

St John Rigby College

Parents' Guide

Information for Parents/Carers

2020-21



Liverpool Archdiocese



Secondary
Schools' Partnership



COLLEGE MISSION

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment.
- Value the uniqueness and dignity of each individual.
- Deliver the highest standards of teaching and learning.
- All show a commitment to our work and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others.
- Support for and challenge of one another.
- High standards and expectations.
- Consistency and perseverance.
- Recognition of talents, progress and achievements.

MESSAGE FROM THE PRINCIPAL



Welcome to the start of the 2020-21 academic year at St John Rigby College. I hope that you find this short guide useful and that it demonstrates to you the importance that we place on working together to ensure that our students, your children, enjoy a successful transition from high school and make the most of their time at College. There cannot ever have been a time when this transition has been so important and I am acutely aware that this cohort of school leavers have missed out on the end of their 'high school years'. Whilst there is nothing that we can do to make up for this, what we can do is work tirelessly to ensure that the start of their 'college years' is the best that it can possibly be and that we get to know them quickly so that we can support them throughout their time with us.

In order for our students to ensure that their time at College provides a passport to improved life choices, we will be challenging them in their work as well as supporting them in the hope and expectation of maximising their individual potential. We know from our experience that support from home is an important factor in achieving this and we plan to keep you involved and informed of progress along the way. This guide provides some outline information for frequently asked questions by parents of new Year 12 students but, most importantly, it encourages communication between home and College and provides relevant contact details. This communication may be of particular importance if we find ourselves having to deliver remote learning due to the coronavirus pandemic.

If you have any questions that this guide does not answer, or if there is any reason during the year that you would like to ask about something related to College, please do not hesitate to contact us. By working together, we have every chance of maintaining the outstanding support for students which has long been a feature of St John Rigby College.

ST JOHN RIGBY COLLEGE CALENDAR 2020-21

Autumn Term 2020	
2 nd September (Wednesday)	Start of term
Friday 23 rd October – Friday 30 th October inclusive: Half Term	
18 th December (Friday)	Last day of Term
Spring Term 2021	
4 th January (Monday)	Start of Term
Monday 15 th – Friday 19 th February inclusive: Half Term	
1 st April (Thursday)	Last day of Term
2 nd -16 th April Easter Holidays (including 2 nd and 5 th April - Good Friday and Easter Monday)	
Summer Term 2021	
19 th April (Monday)	Start of Term
3 rd May (Monday)	Bank holiday
31 st May (Monday)	Bank holiday
Monday 31 st May – Friday 4 th June inclusive: Half Term	
1 st July (Thursday)	Last day of term

Taking holidays during term time is not permitted

STUDYING AT COLLEGE

Your son/daughter has had a disrupted end to their school life and will need to adapt to the environment and to a way of working at College. The days are organised differently and we have different expectations on how we need students to organise themselves. They will have to carry out a lot of independent study and are expected to either work in the Learning Resource Centre or at home to remain up to date with all of their work. Students must build their study skills and resilience to be successful at College and we will deliver a programme of support in this regard.

Many students have part-time jobs whilst they are at College. This can provide valuable experience as well as extra money. However, evidence indicates that working more than 10 hours per week whilst a full-time student will affect final grades. This needs to be kept in mind when applying for part-time work. It should also be borne in mind that during 2020-21 there might be changes made to the timetable in line with COVID-19 guidance. If this happens then students will be required to make themselves available for College lessons.

If your son/daughter has difficulty organising their time, meeting their assignment deadlines or adapting to the College way of learning, then please encourage them to talk to their Progress Tutor, any of their teachers or call into the Open Learning Centre and talk to our Learning Mentor team. Ofsted inspectors reported that “teachers are passionate and dedicated and provide lots of additional sessions to support achievement” and your son/daughter should take full advantage of the commitment that teachers make in supporting their learning outside of lessons.

POSITIVE LEARNING ENVIRONMENT

We always strive to create an adult learning environment, which means we expect all our students to behave in a respectful and responsible way at all times. Treating people with consideration and respect sets the tone for a pleasant, co-operative and successful College life. We are proud that St John Rigby students are regularly complemented highly with regards to their levels of engagement, conduct and attitude by external partners from trips, visits and events in College.

PROGRESS TUTORS

Every St John Rigby College student is assigned a Progress Tutor. The Progress Tutor is an important person during your son/daughter's time at the College and is the first person to whom you should bring any matters of concern on which you might need guidance or advice.

