Whalley Range Sixth Form	<a href="mailto:sixthform@wrhs1118.co.uk">sixthform@wrhs1118.co.uk</a>
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# Key Contacts @ WRSF

## Faculty Support

Staff Name	Position	Email Address	Room Number
<b>English &amp; Communications Faculty</b>			
Miss S Walker	Head of Faculty	<a href="mailto:swalker@wrhs1118.co.uk">swalker@wrhs1118.co.uk</a>	A110a
Ms K Vickers	Key Stage 5 Coordinator	<a href="mailto:kvicker@wrhs1118.co.uk">kvicker@wrhs1118.co.uk</a>	
<b>Digital Technologies &amp; Business</b>			
Mr S Bashir	Head of Faculty	<a href="mailto:sbashir@wrhs1118.co.uk">sbashir@wrhs1118.co.uk</a>	G216
Mrs Z Mahmood	Assistant Head of Faculty	<a href="mailto:zmahmood@wrhs1118.co.uk">zmahmood@wrhs1118.co.uk</a>	G216
<b>Mathematics &amp; Financial Literacy</b>			
Mr L Cleasby	Head of Faculty	<a href="mailto:lcleasby@wrhs1118.co.uk">lcleasby@wrhs1118.co.uk</a>	B109
Mr S Mccarthy	Key Stage 5 Coordinator	<a href="mailto:smccarthy@wrhs1118.co.uk">smccarthy@wrhs1118.co.uk</a>	B109
<b>Global Awareness</b>			
Mr L Beckensall	Head of Faculty	<a href="mailto:lbeckensall@wrhs1118.co.uk">lbeckensall@wrhs1118.co.uk</a>	A022
<b>Science &amp; Discovery</b>			
Miss E Bird	Head of Faculty	<a href="mailto:ebird@wrhs1118.co.uk">ebird@wrhs1118.co.uk</a>	B047
Mr G Al-Sammari	Assistant Head of Faculty	<a href="mailto:galsammari@wrhs1118.co.uk">galsammari@wrhs1118.co.uk</a>	B047
<b>Social Sciences &amp; Community Learning</b>			
Ms C Pym	Head of Faculty	<a href="mailto:cpym@wrhs1118.co.uk">cpym@wrhs1118.co.uk</a>	C107
Miss R Stuart	Assistant Head of Faculty	<a href="mailto:rstuart@wrhs1118.co.uk">rstuart@wrhs1118.co.uk</a>	C107
<b>World Languages</b>			
Ms L Van Hoof	Head of Faculty	<a href="mailto:lvanhoof@wrhs1118.co.uk">lvanhoof@wrhs1118.co.uk</a>	C210
Miss C Forster	Assistant Head of Faculty	<a href="mailto:cforster@wrhs1118.co.uk">cforster@wrhs1118.co.uk</a>	C210



# Academic Support

Ensuring that you have the best academic support whilst you are with us at Whalley Range Sixth Form is central to the personal support that we guarantee all students. As well as the guidance that you will receive from your class teachers, your Head of Year and the Pastoral Team in the Sixth Form, you are allocated RISE periods on your timetable. RISE periods are designated to help guide, support and re-focus you during your Post-16 journey.

## Review Independent Study and Excel Periods



REVIEW

Review your feedback, your progress and your next steps



INDEPENDENT

Develop independent working skills that you will need over the next two years and beyond



