

St John Rigby College

Parents' Guide

Information for Parents/Carers

2022-23



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 an 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, safe 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, to the Christian values of the College and to the safety of all in our Community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

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 2022-23 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 much during their 'high school years'. Whilst there is nothing that we can do to change 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.

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 2022-23

Autumn Term 2022	
6th September (Tuesday)	Start of term
Friday 21 st October – Friday 28th October inclusive: Half Term	
16th December (Friday)	Last day of Term
Spring Term 2023	
4th January (Wednesday)	Start of Term
Monday 20th – Friday 24th February inclusive: Half Term	
31st March (Friday)	Last day of Term
3rd -14th April Easter Holidays (including 7th and 10th April - Good Friday and Easter Monday)	
Summer Term 2023	
17th April (Monday)	Start of Term
1st May (Monday)	Bank holiday
Monday 29th May – Friday 2nd June inclusive: Half Term	
30 th June (Friday)	Last day of term

Taking holidays during term time is not permitted

Please be aware that the above holiday dates are subject to change throughout the academic year. For up-to-date information please visit: [College Calendar - St John Rigby College](#)

STUDYING AT COLLEGE

Your son/daughter will need to adapt to their new environment and adjust to a new 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.

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 students’ learning outside of lessons.

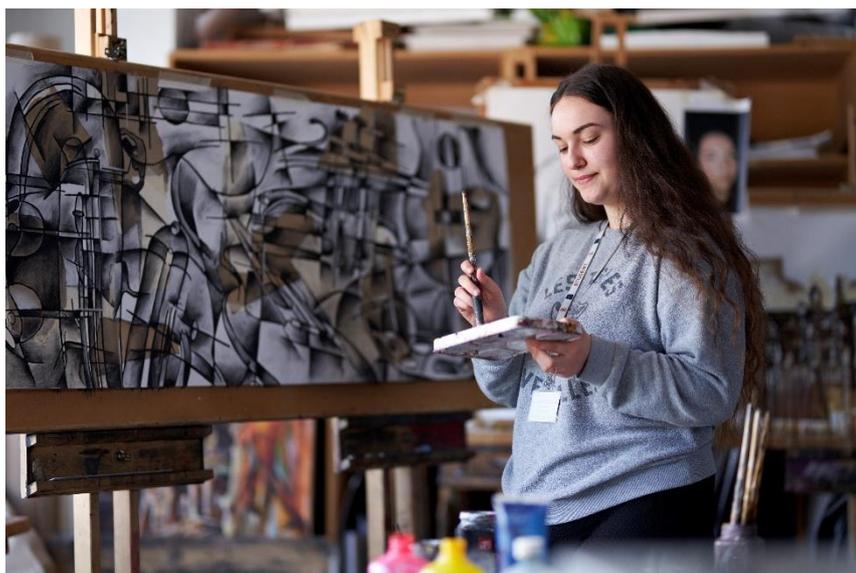
POSITIVE LEARNING ENVIRONMENT

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 frequently complemented 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	Juliana Charltonova Karl Walton
Student Liaison Officer	Karen Dunne
Attendance Officer	Katharine Hussey
Pastoral Systems Officer	Anna Tully
Progress Tutors	Jason Anders Lucy Ball Emily Bhogal Eva Curless Eleanor Knowles Michelle Ratcliffe Lucy Whittaker
Student Support and Wellbeing Officer	Alice Fairhurst

KEY PERSONNEL Cont.