If problems arise that need the attention of senior staff or even outside agencies, then the Progress Tutor will refer as appropriate. An open, professional working relationship between students, Progress Tutors and home is a key component of the pastoral support at St John Rigby College



CONTACTING COLLEGE

- Your first point of contact for general enquiries or concerns is your son's/daughter's Progress Tutor.
- Subject specific curriculum enquiries or concerns should be raised with the relevant Curriculum Manager.
- You may email or telephone and if the member of staff is not immediately available then you will be contacted within 24 hours. If this does not happen, for reasons such as staff sickness, then please contact your son's/daughter's Senior Tutor. If you wish to raise concerns that are more personal, confidential or worrying and which will potentially require a more experienced senior member of staff, then please contact your son's/daughter's Senior Tutor, the Safeguarding Officer or the Vice Principal (Students).
- The Ofsted inspectors reported that "support for students is outstanding. The needs of students are thoroughly assessed. Students who fall behind in their work are identified swiftly and teachers are skilful in providing support to help them catch up quickly. Students value highly their excellent academic and pastoral support, including individual and group tutorials." This prioritisation of support and care for the individual is at the heart of the mission of St John Rigby College.

KEY PERSONNEL

Vice Principal – Students	Paula Nolan
Safeguarding Officer	Amanda Fogarty
Senior Tutors:	Karl Walton Juliana Charltonova Victoria Morgan
Attendance Officer	Fiona Riley
Pastoral Systems Officer	Anna Tully
Progress Tutors	Lucy Ball Jessica Callan Sabrina Elasri Lisa Harrison Eleanor Knowles Abbie Linley

KEY PERSONNEL CONT.

	Nicola Craven Vice Principal Curriculum and Quality		
	Dave Gent Assistant Principal	Elliott Hine Divisional Leader	Victoria Brown Divisional Leader
Subjects & Curriculum Managers (HOD – Head of Department; CL – Course Leader)	Business, Economics, IT and Computing Fiona Fisher – HOD Stuart Hazelden – CL for Vocational IT Charlotte Jones – CL for Vocational Business Health and Social Care, Public Services, Functional Skills & Foundation Suzanne King – HOD Rebecca O’Brien/Beverley Rooke – CL Religious Studies and Modern Foreign Languages Michelle McGlown – HOD	English Chris Chandler – HOD Media and Film Simon Anten – CL Music and Performing Arts David Wall – HOD Visual Arts Stephanie Bithell – CL for Vocational Arts Michael Lowey – CL for A Level Arts Social Sciences Chris Peacock – HOD Zoe Dunn – CL for Psychology Joe Nicholas – CL for History and Politics Margaret Gaffney – CL for Law and Criminology Tom Clapson – CL for Sociology	Sciences Vici Brown – HOD Kate Aintree - CL for Vocational Sciences Sport and Physical Education Reyanna Leonard/Julia Kirwan – HOD Maths, Further Maths and Statistics Andrew Tunstall - HOD



COLLEGE CONTACT WITH HOME

Teaching staff and Progress Tutors will support students on a day to day basis, understanding that all students are individuals and therefore require different levels of guidance.

Parental/Carers e-mail addresses are extremely useful to us when we wish to make contact home. In many cases it is the most efficient and effective method of contact. Letters will be sent to parents at different points in the year as an email with attachments (when needed) in order to inform you about events and cross College business relevant to your son or daughter. Telephone calls home may be made by any member of staff, both in support of students and to alert you to concerns and matters where you may want/need to intervene. Below is a summary list of potential contacts and staff responsibilities:

- The Attendance Officer will send daily automated text messages and/or e-mails to the parents/carers of all absentees who have not provided any notification. A letter will be generated if there is no means of communication via e-mail or mobile telephone. This provides same day absence reporting and parents/carers are asked to respond as soon as is practicably possible so that absence monitoring is timely and effective.
- Progress Tutors are responsible for making direct contact with parents/carers where patterns of non-compliance or unexplained absence are emerging. Parents/carers may contact the Progress Tutor for general enquiries or concerns.
- Subject Teachers may make contact home on matters which are subject/class based.
- Heads of Department, Course Leaders, Progress Tutors and the Assistant Principal for Curriculum are responsible for making contact home when there are more serious curriculum matters or concerns. The Assistant Principal for Curriculum or Division Leaders will inform parents/carers of any course changes. Parents/carers should make contact if there are enquiries or concerns about matters relating to teaching, learning or assessment.
- Senior Tutors, and the Vice Principal - Students will speak to parents/carers regarding confidential and personal or serious pastoral concerns. They will also inform parents/carers when formal disciplinary sanctions, or Fitness to Study procedures, are about to be invoked and clarify any relevant procedural issues.
- The Vice Principal – Students is responsible for final stage disciplinary and Fitness to Study processes and will inform parents/carers.