STUDY

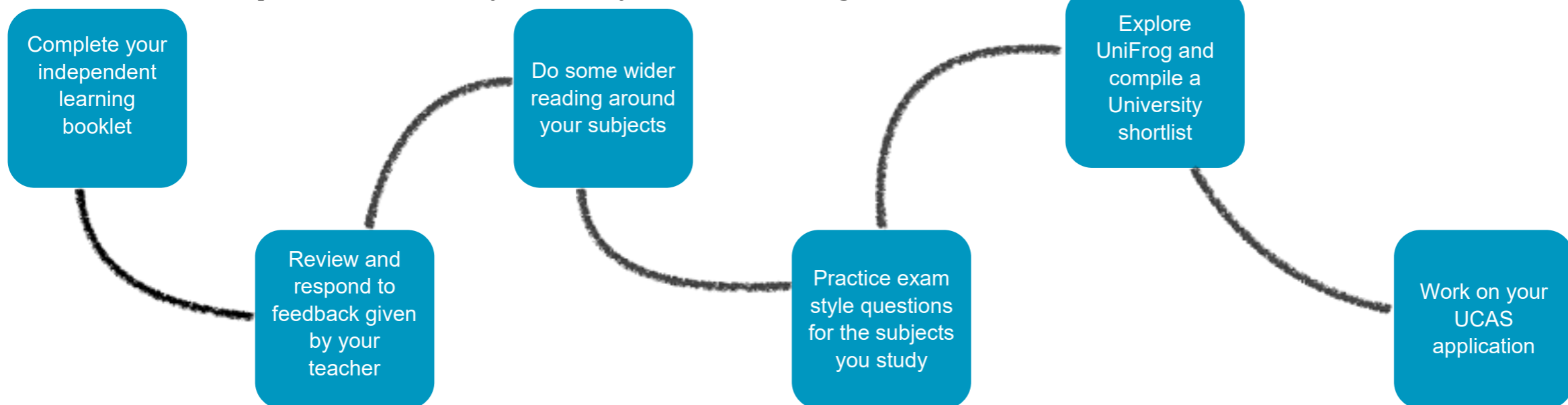
Work hard towards your goals and complete all work and meet all deadlines



EXCEL:

At WRSF you will excel if you use RISE and the academic guidance and support on offer

RISE periods are a compulsory part of your education, whilst you are here with us at Whalley Range Sixth Form and, if used effectively, that can contribute to exceptional outcomes by the time you leave us. Using them to...



# Standards and Expectations

As students enrolled at our Sixth Form, you have signed up to the college standards and expectations, as outlined below. It is our aim to treat you as young adults as you prepare you for adulthood and these shared values, standards and expectations will enable all students to do this, whilst being safe and secure in college.



**Attendance:** You are expected to attend all of your timetable lessons, including tutorial and RISE. Good attendance has a direct correlation to academic success. Students with attendance below 90% risk not being able to progress successfully to Year 13.



**Acceptable Use:** You are expected to work within the acceptable use guidelines (page 19) that we have at Whalley Range Sixth Form. All activity on a college device or college account is tracked and monitored to ensure everyone's safety.



**Extra Study:** Punctuality is key to your academic success. You are required to arrive punctually to college and your lessons daily. Twice a week you will be required in college for tutorial at 8.30am but other days of the week you can arrive for the start of your first lesson.



**Dress Code:** We do not have a set dress code at Whalley Range Sixth Form, but you are reminded that you are in a professional, educational setting and what you choose to wear should reflect this. Clothing with political messaging is not permitted.



**Conduct:** On enrolling at Whalley Range Sixth Form you are entering further education for young adults and it is expected that you will behave in a way that is befitting a young adult. Poor conduct will result in serious sanctions and could result in your being removed from roll.



**Respect Your Space:** You have access to state-of-the-art facilities at Whalley Range Sixth Form including electronic devices, common room area and student library. It is your collective responsibility to ensure that you look after this space. Failure to do so could result in serious action being taken.



**Extra Study:** In order to succeed you are expected to commit to extra study beyond assigned work and we recommend 5 hours each week per subject as a minimum. You should consider how you use your non-contact periods. RISE periods are compulsory and will contribute to stretching your ability.



**Health & Safety:** You play an important part in ensuring that you, other students, staff and our community are kept safe by ensuring that you are adhering to our Health and Safety guidelines (page 18).

# Independent Learning at Whalley Range Sixth Form

When you are at Whalley Range Sixth Form you will be supported to progress in all of your subjects and to help you meet your personal progression goals when you leave our college.