Nicola Craven Vice Principal Curriculum and Quality		
Elliott Hine Divisional Leader	Vici Brown Divisional Leader	Suzanne King Divisional Leader
<p>English, Media & Film</p> <p>Chris Chandler – HOD Simon Anten – CL for Media & Film Carolyn McCoy Catherine Strong Danielle Hall Tobias Lynch Victoria Marks</p> <p>Humanities</p> <p>Joe Nicholas - HOD Margaret Gaffney – CL for Law & Criminology Tom Clarke Alex Zuk Elliott Hine Hasina Mehrose Katie Leonard Olivia Allanson</p> <p>Music & Performing Arts</p> <p>David Wall – HOD Josh Duffy Mark Lane Phillippa Samuel Rebecca McDonald</p> <p>Religious Studies & International Languages</p> <p>Michelle McGlown – HOD Alan Hall Charlotte Garnett Enrique Benitez-Pozo Nuria Monks Vicki Humphreys</p> <p>Social Studies</p> <p>Rebecca Shaw – HOD Chris Halsall Kerry Flanagan Lewis Tolen Michelle Lythgoe Wendy Swift</p>	<p>Business, Economics, IT & Computing</p> <p>Charlotte Jones– HOD Stuart Hazelden – CL for IT Joanne Speight Julia Watts Karl Walton Mark Harrison Mohammed Patel Nicola Craven Sarah Ryder Shabir Hussain Vanessa Moore</p> <p>Mathematics & Engineering</p> <p>Andrew Tunstall – HOD Christopher Conn Elizabeth Harrison Jilly Carew Paul MacDonald Rebecca Bates</p> <p>Sciences</p> <p>Surita Lawes – HOD Hayley Callan Kate Aintree Lucy Wilde Peter Ware Ruth Bainbridge Susan Smith Victoria Brown</p>	<p>Health & Social Care, Public Services & Foundation</p> <p>Rebecca O'Brien– HOD Jane Catterall Adam Burrows Beverley Rooke Carla Jackson Charlotte Iddon Emma Marsden Fatima Ahmed Peter Dewhurst Sandra McKeown Suzanne King</p> <p>Sport & Physical Education</p> <p>Reyanna Leonard – HOD Clare McGrath John Whittaker Julia Kirwan Peter Robertson Richard Donnelly</p> <p>Visual Arts</p> <p>Michael Lowey – HOD Juliana Charltonova Linda Welsh Mick Holt Sarah Wigan Stephanie Bithell</p>

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 attachment (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 and Divisional Leaders are responsible for making contact home when there are more serious curriculum matters or concerns. Divisional 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.
- The College's Safeguarding Officer, Senior Tutors, and the Vice Principal (Students) will speak to parents/carers regarding confidential and personal or serious pastoral concerns.
- Senior Tutors, and the Vice Principal (Students) will inform parents/carers when formal disciplinary sanctions or Support to Study procedures are about to be invoked, clarifying any relevant procedural issues.
- The Vice Principal (Students) is responsible for final stage disciplinary and Support 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 Teachers 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 students to achieve by the end of their 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 celebrating strengths.
 - Identifying issues that are impeding or hindering progress and that need to be addressed.
 - Discussing the student's self-evaluation.
- Discussing and sign posting students to extra-curricular experiences and opportunities.
- Discussing the employability skills they are developing through their subjects and enrichment opportunities and exploring how these skills link to their career intentions.
- Setting improvement targets and supportive actions and recording these on the Individual Learning Plan for future review.
- Promoting and supporting positive mental health and wellbeing.

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
- Chess Club
- Student action group and College Council
- Work experience organised throughout the year
- Poetry by Heart
- Film Club
- Public Speaking Club
- International Languages.

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 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 5,000 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.

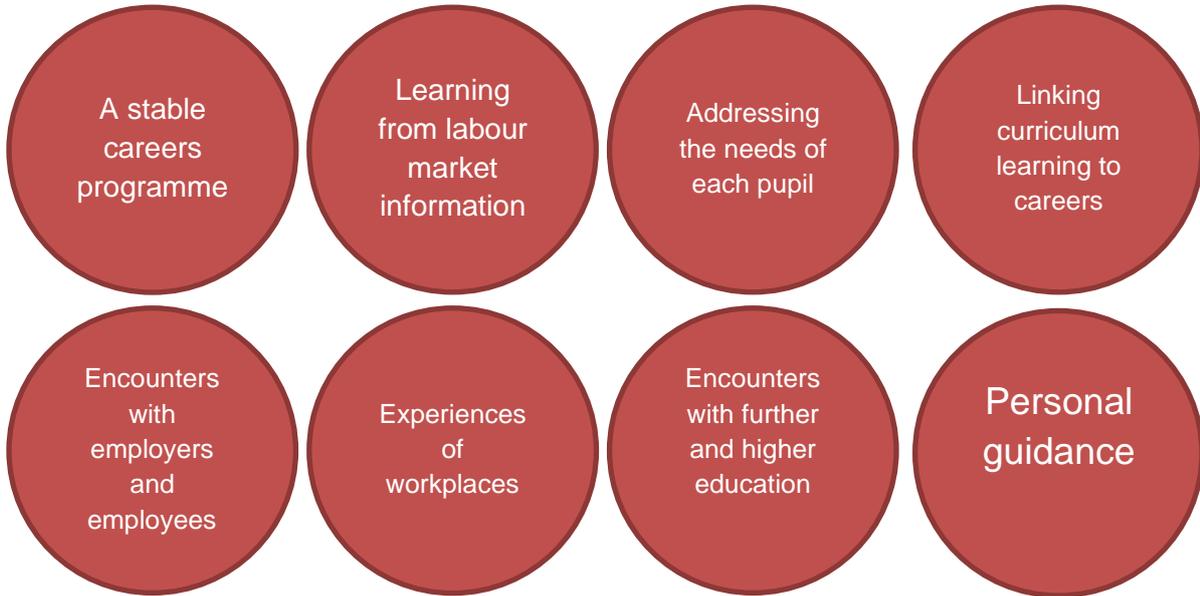
During the next two years as a college, we will be taking further steps as part of the Government's careers strategy, to support your son/daughter to choose the career that is right for them.



