



St John Rigby College

# Parents' Guide

Information for Parents/Carers

## 2023-24





## 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 2023-24 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. I am acutely aware that this cohort of school leavers 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 2023-24

*Taking holidays during term time is not permitted.*

Autumn Term 2023	
Wednesday 6 <sup>th</sup> September	Start of term
<i>Half Term: Monday 23<sup>rd</sup> October – Friday 3<sup>rd</sup> November (2 weeks)</i>	
Friday 22 <sup>nd</sup> December	Last day of Term
Spring Term 2024	
Tuesday 9 <sup>th</sup> January	Start of Term
<i>Half Term: Monday 19<sup>th</sup> – Friday 23<sup>rd</sup> February (1 week)</i>	
Thursday 28 <sup>th</sup> March	Last day of Term
<i>Easter Holidays: Friday 29<sup>th</sup> March – Friday 12<sup>th</sup> April (2 weeks, including 2 Bank Holidays: 29<sup>th</sup> March Good Friday and 1<sup>st</sup> April Easter Monday)</i>	
Summer Term 2024	
Monday 15 <sup>th</sup> April	Start of Term
Monday 6 <sup>th</sup> May	Bank holiday
<i>Half Term: Monday 27<sup>th</sup> May – Friday 31<sup>st</sup> May (1 week, including 1 Bank Holiday: Monday 27<sup>th</sup> May)</i>	
Thursday 4 <sup>th</sup> July	Last day of term

Please be aware that the above holiday dates are subject to change throughout the academic year. For up-to-date information please visit the College website.

## 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 and Welfare 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 and Welfare Officer	Amanda Fogarty
Senior Tutors	Juliana Charltonova Julia Kirwan Karl Walton
Student Liaison Officer	Karen Dunne
Attendance Officer	Katharine Hussey
Pastoral Systems Officer	Anna Tully
Progress Tutors	Mihaela Agavriloaei Lucy Ball Emily Bhogal Alex Chivers Eva Curless Cheryl Foster Eleanor Knowles Crystal Liptrot
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
<b>English, Media &amp; Film</b>  Chris Chandler – HOD Simon Anten – CL for Media & Film Catherine Strong <i>Danielle Hall</i> Tobias Lynch Victoria Marks  <b>Humanities</b>  Joe Nicholas - HOD Margaret Gaffney – CL for Law & Criminology Elliott Hine Hasina Mehrose Janet Dumican Katie Leonard Olivia Allanson Olivia Burton Tom Clarke  <b>Music &amp; Performing Arts</b>  David Wall – HOD Amy Holden Mark Lane Phillippa Samuel  <b>Social Studies</b>  Rebecca Shaw – HOD Chris Halsall Lewis Tolen Michelle Lythgoe Wendy Swift	<b>Business, Economics, IT &amp; Computing</b>  Charlotte Jones– HOD Stuart Hazelden – CL for IT Joanne Speight Julia Watts Karl Walton Mark Harrison Mohammed Patel Sarah Ryder Shabir Hussain Vanessa Moore  <b>Mathematics, Physics &amp; Engineering</b>  Andrew Tunstall – HOD Christopher Conn Elizabeth Harrison Jilly Carew Paul MacDonald Peter Ware  <b>Sciences</b>  Susan Spencer – HOD Hayley Callan Kate Altree Lucy Wilde Susan Smith Victoria Brown	<b>Health &amp; Social Care, Public Services &amp; Foundation</b>  Rebecca O’Brien– HOD Jane Catterall Adam Burrows Beverley Rooke Carla Jackson Charlotte Iddon Emma Marsden Sandra McKeown Suzanne King  <b>Sport &amp; Physical Education</b>  Reyanna Leonard – HOD Clare McGrath John Whittaker Julia Kirwan Peter Robertson  <b>Visual Arts</b>  Michael Lowey – HOD Juliana Charltonova Linda Welsh Mick Holt Sarah Wigan Stephanie Bithell  <b>Religious Studies &amp; International Languages</b>  Michelle McGlown – HOD Alan Hall Danielle Hall Enrique Benitez-Pozo Nuria Monks Vicki Humphreys



## 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 safeguarding 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.



## COLLEGE CONTACT WITH HOME CONT.

St John Rigby College is a community built upon mutual respect and therefore we would like to clarify what we expect from our parents and carers so that we can maintain a safe place for all.