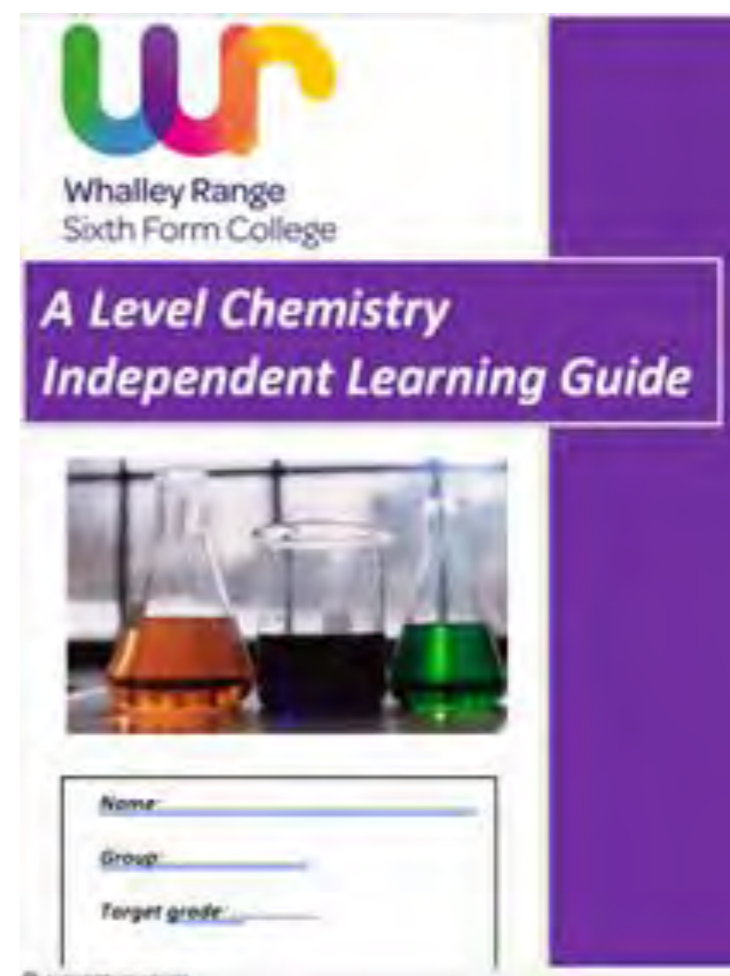
You will need to quickly adapt to a highly academic environment, the workload is much higher than at GCSE and the pace teachers move through content is often significantly quicker. If you do not adapt your independent learning skills and work ethic quickly within the first few weeks of college, you will get behind and have holes in your knowledge, this can then mean that you struggle to understand the knowledge which builds on the previous lesson's work.

There is an expectation that you will spend time between lessons reviewing the previous lesson's work and ensuring that you ask any questions to your teachers of areas you do not understand. You should also review your prior learning regularly to ensure that the knowledge is added to your long-term memory. We expect you to complete a minimum of 5 hours per week per subject, from the first week of year 12, all the way through to your year 13 examinations. (You will be doing even more by that point, I am sure!)

If you don't complete this independent learning, you will fall behind and when students fall behind at college, they often never catch back up! As you can imagine this will have a negative effect on your examination results which would prevent you from progressing to university on your chosen course. Remember you are competing against tens of thousands of other students for the top grades! Make sure you are doing all that you can from the start, to give yourself the best opportunity to succeed.

“What you do most, is what you do best!”

A Level students have been provided with an independent learning booklet for each of their subjects. This should be completed as part of your independent learning time each week and our RISE coordinator and your subject teachers will be checking that has been done. The booklet has been designed to expose you to effective independent learning strategies. You will also be expected to have a weekly plan/timetable for your independent learning.





# Attendance

At Whalley Range Sixth Form we recognise and understand the importance of maintaining excellent standards and striving toward 100% attendance and punctuality.

One of the most important things that students can do to ensure the best chances of success and progression for themselves is by ensuring full attendance to all timetabled lessons, RISE Periods and intervention sessions.