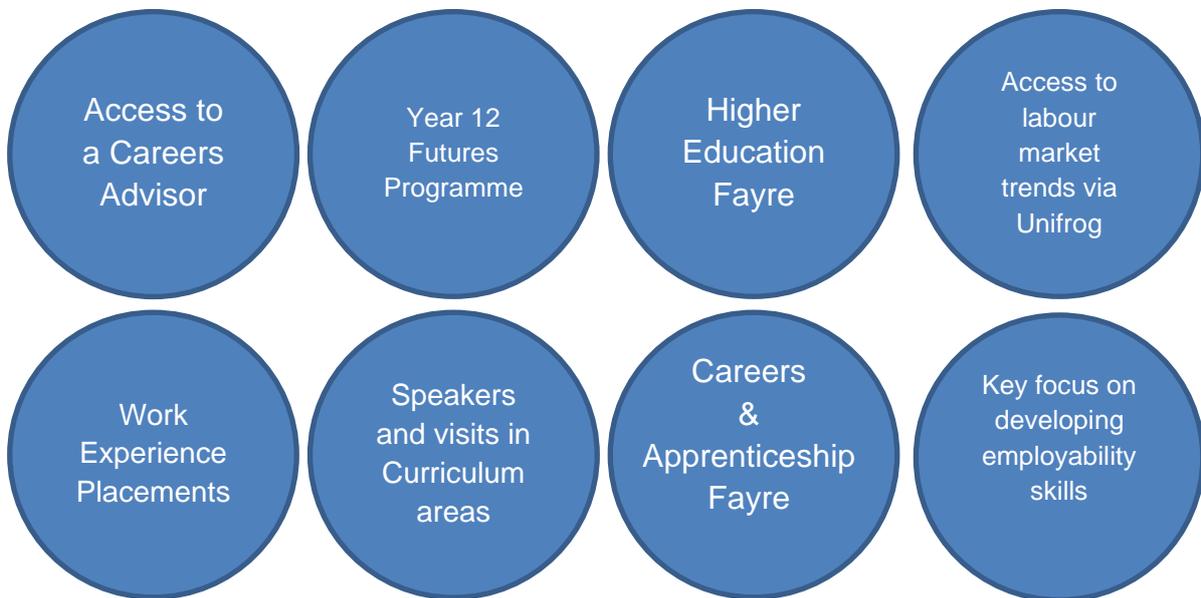
*To achieve this, we will be following the **Gatsby Charitable Foundation's Benchmarks:** see overleaf*

CAREERS CONT.

Gatsby Charitable Foundation's Benchmarks:



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



We are continually looking at ways in which we can further develop our already outstanding careers provision through meeting and exceeding the national benchmarks above. We know that by doing this we will ensure that we raise the aspirations of all the students with whom we work. This whole College approach is led by Karl Walton, Senior Tutor.

CAREERS CONT.

Careers Advisors

The College has its own Careers Advisor Carol Charnock, 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. Carol 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.

Carol works closely with Karl Walton, who is the College's Careers Lead, Juliana Charltonova, a Senior Tutor, and Progress Tutors, so that a comprehensive careers and Higher Education programme is delivered with the best interests of all students at heart. The 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 2022 the College was again successfully awarded the Matrix Standard. This award demonstrates the high quality of Information Advice and Guidance services that we provide to our students. The Matrix Standard is the international quality standard for organisations that deliver information, advice and/or guidance (IAG), either as their sole purpose or as part of their service offering.



Roger Chapman, Head of the Matrix Service for The Growth Company said:

"This is a fantastic achievement for St John Rigby College, and I would like to congratulate the team on their success. We believe that at the heart of high-quality advice and support services are strong leadership, excellent service and a focus on continuous improvement, all underpinned by effective use of the resources available."