THE ROLE OF THE SUBJECT TEACHER

Subject Teachers are responsible for the management of each student's understanding, learning and development. Teachers will:

- Plan and deliver high quality lessons that start and end on time.
- Keep an accurate record of student attendance.
- Involve all students in class activities and discussions.
- Praise students for good effort and involvement but also challenge a lack of effort or behaviour that disrupts the learning of others or shows a lack of respect to other members of the community.
- Cater for individual learning needs.
- Check students' understanding frequently.
- Regularly set and mark homework, tests or coursework and give feedback that helps students improve.
- Inform students and their parents on their progress in the subject.
- Ensure that students are fully prepared for examinations or coursework submissions.
- Liaise with parents and Progress Tutors to maximise student achievement.

REVIEWING AND RECORDING OF PROGRESS

In order that you may know how your son/daughter is progressing, we have a system of assessment checks. The Assessment Calendar is a key instrument in determining where learners are in their learning and their capacity to achieve externally assessed academic targets and goals.

Subject Tutors will provide students with progress grades throughout the duration of the course. These will reflect the current level of work and attainment achieved by your son/daughter and the grades that they expect you to achieve by the end of your course. You will also be informed of your son/daughter's Minimum Target Grade (MTG) for each of your subjects at the start of your course.

Time is regularly set aside for students to review progress with their Progress Tutor. During these reviews attendance, punctuality and achievement will be closely reviewed along with references to developing employability skills and careers planning, and targets for continuous improvement will be agreed.

ONE TO ONE REVIEWS

Progress Tutors will hold at least one 1 – 1 review with each of their tutees every term. Discussions will centre upon:

- Reviewing academic progress in all subjects and set targets in relation to individual minimum target grades.
- Identifying and celebrate strengths.
- Identifying issues that are impeding or hindering progress and that need to be addressed.
- Discussing the student's self-evaluation.
- Discussing extra-curricular experiences and referencing all progress to employability skills and career intentions.
- Setting improvement targets and supportive actions and recording these on the Individual Learning Plan for future review.
- Check their general wellbeing.



SAFEGUARDING

St John Rigby College has a dedicated Safeguarding Team that is led by Paula Nolan Safeguarding Designated Lead and Vice Principal (Students). Members of the team include Deputy Safeguarding Lead, Amanda Fogarty (Safeguarding and Welfare Officer) and the Senior Tutors who are all Safeguarding Level 3 trained. The Progress Tutors act as additional support and are also Safeguarding Level 3 trained.

Having such a specialised team in College ensures that we are keeping all students safe and this is further enhanced when we work in partnership with parents/carers and external agencies as required. (Please note that contact details for each of the members of the team can be found towards the end of this document).

Your Safeguarding Team



Paula Nolan - Designated Safeguarding Lead/ Vice Principal - Students (Room - D004)

Amanda Fogarty - Safeguarding and Welfare Officer (Room - D003)

Juliana Charltonova - Deputy Safeguarding Lead/ Senior Tutor (Room D002)

Victoria Morgan - Deputy Safeguarding Lead/ Senior Tutor (Room D002)

Karl Walton - Deputy Safeguarding Lead/ Senior Tutor (Room D002)





CHAPLAINCY

Chaplaincy is at the very heart of St. John Rigby College, welcoming students and staff. The Chaplaincy team is available to offer support, information, encouragement, guidance and friendship. Chaplaincy is about walking alongside people; building relationships and helping students grow and reach their full potential. It is about accompanying and supporting the College Community and all the individuals within it on their own journey, wherever it may take them, including at times of personal difficulty or trauma. At the heart of our community is the College Chapel, which is open at all times for anyone who needs to find a quiet space. It is a special and well-respected space which we are privileged to have. Prayers are held at the start of the day. All are welcome to join regardless of faith.

The Chaplaincy team is made up of Martin Malone, College Chaplain, (who is also a Local Authority Bereavement Lead) the RE Staff, and a variety of other associate members.



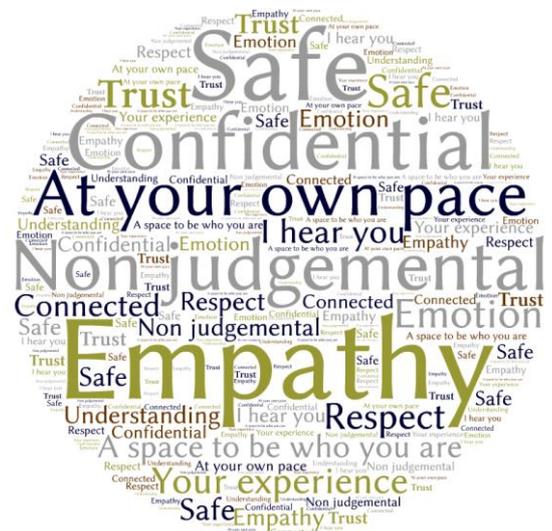
GIVE ME ROOTS TO GROW
AND WINGS TO FLY



College Counsellor

All students can make an appointment to meet with the College Counsellor. The service is free and confidential. Students will be offered a 6-week block of appointments and if they request more appointments they will be put back on the waiting list.