## Statement of Intent

Whalley Range Sixth Form consistently works hard to maintain the regular and punctual attendance of all of its students in order to support them in achieving continuous progress and positive outcomes. Absences disrupt the pattern of a student's education, disrupt teaching routines and have an adverse effect on learning for both the individual student and the wider college community. A key element of achieving regular and punctual attendance is parental support and involvement. By avoiding absences, communicating regularly and sharing information we can work together to raise attainment standards for all.







## Contact Details




To comply with Health and Safety guidelines it is important we have more than one up to date contact for all students. There are a variety of reasons that college may need to contact parents/carers, including to discuss progress, a student's ill health, college emergencies or to discuss unexplained absences and ensure students are safe. To confirm the reason for a student's absence with parents/carers, the college will check the number being dialed in from and will generally telephone the first contact number listed on the student's record. If contact information changes, please telephone 0161 860 2984 or email [sixthform@wrhs1118.co.uk](mailto:sixthform@wrhs1118.co.uk) immediately.

If you have any queries about the attendance process, please speak to Miss S Smith (Sixth Form Admin and Pastoral Support)

# Absence Reporting

In the interest of continuously improving attendance, we advise all parents/carers of the following:

-  Morning registration is at 8:30am and afternoon registration is at 1:45pm – students must be present in their classrooms at these times or at the time of their first / last lesson of the day
-  Reasons for absence must be reported daily to [sixthform@wrhs1118.co.uk](mailto:sixthform@wrhs1118.co.uk) or by phone on 0161 860 2984 by 8:30am. Without this, absences will be unauthorised
-  Absence will not be authorised for minor ailments such as colds, headaches or period pains
-  Medical appointments should be made outside college hours – absence for dental check-ups, optician's appointments and routine reviews such as for asthma will not be authorised
-  Medical evidence must be provided for all absence in excess of three days or when requested by college for repeated bouts of absence. Evidence should be clear and supported with a cover note from parents/carers. Evidence is an appointment letter, prescription or GP note
-  Under guidance from the Local Authority, absences are not authorised for Visa/Passport appointments – these should be planned ahead and made for outside of college hours/term time

-  Under guidance from the Local Authority, extended leave will not be authorised for religious observance. Key dates will be considered (usually to a maximum of 2 days per academic year)
-  Absences are not authorised on event days such as Sports Day, Personal Development Day or a last day of term without supporting medical evidence
-  Parents/carers must not book holidays in term time – leave of absence may be granted in exceptional circumstances, with supporting evidence. Request forms are available from Student Services

## Extended Absence

If you are absent for more than 20 days unauthorised (for example, on a term time holiday) the college reserve the right to remove you from roll, in line with the Manchester attendance protocols and procedures that are implemented in all Greater Manchester Education Trust schools.