The above accreditation was validated by feedback from our students which included the following comments:

- ***"I know exactly where I am and where I need to go."***
- ***"I have a really good routeway planned."***
- ***"Really helped me decide my future."***
- ***"I'm much more independent and confident."***
- ***"Much clearer about my career options and pathways."***
- ***"Helped narrow down my choices."***
- ***"Given me lots of transferable skills that I will actually use in life."***
- ***"Opened my eyes to different branches of the profession."***

We look forward to working with you and your 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

College can be financially challenging for some young people. At St John Rigby College we want all our students to enjoy their College experience without this worry. If you or your family would like to discuss any financial concern, please contact us by email bursary@sjr.ac.uk or telephone 01942 214797.

Below is a summary of the 16-19 Bursary fund for 2022-2023. For more information regarding our bursary policy, application guidelines and to download an application form please visit our website: <https://sjr.ac.uk/parents/parents-links/>

Summary

The 16-19 Bursary Fund has two elements:

1. An **annual bursary** for young people in the following defined vulnerable groups:
 - In care or an unaccompanied asylum seeker
 - Care leavers
 - Receiving Income Support, Universal Credit (UC) because they are financially supporting themselves, or
 - Receiving Employment and Support Allowance and Disability Living Allowance in their own right
2. A **discretionary award** is made to young people in a way that best fits the needs and circumstances of our students. St John Rigby College's criteria are as follows:
 - Household Income below £25,000 for one dependant
 - Household Income below £32,000 for two dependants
 - Household Income below £37,000 for three dependants
 - Household Income below £42,000 for four dependants
 - Household Income below £47,000 for 5 or more dependants

The discretionary award will be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment. Conditions for receiving the Bursary awards will be subject to student attendance and student engagement with their studies.

In addition, students who do not meet the above criteria for the Discretionary Award, may still be eligible to receive Free School Meals if their family is in receipt of one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part V1 of the Immigration and Asylum Act 1999
- The guarantee element of the State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC)
- Working Tax Credit run-on which is paid for four weeks after someone stops qualifying for Working Tax Credit (please note that Working Tax Credit is not a qualifying benefit for free meals only the four weeks run-on is a qualifying benefit)
- Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum (after tax and not including any benefits the applicant's family receives)

TRANSPORT

All transport information detailing routes and timetables for College buses is regularly updated on the College web site www.sjr.ac.uk or is available from the College Reception. If you have any queries relating to transport, please email transport@sjr.ac.uk

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.
- 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. In addition to this any student who assists an individual in accessing the College campus who is not a St John Rigby College student, and/or is socialising with an individual on site that they know should not be on campus, may be seen to have breached the College's safeguarding policy. Due to the serious nature of this breach the College's Support and Disciplinary procedures can be triggered.

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 T Levels or 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

In addition to the above students can receive the following praise and reward notifications:

- Praise Note – (text is sent home informing parents/carers)
- Praise Post Card - (post card is sent home with a comment from relevant member of staff)
- Principal Commendation – (communication from the Principal to home that celebrates a significant achievement).

For more information regarding the College's Praise and Rewards system please refer to the College's Praise and Reward Strategy which can be found on the St John Rigby College website.

High Street Gift Vouchers are presented to students who win awards. In addition, students are eligible for nomination for the Giovanna Mula Endeavour Award. This is an annual award presented to a student that has overcome real adversity and demonstrated resilience and success in their studies.

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 members of staff nominating SJR students for external awards. We have fantastic students and it is always a joy to see their achievement being celebrated both internally and externally.



STUDENT ABSENCE, ENGAGEMENT and PUNCTUALITY PROCEDURES (written for students)

You have enrolled to undertake an agreed programme of study and 100% attendance and engagement 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. A 100% engagement in your studies is also required if you are going to meet your full academic potential. This involves you engaging with your lessons (face to face or virtual), completing lesson activities, homework tasks, meeting deadlines, and sitting both internal and external assessments as required.

You are also expected to attend every lesson punctually. Lateness is disruptive and persistent lateness will result in disciplinary sanctions. Your attendance and punctuality records are updated on a daily basis on the SJR Portal.

If you do not adhere to the attendance, engagement and punctuality 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 as appropriate. Additional sanctions may also be applied which may include;

- being required to bear the cost of course registration fees and / or examination fees
- being withdrawn from the course or College
- Bursary payments may also be withheld
- Progression to further years of study also depends upon your attendance, engagement and punctuality record meeting College expectations

Reporting Absences

- Your parents/carers should report all absences including virtual timetabled lessons by telephone to the College by **9:00 a.m.** each day of your absence.
- If you are absent from work placement parents/carers must notify your placement **and** the College. Failure to contact College will result in your Progress Tutor contacting your parents/carers and may result in disciplinary sanctions.