We expect parents/carers to:

- Treat all College staff with courtesy and respect
- Respect the needs and wellbeing of students and staff
- Avoid any use, or threatened use, of violence to people or property
- Avoid any aggression or verbal abuse
- Recognise the time constraints under which staff work and allow the College a reasonable time to respond
- Recognise that resolving a specific problem can sometimes take some time
- In the case of a complaint, follow the College's complaints procedures

It is also appreciated greatly when parents/carers:

- Provide positive feedback about a member of staff or about the general work of the College
- Respond to surveys circulated to gather feedback on which the College can reflect
- Communicate with your son's/daughter's Progress Tutor directly and swiftly if you have any concerns or information you wish to share with us
- Attend Parents Evenings
- Follow our attendance procedures and report absences in a timely manner and provide evidence where appropriate

We know that through working in partnership with parents/carers the outcomes for our young people are much improved. We look forward to building positive relationships that will enable your son/daughter to flourish during their time at College.





## 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.



- 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.



## CHAPLAINCY



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

A photograph of a modern church interior. The focal point is a contemporary altar with a white top and a dark, curved, sculptural base. To the left of the altar is a wooden lectern. On the wall behind the altar is a large, simple wooden cross. The ceiling is white with several large, circular skylights that provide natural light. The floor is covered in a light-colored carpet. In the foreground, the backs of several wooden chairs are visible, suggesting a congregation area.

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.

## COLLEGE COUNSELLOR



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. At SJR we value the importance of enrichment and this is illustrated by the fact that it is a compulsory part of our Year 12 timetable.

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
- 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; 5-a-side Football, Basketball, Table Tennis, Golf, Skateboarding, Yoga and Self-Defence to name a few
- Young Enterprise Group
- Chess Club
- Student action group and College Council
- Work experience organised throughout the year
- Poetry by Heart
- Podcasting
- Debating and Model United Nations
- Cookery Class.

Students are required to pick up an enrichment activity from the extensive 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](mailto: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. Including a quiet place to study and in addition to this the library subscribes to over 40 periodicals, online resources and DVDs.

The Open Learning Centre (OLC) is a study area which provides open access to computers. Students can use this area to work on their coursework or revise and research.

## LEARNING SUPPORT

The Learning Support Team is based in the '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, Sandra McKeown, on 01942 214797 ext. 500.

**\*Please note that exam access arrangements in place at high school will not automatically roll over to College. College is required to undertake its own assessments.**

## 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.

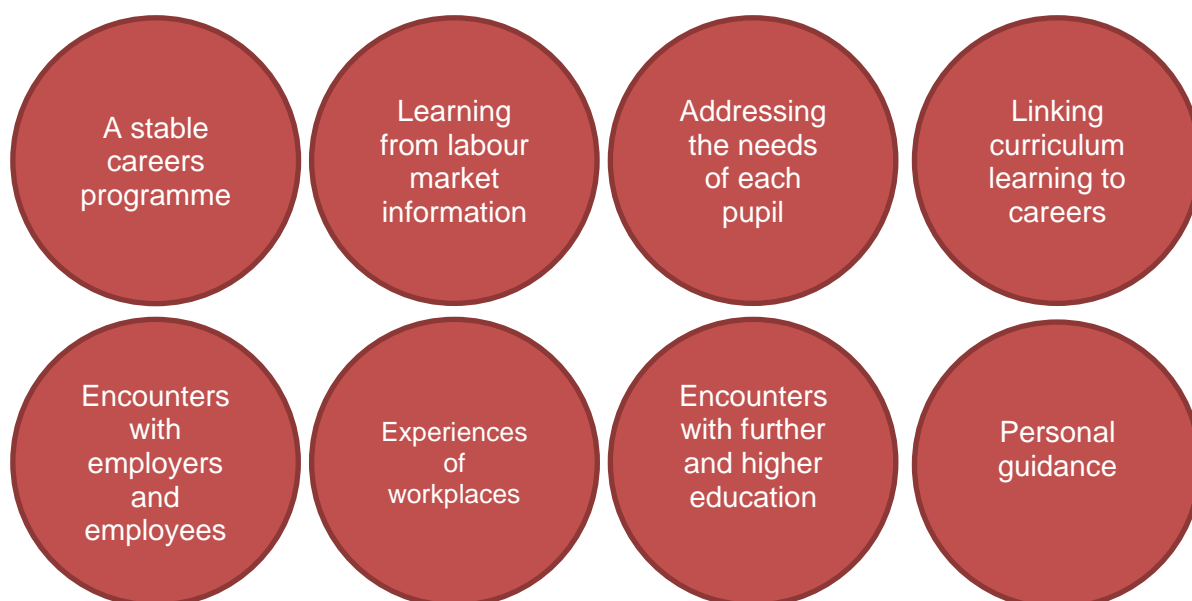
During the next two years as a college, we will be taking further steps as part of the Government's careers strategy, to support your son/daughter to choose the career that is right for them.