A student will always be offered the first available appointment to occur outside their timetabled lessons. If, however, the situation for your son or daughter is urgent, please make an emergency medical appointment.



SJR EXTRA (Enrichment)

'SJR Extra' is anything that goes beyond students' academic pursuits and the normal requirements of their studies. There are many activities and events in which to get involved at college which can set students apart from the competition when applying for university, apprenticeships or employment.

SJR Extra is designed to integrate many educational prospects. For example, the wide range of activities will provide great links with employability providing work and life skills that may not be able to be achieved just from academic studies. SJR Extra should fuse fun and learning, in order to provide the best possible experience for all students.

Some popular activities include;

- Duke of Edinburgh's Gold Award Scheme.
- National Citizenship Service
- Sign Language.
- Wide array of music activities e.g. Lunchtime Concert, Music Theory, Orchestra.
- Many different college productions, concerts and performance opportunities.
- College representative teams; male and female football, male and female rugby league, netball, badminton, cross country etc.
- Other various sporting pursuits; skiing, horse riding, archery, 5-a-side, parkour, fencing, cheerleading, yoga and basketball to name a few.
- Young enterprise group.
- UK Maths challenge and chess club.
- Student action group and college council.
- Work experience organised throughout the year.
- Trips and Visits e.g. Iceland, Berlin, Cambridge University, and Barcelona.
- Poetry by Heart, film club and public speaking clubs.
- Guest speakers e.g. Holocaust survivors, workplace professionals.
- Chaplaincy.
- Latin.

Students are encouraged to take the opportunity to develop themselves within the SJR Extra programme. The more they can put into college life, the more they will get out! For more information on this please feel free to contact Peter Robertson sjrextra@sjr.ac.uk or visit the SJR Extra part of the website.



LEARNING & RESOURCE CENTRES

The College Library offers a diverse range of services to support study needs. In addition to the 11,000 book stock, the library subscribes to over 40 periodicals, online resources and DVDs.

The Open Learning Centre (OLC) is a quiet study area which provides open access to computers. Students can use this area to work on their coursework or revise and research. Staff are always on hand and ready to help with any information or research based enquiry.

LEARNING SUPPORT

The Learning Support Team is based in the Open Learning Centre and on 'C' corridor and provides specialist supplementary study support for students. If a subject teacher identifies that a student may need additional support they will refer them to the team for assessment. Following subsequent assessment interviews, specialist teachers at the College will put in place any resources required to meet students' specific learning needs. At St John Rigby College we support the whole person and seek to ensure academic development, personal development and overall well-being.

If your son/daughter has specific educational needs and you wish to discuss their needs, please contact the Learning Support Manager, Peter Dewhurst, on 01942 214797 ext. 500.



CAREERS

At St John Rigby College we are totally committed to improving the life chances of all of our students. Therefore, we continuously strive to provide outstanding careers information, advice and a high quality careers programme, to meet students' individual needs.

We understand that once your son/daughter has completed their studies with us, they will be moving on to exciting futures whether that is university study, apprenticeships, technical routes or employment and therefore will need to have developed important transferable academic, employability and social skills to continue to progress. We also believe that it is very important that they are exposed to opportunities both in and outside of the classroom, which will enable them to build a tool kit of skills for their future roles in society.

During the next two years as a college, we will be taking further steps as part of the Government's careers strategy, to support your son/daughter to choose the career that is right for them.

Interview techniques Job Vacancy Searches
Apprenticeships University Information
Curriculum Vitae Personal Statements

CAREERS SUPPORT

Here are a just a few ways we can help you:

- University Prospectuses
- Personal Statement Checks
- Apprenticeship Advice
- Job Search
- CV Writing
- Interview Skills