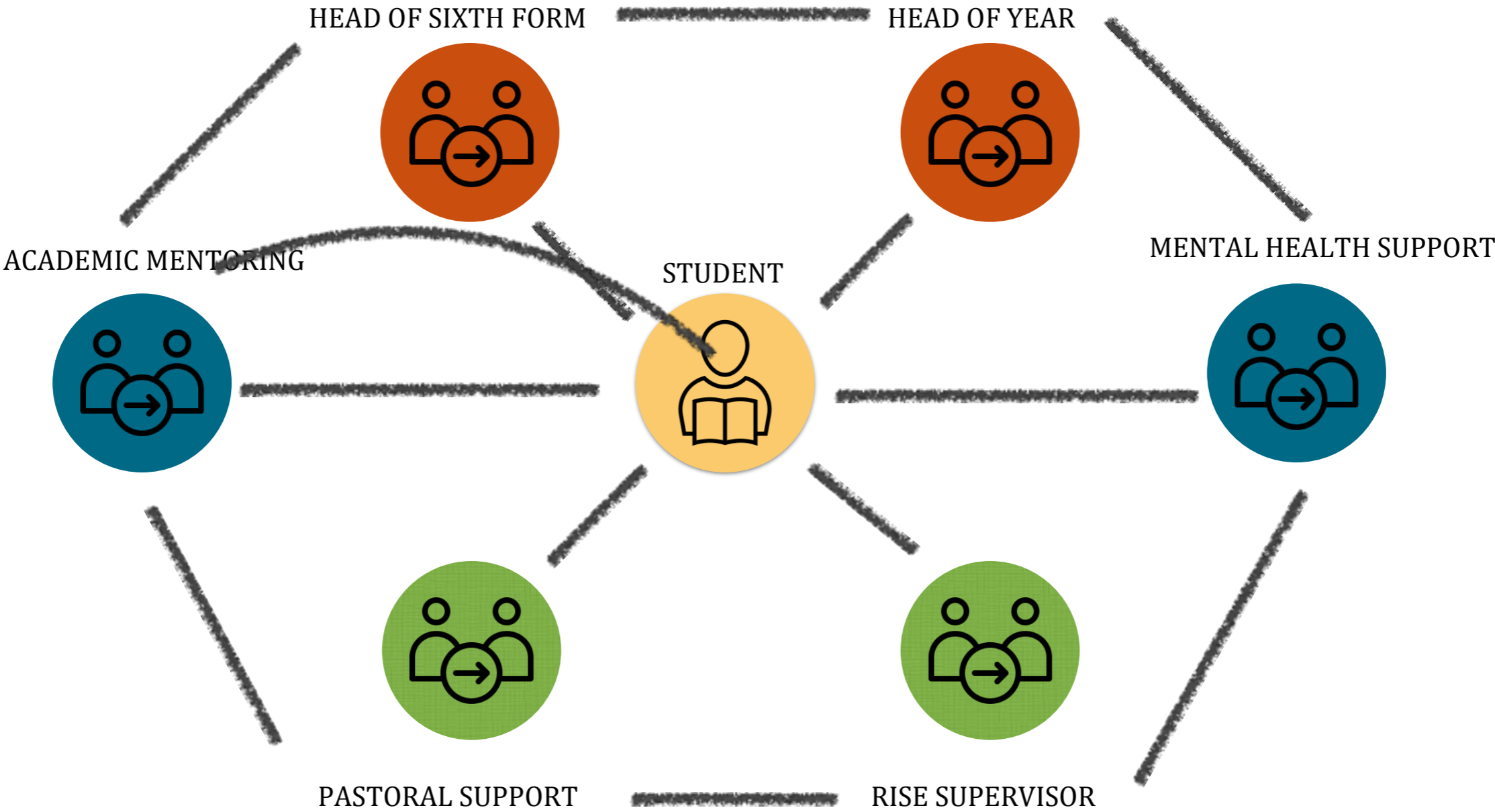
If you are experiencing any problems that may be affecting your attendance or punctuality, then please contact us on 0161 860 2984 or email [sixthform@wrhs1118.co.uk](mailto:sixthform@wrhs1118.co.uk) to discuss mentoring and/or family support.

## Progression

Progression to Year 13 is at the discretion of the Head of Sixth Form and students with attendance below 90% risk not being able to successfully progress to Year 13.

# Pastoral Support and Guidance

At Whalley Range Sixth Form we are proud of the student centered pastoral support and guidance that you will receive when you are studying with us. It is important that you get to know the amazing staff that we have supporting you within the Sixth Form team.



Head of Sixth Form

Head of Year 12

Head of Year 13

Learning and Pastoral Mentor

Admin & Pastoral Support

Mr S Mycock

Mrs Z Maloney-Rock

Mrs Z Davies

Ms L Beadle

Miss S Smith

# Post-16 Bursary and Additional Support

The 16-19 Bursary Fund is funded by the Government to support students who may encounter financial barriers in their education. The criteria to apply for the Whalley Range Sixth Form bursary is broken down into 2 elements:

## ELEMENT 1

Young People in Care, care leavers, young people in receipt of Income Support or disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive an annual bursary of £1,200, subject to them maintaining excellent attendance, good behaviour and making good academic progress

## ELEMENT 2

Young people who live in a household with a combined income of below £16,191 per annum, including any benefits received will be able to apply for a bursary, subject to them maintaining excellent attendance, good behaviour and making good academic progress. These students will still be entitled to receive Free School Meals whilst in the Sixth Form

## How to apply for the Bursary

To apply for the bursary, you must complete the application form via the Bursary 16+ module by the end of September 2023 details will be sent out to all students in the first week of September.