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 also runs the College's Apprenticeship Club for those students who have decided to explore this specific career path. The aim of the Club is to offer support and guidance around the assessment process for apprenticeship opportunities.

Carol works closely with Karl Walton, who is the College's Careers Lead, Juliana Charltonova and Julia Kirwan who are Senior Tutors, and the 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 2023 the College was again successful in the annual review of the Matrix Standards. 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 of 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](mailto:bursary@sjr.ac.uk) or telephone 01942 214797.

Below is a summary of the 16-19 Bursary fund for 2023-2024. 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 or PIP 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 £27,500 for one dependant
  - Household Income below £35,200 for two dependants
  - Household Income below £40,700 for three dependants
  - Household Income below £46,200 for four dependants
  - Household Income below £51,700 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 Annual Bursary or 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](http://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](mailto:transport@sjr.ac.uk)

**Please note car parking will only be available to Yr13 students 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 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.



## BEHAVIOUR FOR LEARNING FRAMEWORK (ASPIRE)

This is a 6-step approach to learning designed to help students become more efficient and effective learners. On the surface, each step seems obvious, but all too often students can take short cuts and miss important opportunities to benefit from the interplay of each step. Each step builds on the previous one and distributes effective learning throughout the year.

Teachers, along with support from Learning Mentors and Progress Tutors will use the common language contained within the 6 steps with their students to help them to develop their learning behaviour, enabling them to be successful in their studies.

This common language framed by the 6 steps in the College's Behaviour for Learning Framework – ASPIRE – is first introduced to students during induction in tutorial and in each subject lesson. Through the implementation of the framework, the expectations of positive learning behaviours are explained to students. Teachers are provided with ASPIRE strategies and tools which they can share with and model for students to help them achieve each of the 6-steps of the framework – all of which provide a recipe for successful study.

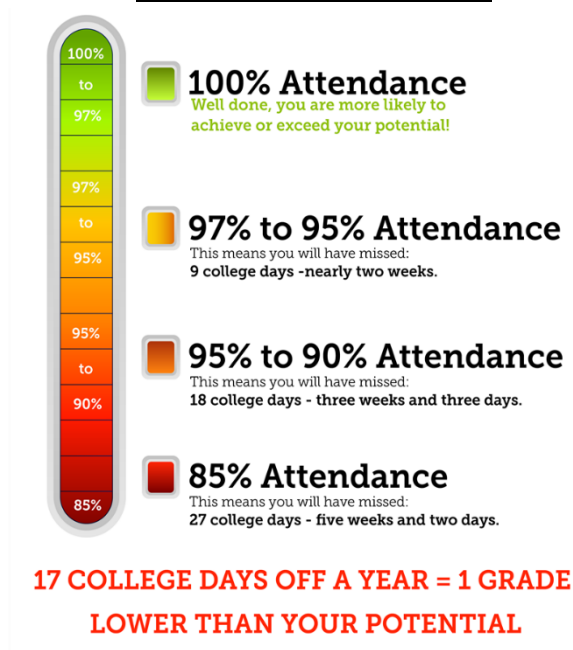
Regular student reviews in both tutorial and subjects are framed around ASPIRE to help students to develop an understanding of how their approach to each step with the framework of ASPIRE is impacting on their progress and eventually their overall success at college.



## COLLEGE STANDARDS AND EXPECTATIONS (WRITTEN FOR STUDENTS)

This document outlines the College's standards and expectations for all our students with regards to **attendance**, **punctuality** and **engagement**. These are all key employability skills and we believe are essential for creating a teaching and learning environment in which all young people can thrive and meet their full academic potential.