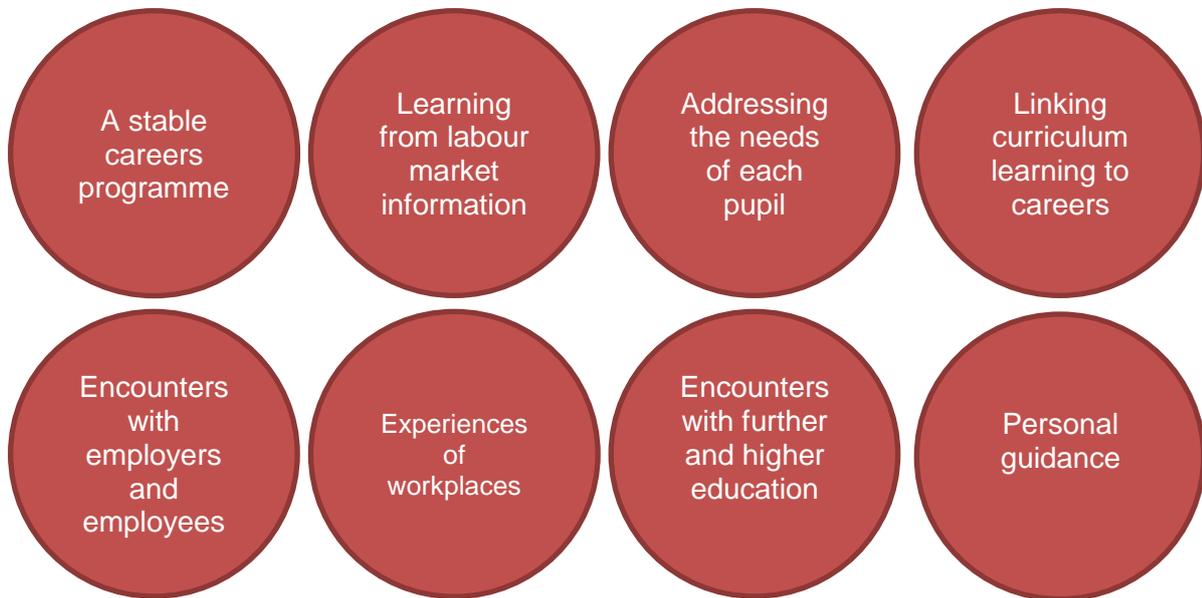
Visit The Library to see our Career Advisors
or emailcareers@sjr.ac.uk



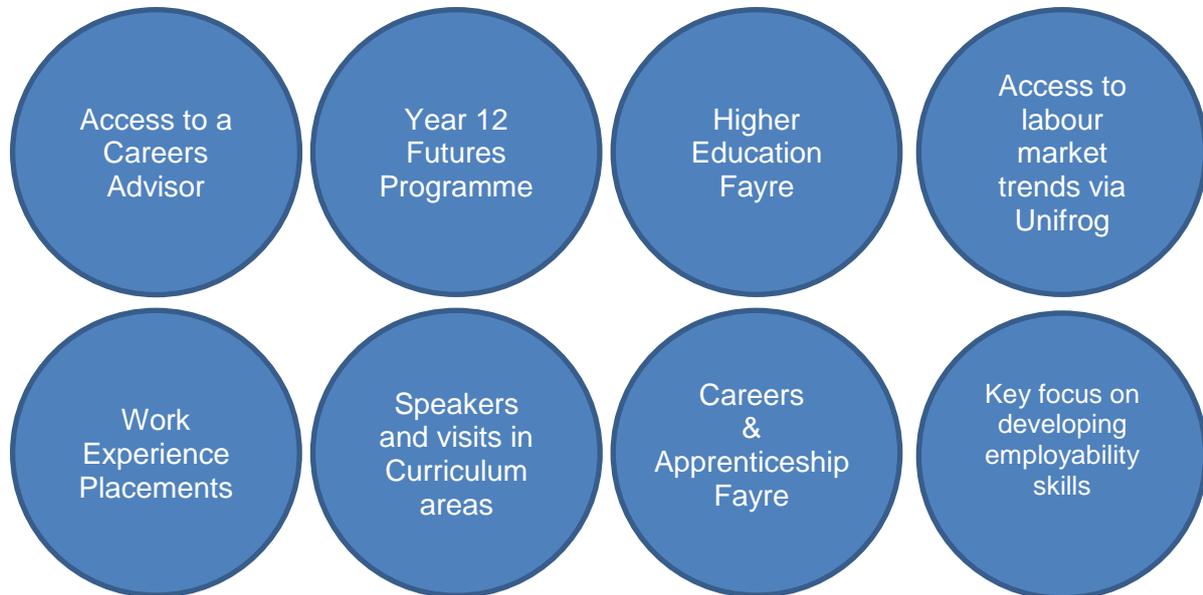
To achieve this, we will be following the **Gatsby Charitable Foundation's Benchmarks:**
see overleaf

CAREERS CONT.

Gatsby Charitable Foundation's Benchmarks:



At St John Rigby, we are pleased that we are already meeting many of the key features of the Gatsby Benchmarks as evidenced below:



However, to further develop and improve our already outstanding careers provision, we will be working tirelessly as a college to meet these national benchmarks by December 2020 and raise the aspirations of all of the students with whom we work. This will be led by Paula Nolan, the College's Vice Principal – Students.

CAREERS CONT.