Your attendance is a major priority and your parents/carers should keep the College fully informed of any reason for absence. Absences should be supported by evidence such as a medical note or appointment card.

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

Lateness Procedure

You must attend all lessons 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, prior to the date of the absence. In such cases an **Advance Notification Form** must be completed which can be found on the College's website.

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.

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

To provide a high quality education and learning experience for students, irrespective of their backgrounds, and to produce individuals distinguishable by their talents, values, employability, leadership qualities, and their ability and ambition to contribute to society. This is all based upon the College's Christian values.

The St John Rigby College Learning Experience:

Together we will;

- ***Mutually commit to hard work and a desire to achieve our best.***

As a student I will:

- Attend, and prepare for, all my timetabled lessons including Tutorial and Values of Living lessons and any other learning opportunities.
- Complete all my work to the best of my ability and submit it on time.
- Know that I am free to declare any issues that will affect my learning experience (such as illness or disability), so that I can be supported correctly (see Support to Study Policy).

At St John Rigby College we will:

- Provide you with an excellent student experience through enrolling you on an appropriate programme of study that is based on your needs and future career aspirations
- Support you in your studies through academic advice, providing timely and useful feedback on assessments, and opportunities for discussion of this feedback.
- Ensure you have access to advice, counselling, learning support and other specialist support services (such as support if you are a disabled student) for the duration of your time at the College.

Personal and Academic Development

Together we will:

- ***Actively engage with all learning opportunities with the aim of constructively challenging and inspiring one another.***

As a student I will:

- Engage as an independent learner and take responsibility for achieving my potential as a St John Rigby College student.
- Ask for and access help should I require it.
- Prepare for the world of work and monitor my development of knowledge, skills and personal attributes

At St John Rigby College we will:

- Ensure you have access to a range of opportunities to improve your skills and employability and encourage you to engage with such opportunities.
- Ensure that you have a diverse range of extra-curricular activities on offer through both the College and wider College community, and encourage you to take part in these activities.
- Prepare you for citizenship and leadership in a diverse, global environment.

- Provide you with opportunities to reflect upon your personal development and the distance travelled through 1 to 1 reviews with your Progress Tutor.
- Provide you with access to careers, advice information and guidance throughout your time at College.

Respecting and Valuing Each Other

Together we will:

- **Study and work in an environment where people embrace and value diversity, respect each other and by doing so create a safe environment for all, that is free from any form of discrimination and harassment.**

As a student I will:

- Conduct my academic studies in an honest and professional manner, including not plagiarising work and meeting all awarding body regulations
- Respect that the College campus is a non-smoking and non-vaping site
- Wear my lanyard at all times to help maintain campus security
- Treat College facilities and equipment with care and respect
- Respect the College buses

At St John Rigby College we will:

- Provide an accessible and safe environment for all
- Provide you with opportunities to fulfil your social responsibilities through wider engagement with the community, and extra-curricular activities such as volunteering
-

Being Part of the St John Rigby College Community

Together we will:

- **Be positive and responsible members of our local community, respecting the views of our neighbours and acting in accordance with the College's Christian values**
- **Study and work in an environmentally sustainable way.**

As a student I will:

- Behave in a responsible manner and act as an ambassador for the College at all times, including my use of social media
- Act in a manner which respects and protects the environment and its sustainability.

At St John Rigby College we will:

- Ensure that we provide opportunities throughout your time at College to become an active member of the communities that we serve
- Create opportunities to ensure the student voice is heard, so we can continue to enhance and develop the student experience

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 to Study Policy or the College's Support and Disciplinary Procedures 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	Juliana Charltonova	01942 214797	juliana.charltonova@sjr.ac.uk
Progress Tutors	Jason Anders	01942 214797	jason.anders@sjr.ac.uk
	Lucy Ball	01942 214797	lucy.ball@sjr.ac.uk
	Emily Bhogal	01942 214797	emily.bhogal@sjr.ac.uk
	Eva Curless	01942 214797	eva.curless@sjr.ac.uk
	Eleanor Knowles	01942 214797	eleanor.knowles@sjr.ac.uk
	Michelle Ratcliffe	01942 214797	michelle.ratcliffe@sjr.ac.uk
	Lucy Whittaker	01942 214797	lucy.whittaker@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	Katharine Hussey	01942 214797	attendance@sjr.ac.uk
Examinations Officer	Sian Strett	01942 214797	exams@sjr.ac.uk
Careers Advisor	Carol Charnock	01942 214797	carol.charnock@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

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