If your circumstances change during the course of the year, you can still apply for the bursary, you just need to speak to the Head of Sixth Form, Mr Mycock, about this.

Students bursary can only be used to directly support resources identified as necessary to help them access education. Students in receipt of the bursary will be provided with guidance of what they are able to claim for.

## Additional Support

As well as being in receipt of the bursary, you will receive all essential texts and resources to help you succeed at Whalley Range Sixth Form. These will be issued to you at the start of the academic year for all of your subjects.

# Mental Health Support

At Whalley Range Sixth Form we are committed to promoting and supporting physical and mental wellbeing of all of the students in our community. If a student is struggling we are well placed to support and advise you.

## How do you know if you are struggling?

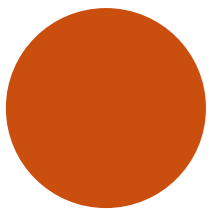
It can be difficult to know when you are struggling with your mental health but if your day to day functioning is not what you are used to, for example you are low in mood, struggling to maintain relationships, increasingly irritable, excessively worrying or having intrusive thoughts, you may be struggling with your mental health and require some support.

## What support can I get at WRSF?

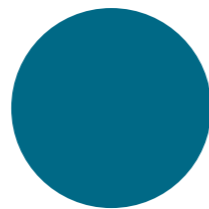
It is important that you communicate about issues or concerns that you may be having with your Head of Year, so that we can put appropriate support in place. If we do not know how you are feeling, we are not able to adequately support. We know that opening up can be challenging, but our staff are well trained and very experienced at speaking to students about their issues.

The support we offer is bespoke to each student that may be struggling, whether this may be short term intervention or a longer term support plan. As students at Whalley Range Sixth Form you have access to pastoral support staff within the Sixth Form, our college counsellors and support from the lead Mental Health Practitioner, Mrs Maloney.

## Useful Support



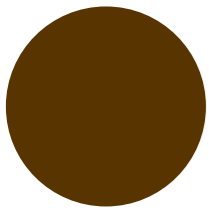
The Mix (support for 13-25years)



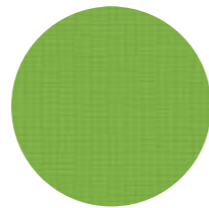
Chat Health (confidential texts)



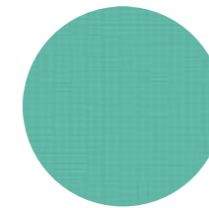
Kooth (online counselling)



Shout (confidential crisis texts)



Health For Teens



Childline

# Careers Advice Information and Guidance

As you begin the next phase of your academic journey, whether that is in Year 12 or Year 13, it is essential that you receive exceptional careers guidance and support. At Whalley Range Sixth Form you will get this and are continually developing ways to support you with your progression.