Careers Advisors

The College has its own Careers Advisor Diane Norburn, who has an office in the Library on the top floor of the main block. Your son/daughter can arrange to meet with the Careers Advisor for a 1-1 discussion, by making an appointment at the Library desk. Diane has particular expertise in apprenticeships, employer links and is able to provide up to date information, advice and guidance on local job vacancies and employer developments and initiatives.

Diane works closely with the Vice Principal -Students, the Senior Tutors and Progress Tutors, so that a comprehensive careers and Higher Education programme is delivered with the best interests of all students at heart. The 2017 Ofsted Report comments that, the 'exceptional' impartial careers guidance students receive during their time at college 'raises students' aspirations' and ensures that they make 'clear, realistic yet ambitious plans for the future'.

In 2018 the College was successful in being awarded the Matrix Standard which is a prestigious quality framework for the effective delivery of information, advice and guidance. In May 2020 the College underwent a review of the Matrix Standard and our continued accreditation for this award was confirmed.

We look forward to working with you and your and son/daughter whilst they study with us at St John Rigby College and supporting them via our high-quality careers provision, to make informed decisions about their next steps.



STUDENT 16 – 19 BURSARY FUND

1: The 16-19 Bursary worth up to £1,200 per year is available to students who are:

- In care
- A care leaver
- A young person placed with a foster carer by a local authority.
- In receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them
- In receipt of both the Employment Support Allowance (or Universal Credit) and Disability Living Allowance (or Personal Independence Payments) in their own right

If you are claiming Universal Credit, you must confirm which benefit it has replaced. Only Universal Credit that replaces the Employment Support Allowance meets the above eligibility criteria.

No other groups are eligible.

2: The Discretionary Award is available if you have personal barriers that prevent you from participating and accessing your education. This bursary can be used to help you with the cost of:

- Transport
- College meals
- Books and equipment (specified equipment must be returned at the point of leaving College)
- Print credits over and above any free credit awarded by the College to all students
- Trips and visits (excluding residential visits abroad)
- Other miscellaneous costs incurred as a result of attending College.

St John Rigby College's criteria for the Discretionary Bursary is as follows:

- your family income is less than £22,500
- you received free school meals at the time of leaving High School
- your family is in receipt of Income Support or Universal Credit
- your family income is less than £45,000 AND two or more dependants in the household are aged 16-19 and attending St John Rigby College
- there are more than 3 dependents in the household.

If you have any queries regarding the bursary, please contact the College on 01942 214797 or e-mail bursary@sjr.ac.uk

TRANSPORT

All transport information detailing routes and timetables for buses and trains are available on the College web site www.sjr.ac.uk or from the College Reception.

Please note car parking will only be available to Yr13 students and on a first come first served basis.



EXAMINATIONS

- The nature of sixth form college courses means that students will need to settle into regular work patterns very quickly; teachers and tutors are trained and prepared to make this transition as smooth as possible.
- Students are entered free of charge for a first attempt at the public examinations of each of their courses.
- Students will be asked to pay the module fee for any module which they request to re-sit.
- Students whose record of work, attendance and coursework completion falls below course requirements may be asked to pay for their own entry; parents/carers will be notified well in advance if this seems likely.
- Students failing to sit examinations for which they have been entered may be required to pay the entry fee.
- Examination boards require that students/parents/carers who request a copy/remark/clerical check of examination papers pay a fee.
- Information on fees and other general information on examinations are available from our Examinations Officer.
- Examination resits and fees for copies/remark/clerical check of examination papers can be paid via the College's ParentPay site. Details will be provided to students at the time.

STUDENT LANYARDS

For the security of students and staff the College requires all staff, students and visitors to wear lanyards and an ID badge at all times whilst on College premises. All students will be provided with a lanyard and an ID badge but there will be a charge for replacements. Students will not be permitted to sit an examination or obtain examination results without having their lanyard and ID badge. Lanyard and ID badges can be used for accessing the site, collecting printing off printers and for cashless catering. Therefore, we would ask that you encourage your son/daughter to remember their lanyard each day.



In the event that a student arrives at College without their lanyard they will be asked to go to reception to be issued with a temporary lanyard. Please note that this is only permitted a maximum of three occasions per term and if your son/daughter forgets their lanyard for a fourth time they will be not be allowed to remain on the College site.

PROGRESSION

At St John Rigby College a great deal of time and effort is committed to ensuring that we offer students courses that best match their needs and to supporting them on their courses. For students wanting to progress the following year, including those at the end of the first year of a two-year course, this will be dependent upon their achievement, attendance, application and behaviour. Students studying A Levels must have a satisfactory assessment profile of grades from the first year of study. Students studying BTEC Level 3 programmes must have completed all units of work by the internal deadlines set at the end of their first year in order to be allowed to progress into a second year of study. Students studying BTECs at Level 2 and wanting to progress to Level 3 must achieve 'Merit' grades and also achieve grade '4' in any GCSE subject that they complete at College. Students on Entry and Foundation courses must achieve 'Pass' grades in their course in order to progress to the next level. Senior curriculum and pastoral staff will be on hand to support students and parents/carers where difficulties emerge.