### Student Attendance



The College expects 100% attendance from all our students. 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 you dropping by one grade across your whole programme. If for any reason you are absent from College, your absence must be reported as outlined below:

#### Reporting an Absence to College

- Your parents/carers must report all absences by telephone to the College by **9:00 am** on each day of your absence.
- If you are absent from work placement, parents/carers must notify both the placement and College by **9:00 am** each day of your absence.

**College Telephone Number: 01942 214797, press 2 for Student Absences.**

Your attendance is a priority not only from an academic perspective but also a welfare perspective. Unauthorised attendance can alert the College to safeguarding and/or welfare concerns. Therefore, it is vital that your parents/carers keep the College fully informed of any absence.

#### Reporting an Authorised Absence

Some absences may be classified as authorised and will be marked as 'authorised' on College registers. **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.

## COLLEGE STANDARDS AND EXPECTATIONS (WRITTEN FOR STUDENTS) CONT.

### Authorised Absences include:

- University open days (3 maximum).
- University interviews and other final career choice interviews.
- Hospital / orthodontist appointments/ serious illness supported by a doctor's note.
- Practical driving test.
- Bereavement/funeral.
- Religious holidays.

### Unauthorised Absences – are absences that can be arranged outside the College timetable:

- Routine medical and dental appointments will NOT be authorised.
- Driving lessons will NOT be authorised.
- Driving theory tests will NOT be authorised
- Holidays

## Punctuality

Please note that persistent lateness will be challenged and may trigger College Support and Disciplinary Procedures.

### Lateness Procedure

- College expects all students to be punctual to all lessons. Lateness not only impacts your learning but also the learning of other students
- If you know that you are going to be late you must inform 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 College transport issues.
- If you arrive late to College you must go straight to your lesson.
- If you have missed the register, it is your responsibility to speak to your subject teacher to ensure you have not got an absence mark but a late mark.

## Engagement

To ensure the best possible outcomes, we require all students to engage fully with their programme of study by:

- Being respectful to staff and peers
- Being prepared for class with all the necessary equipment
- Engaging fully with all tasks set by staff
- Sitting both internal and external assessments
- Meeting all deadlines set
- Completing work to the required standard
- Catching up on work missed before the next lesson if you have been absent
- Conforming to classroom etiquette such as no drinks other than water (unless permission is given)
- Always wearing your College lanyard
- Not using your mobile phone in class unless given permission to do so by the teacher
- Wearing clothing that is appropriate for an educational setting

### Failure to adhere to the College's Standards and Expectations can result in the following actions:

You may become subject to the College's Support and Disciplinary Procedures or the College's Support to Study Policy.

Progression to further years of study depends upon attendance, punctuality and engagement records meeting College expectations. Additional sanctions for records that are insufficient are:

- being required to bear the cost of course registration fees and / or examination fees
- being withdrawn from the course or the College
- bursary payments being withheld

**\*Please note this document should be read in conjunction with the College's Student Charter\***



## 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.

## STUDENT CHARTER CONT.

### 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. We will 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

**Failure to adhere to the College's Student Charter can result in the following actions:**

**You may become subject to the College's Support and Disciplinary Procedures or the College's Support to Study Policy.**

**Progression to further years of study depends upon attendance, punctuality and engagement records meeting College expectations. Additional sanctions for records that are insufficient are:**

- being required to bear the cost of course registration fees and / or examination fees
- being withdrawn from the course or the College
- bursary payments being withheld

**\*Please note this document should be read in conjunction with the College's Standards and Expectations\***

## 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
Senior Tutor	Julia Kirwan	01942 214 797	julia.kirwan@sjr.ac.uk
Progress Tutors	Mihaela Agavriloaei	01942 214797	mihaela.agavriloaei@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
	Alex Chivers	01942 214797	alex.chivers@sjr.ac.uk
	Cheryl Foster	01942 214797	cheryl.foster@sjr.ac.uk
	Eleanor Knowles	01942 214797	eleanor.knowles@sjr.ac.uk
	Crystal Liptrot	01942 214 797	crystal.liptrot@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 Martinez	01942 214797	exams@sjr.ac.uk
Careers Advisor	Carol Charnock	01942 214797	carol.chnock@sjr.ac.uk
Learning Support Manager	Sandra McKeown	01942 214797	sandra.mckeown@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](mailto:enquiries@sjr.ac.uk) Web: [www.sjr.ac.uk](http://www.sjr.ac.uk)