Designated careers advisor



Trips to Universities



Access to Unifrog



Medicine and Veterinary programme



UCAS support and guidance



Deloitte partnership



The Super Curriculum



Mentoring and coaching

# The Super Curriculum

## Personal, Social, Health and Relationships Education (PSHRE)



Mental Health and Wellbeing



Sex and Relationships



Global Issues and Citizenship



Social Justice



Financial Literacy and Living

## Careers Education, Information Advice and Guidance (CEIAG)



Post-18 Pathways and Options



UCAS preparation and Support



Study Skills



Employability Skills



Digital Productivity & Organisation

## Enrichment & the Wider Curriculum



Work Experience



Mentoring and Coaching



Extra Curricular Qualifications



Clubs and Societies



Wider Reading and Academic

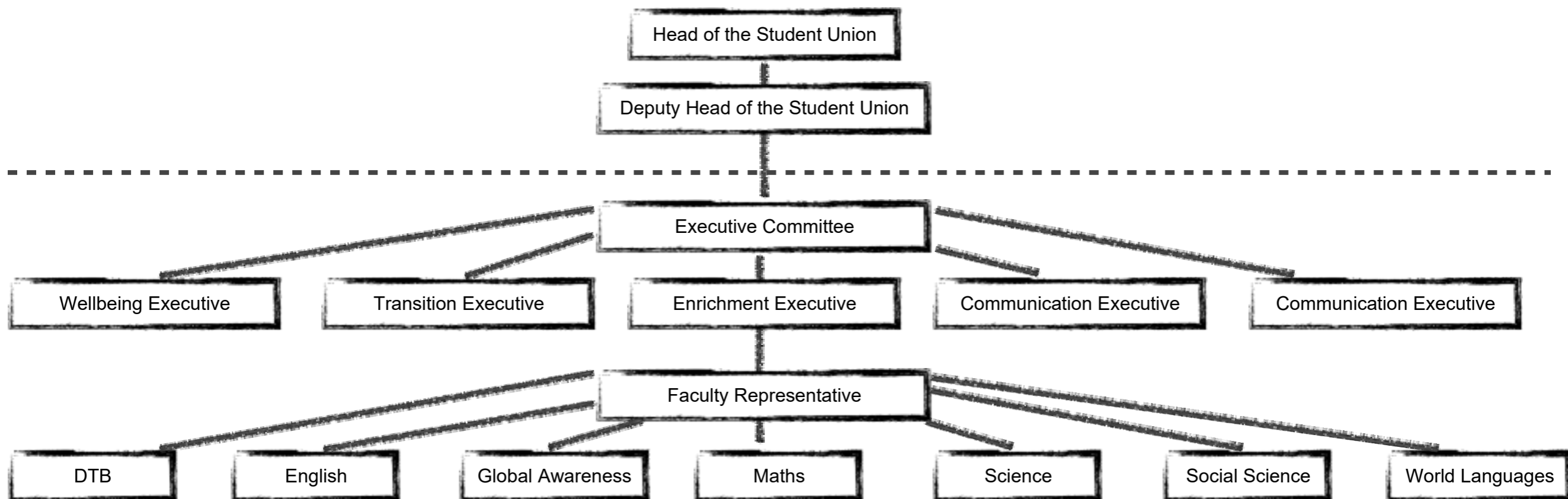
You will have plenty of opportunities to access the Super Curriculum at Whalley Range Sixth Form, for example in your tutorial periods, RISE periods, Personal Development Days and through timetabled and non-timetabled lessons.

# Sixth Form Student Union

At Whalley Range Sixth Form we have a rich history of student leadership and we are proud of the opportunities that our students have to develop their leadership skills to become leaders in their field in the future.

From September 2021, our Sixth Form will be launching our Student Union, which will include a range of roles as part of the Executive Committee that will be central in the future of our Sixth Form community.