STUDENT REWARDS

St John Rigby College acknowledges the success and achievement of its students. All current students are eligible for the College rewards schemes such as:

- Aspire Award
- Attendance Awards
- Christian Spirit Award
- Endeavour Award
- Enrichment Awards / SJR Extra
- Sports Awards

High Street Gift Vouchers are presented to students who win awards.

In addition, students are eligible for nomination for the Giovanna Mula Endeavour Award.

College is always looking at how our students' achievements can be recognised not only internally but at both a local and a national level. This often results in College nominating SJR students for external awards. Most recently students have been nominated for UKFAST's Social Mobility Awards as well as the Million Minutes- Celebrating Young People National Awards. All of the students nominated for both sets of awards we are delighted to say either received a highly commended award or won their category. These outcomes clearly reflect the high calibre of students that we have at St John Rigby College.



STUDENT ABSENCE PROCEDURES (written for students)

Student Absence & Punctuality Procedures

You have enrolled to undertake an agreed programme of study and 100% attendance is expected. Attendance at lessons is the single most important factor in your achievement. Research shows that a 4% drop in overall attendance, results in the loss of a grade in 1 subject and a 10% drop in overall attendance results in your grades dropping by one grade across your whole programme. You are expected to attend every lesson punctually. Lateness is disruptive and persistent lateness will result in disciplinary sanctions. Your attendance records are updated on a daily basis on the SJR Portal.

If you do not adhere to the attendance requirements and procedures of the College you will become subject to the College's Support and Disciplinary Procedures or the College's Fitness to Study Policy. Additional sanctions may also be applied and include being required to bear the cost of course registration fees and / or examination fees or being withdrawn from the course. Bursary payments may also be withheld. Progression to further years of study also depends upon your attendance record being good.

Reporting Absences

Should a student be too unwell to attend College (this includes virtual timetabled lessons), it is expected that College will be notified on the day and all subsequent days by their parent /carer notifying College by telephone. Please note that if a student as part of their course is on work placement and they are unable to attend their placement then the student must notify the work placement via the work placement's absence procedures. For safeguarding purposes, the student's parent/carer must also notify College of their absence from work placement via telephone.

College Telephone Number: 01942 214797, press 1 for Student Absences.

Lateness Procedure

You must attend all timetable lessons (including virtual timetable sessions) punctually. If you know that you are going to be late you must inform the College.

If you are late for College due to a College bus problem, an e-mail will be sent to staff informing them that the lateness is due to transport problems. If you arrive late you must go straight to your lesson. You are responsible for getting your absence mark changed to a late mark by reminding your teacher at the end of the lesson.

Authorised Absences

Some absences may be classified as authorised and in these cases students will be marked as 'authorised' on College attendance records. You must gain approval of known absences in ADVANCE. These will ONLY be approved if the reason for absence is unavoidable and the evidence has been presented to Reception, prior to the date of the absence. In such cases an Advance Notification Form must be completed. This should be done on line by clicking here.

Authorised Absences:

1. University open days (3 maximum).
2. University Interviews and other final career choice interviews.
3. Hospital / orthodontist appointments/ serious illness supported by a doctor's note.
4. Practical driving test.
5. Bereavement/funeral.
6. Religious holidays.
7. Self-isolation

Unauthorised Absences:

Sickness Absence

Sickness absence will be recorded as Unauthorised.

Routine doctors' and dental appointments will also be recorded as unauthorised.

Holidays in College Term Time

Holidays in term-time will NOT be approved by the College and will be recorded as Unauthorised. Holidays taken during term time may result in disciplinary sanctions and may contribute to progression decisions.

* Medical and dental appointments will NOT be authorised.

** Driving lessons will NOT be authorised.

*** Driving theory tests will NOT be authorised.

STUDENT CHARTER

St John Rigby College is a Christian community based on a respectful partnership between staff and students. The success of this partnership is dependent upon all parties adhering to expectations.

What you can expect from St John Rigby College:

- Readily accessible, accurate, up-to-date information about courses and programmes of study
- Enrolment onto a programme of study appropriate to your needs
- A safe environment in which to study including working remotely where necessary
- A programme of induction
- Lessons which start and end at the stated times
- Staff who are well qualified professionals and committed to your education and the College's mission and ethos
- High quality teaching and to receive work which is set regularly, marked and returned promptly
- Regular reports on your attendance, punctuality, performance and progress
- To receive support to help develop your employability, communication and numeracy skills
- Specialist learning support when needed, provided that the requirement is known sufficiently in advance
- Safeguarding, welfare and counselling support, should it be needed
- A weekly Progress Tutor session during which you can discuss any problems, subject specific or otherwise
- To be treated with respect and dignity, and in accordance with your individual needs, by all College staff
- To receive positive encouragement throughout the duration of your course
- To be prepared for examinations through an appropriate course of revision and examination practice
- To be prepared for all coursework submissions and given effective formative feedback so that you may improve your work
- To be represented by a democratically elected Student Council that will provide you with the opportunity to voice your opinion and take action on matters important to you
- Access to high quality and impartial advice and guidance from a Careers Advisor
- Opportunities to sample work experience and/or visits to HE institutions
- A final reference written on request for employers, educational institutions or training providers.

What St John Rigby College expects you to do whether you are on site or accessing sessions remotely:

- Attend every lesson
- Be punctual to every lesson
- Wear your College lanyard at all times when on site
- Be prepared for all lessons by bringing relevant books, files, pens and equipment
- Respect the Christian values on which the College is based and conduct yourself accordingly
- Exhibit the highest levels of moral conduct and ethical behaviour
- Abide by the Health and Safety requirements and, when required in specialist areas, wear protective or specialist clothing
- Work to the best of your ability and participate in all learning activities in a manner that makes a positive contribution to all lessons and the learning of others
- Complete all set work on time, to the best of your ability and ensure all coursework submitted is your own work
- Spend at least as much time completing homework, assignments and revision as you spend in timetabled lessons
- Ask for help whenever you need it
- Meet all awarding body regulations
- Attend all enrichment activities and Work Experience placements for which you enrol
- Treat other people, their property, College property, College buses and the environment with respect and care
- Abide by the Student IT User Agreement
- Pay for all losses or damage to College property for which you are wholly or partly responsible
- Return or pay for all books and equipment loaned for your studies.

Please note that failure to meet the College's Student Charter may result in one or more of the following actions:

- The College's Support and Disciplinary or the College's Fitness to Study Policy may be triggered
- You may be asked to pay for your examinations
- You could be withdrawn from your course/programme of study
- You may be unable to progress to a further year of study

USEFUL CONTACTS

Role	Name	Telephone	Email
Main Switchboard:		01942 214797	enquiries@sjr.ac.uk
PA to the Principal	Jen Kelly	01942 214797	jennifer.kelly@sjr.ac.uk
Vice Principal <i>Curriculum</i>	Nicola Craven	01942 214797	nicola.craven@sjr.ac.uk
Vice Principal <i>Staffing and Resources</i>	Dominic Jones	01942 214797	dominic.jones@sjr.ac.uk
Vice Principal <i>Students</i>	Paula Nolan	01942 214797	paula.nolan@sjr.ac.uk
Senior Tutor	Karl Walton	01942 214797	karl.walton@sjr.ac.uk
Senior Tutor	Victoria Morgan	01942 214797	victoria.morgan@sjr.ac.uk
Senior Tutor	Juliana Charltonova	01942 214797	juliana.charltonova@sjr.ac.uk
Progress Tutors	Lucy Ball	01942 214797	lucy.ball@sjr.ac.uk
	Jessica Callan	01942 214797	jessica.callan@sjr.ac.uk
	Sabrina Elasri	01942 214797	sabrina.elasri@sjr.ac.uk
	Eleanor Knowles	01942 214797	eleanor.knowles@sjr.ac.uk
	Lisa Harrison	01942 214797	lisa.harrison@sjr.ac.uk
	Abbie Linley	01942 214797	abbie.linley@sjr.ac.uk
Office Manager	Stephanie Turner	01942 214797	stephanie.turner@sjr.ac.uk
Pastoral Systems Officer	Anna Tully	01942 214797	annamarie.tully@sjr.ac.uk
Safeguarding Officer	Amanda Fogarty	01942 214797	amanda.fogarty@sjr.ac.uk
Attendance Officer	Fiona Riley	01942 214797	attendance@sjr.ac.uk
Examinations Officer	Sonia Coatsworth	01942 214797	exams@sjr.ac.uk
Careers Advisor	Diane Norburn	01942 214797	diane.norburn@sjr.ac.uk
Learning Support Manager	Peter Dewhurst	01942 214797	peter.dewhurst@sjr.ac.uk

*“Valuing the individual,
celebrating learning
and raising aspirations”*



St John Rigby College

Gathurst Road, Orrell, Wigan, WN5 OLJ

Telephone: 01942 214797

Email: enquiries@sjr.ac.uk Web: www.sjr.ac.uk