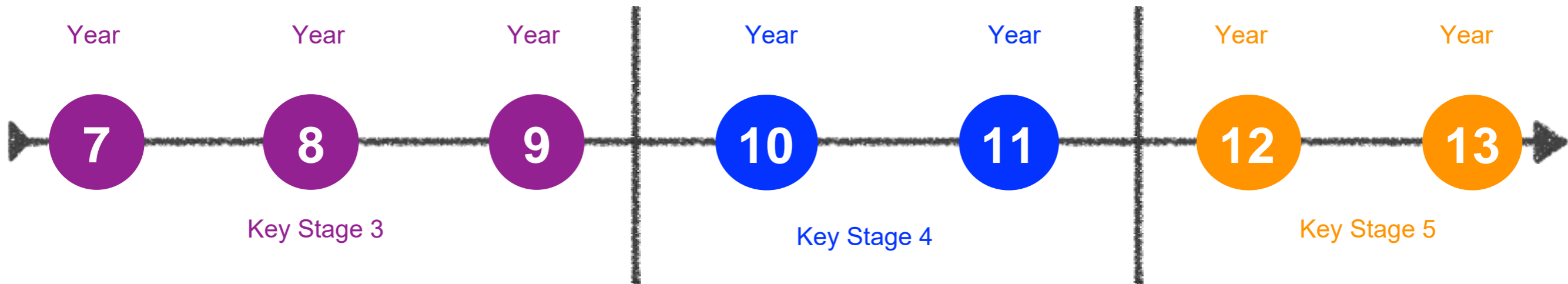
As a Sixth Form, we know how strong the leadership potential is within our student body and I welcome applications from students for one of our many exciting student union roles and would like to have students from every progression pathway represented within the executive committee.





# The 7 Year Journey

Students at Whalley Range High School embark on a 7 year journey with the Sixth Form being such an important part of the Whalley Range



As a student at Whalley Range Sixth Form, your form will be attached to one of the houses at Whalley Range.



Rosa Parks



Maya Angelou



Sophie Germain



Rosalind Franklin



Audrey Hepburn

You will have the opportunity to work with, and support many younger students. Your contribution will have an impact on their development by getting involved with:



# Health & Safety

As a student at Whalley Range Sixth Form, it is important that you contribute to keeping yourself, and others, safe. Below is some key Health & Safety guidance for you to familiarise yourself with. Updates will be shared via the Year 12 and 13 Teams pages and through tutorial.

In the event of a fire

In the event of a fire you should evacuate the building via your nearest exit and head to the field, where you will line up with your form (indicated on the fence) and your Form Tutor.

Signing in/out

To keep you safe at all times, it is important we know where you are / are not on the premises. To support with this, you must sign in/out via the Inventory machine situated by the Sixth Form office.

Safeguarding

In order to safeguard you and others, it is essential that you are wearing your Sixth Form lanyard at all times, for identification purposes. Failure to do so, will lead to potential repercussions for not adhering to this guidance.



# Digital Access @ WRSF

## Agreement for computer network, mobile phone and internet use

Students may bring their mobile phone into college, however it may only be used in accordance with the college's Unacceptable Use Policy.

***The college cannot accept responsibility for any damage or loss to any device brought into school.***

***Unacceptable Use is defined as any activity; where the ICT equipment is used without permission, which is outside the specific learning aim for that lesson or activity, which is illegal, could be considered extreme or radicalising, dangerous or where, equipment is used to make any student, member of staff or member of the public feel uncomfortable or vulnerable.***

Signed \_\_\_\_\_

**Students are asked to say that they understand and agree to the following:**

-  I have read and understood the school's definition of Unacceptable Use.
-  I understand that the term 'ICT equipment' applies to any computer, phone or mobile electronic equipment belonging to me or the school.
-  I will only use ICT equipment when I have permission from my teachers.
-  I will not allow the use of any ICT equipment to interfere with my learning or the learning of others.
-  I understand that I must not take any images of adults or pupils without their consent.
-  I will logon to school equipment only with my own password and will not disclose my password to anyone else.
-  I will only use my own account when accessing the Internet via the school wi-fi connection on a device that does not belong to school.



I will not create or send any material which is offensive to others or engage in any activities which could be regarded as harassment or cyber-bullying.



I will not try to bypass the network security settings including trying to access any messaging or chat services or inappropriate web-sites.



I understand that I will be given an email address and that I am responsible for any messages or content sent from that account.



I understand that my email account will be used as registration for web based systems e.g. Frog and Teams (full list available from the school website) and that my use of these systems may be tracked.



I understand that the school may check my files and my college e-mails and will monitor everything I do on the computer network, including any Internet sites that I visit.



I understand that I am responsible for any actions or activity on any account where I am required to login



If I break any of the rules set out in the policy, I understand that the school will take action in line with Sixth Form standards and expectations.

