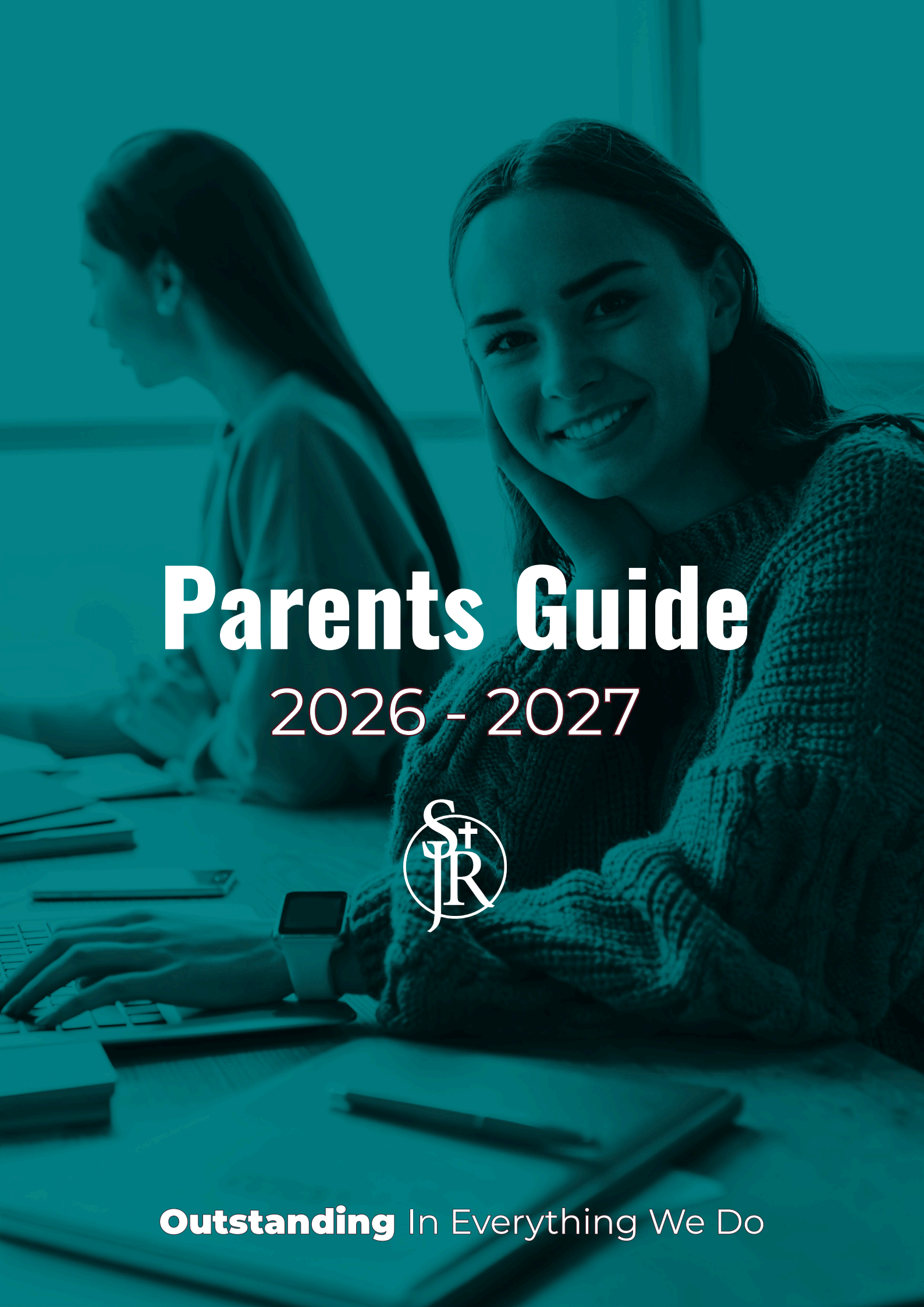

Parents Guide

2026 - 2027

Outstanding In Everything We Do

Welcome

As your child begins their journey with us at St John Rigby College, we'd like to welcome you too. This is a significant moment for them, full of excitement, possibility, and achievement, as they take the next step in their education and start building their future.

Here at St John Rigby, we're more than just a college. We're a community where young people thrive through engaging with our skilled teachers and support staff who are passionate about students gaining the required skills, confidence and values they need to succeed both in their studies and in life beyond College.

We believe in nurturing well-rounded individuals who go on to become positive, active citizens in society. That means creating an environment where your child feels safe, inspired and ready to excel. Alongside exceptional qualifications, we want them to leave us with a strong sense of purpose.

We also know that working closely with parents makes a real difference. So, we're looking forward to working with you to ensure there is no ceiling to achievement.

This guide is here to give you an overview of the things parents of students often ask about. More importantly, it's designed to keep the lines of communication open between home and College, and includes all the key contact details you might need.

Paula Nolan

Principal

If there's anything this guide doesn't cover, or if something comes up during the year that you'd like to talk to us about, please don't hesitate to get in touch. We're always happy to help.

By staying connected and working together, we can ensure your child accesses all the outstanding opportunities that St John Rigby College has to offer.

College Mission

ST JOHN RIGBY COLLEGE

FAITH • EXCELLENCE • PURPOSE

VISION

We are an inclusive Catholic sixth form college that values every individual, serves our community, and leads with innovation and excellence, empowering students and staff with the skills and values required to thrive in an ever-changing world.

MISSION

Rooted in our Catholic values, we are dedicated to educating and developing the whole person. We empower every student to discover who they are, to become the very best version of themselves, and grow into leaders guided by integrity and kindness.

VALUES

RESPECT KINDNESS BRAVERY INDIVIDUALITY

STRATEGIC OBJECTIVES

1 STUDENT OUTCOMES

Empowering learners to lead and make a difference tomorrow

- Innovative and inclusive learning ensures every student's needs are met, driving exceptional progress, high achievement, and ambitious aspirations.
- With faith as our compass we equip students, to have courage and be resilient leaders, ready for life, prepared to serve and respect others, and to make a lasting impact on society.
- Our goal is to empower students to secure ambitious next steps, whether top universities, competitive apprenticeships, or meaningful careers.

2 STUDENT EXPERIENCE

Beyond the classroom: shaping character, community, and global responsibility

- We offer a broad curriculum enriched by opportunities for spiritual growth, personal development, and extensive enrichment activities that meet local, national and international needs.
- Our culture of social action empowers learners through sustainability projects that foster responsibility and reduce environmental impact.
- Students will thrive is a safe and inspiring campus where every student feels valued, and innovative teaching and learning evolves.

3 STAKEHOLDER ENGAGEMENT

Partnering for progress: shaping futures together

- Actively involve all stakeholders in shaping the College experience and decision-making.
- Build strong community partnerships to enrich opportunities and broaden horizons for learners.
- Ensure long-term financial sustainability to fuel growth, innovation, and future development.

4 STAFF EXPERIENCE

Where staff thrive, lead, and transform the future of Post 16 Education

- Foster a vibrant culture of respect, challenge, collaboration, and shared Catholic social teaching values that inspire excellence.
- Empower staff to grow professionally and harness technology to lead sector-wide innovation.
- Provide a safe, supportive workplace that champions wellbeing, belonging, and personal fulfilment.

ROOTED IN OUR CATHOLIC FAITH | BUILDING COMMUNITY SERVING OTHERS | PREPARING LEADERS FOR A BETTER WORLD | EVERY INDIVIDUAL EVERY DAY

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Attendance / Absence

The College expects 100% attendance from all our students. Attendance at lessons is the single most important factor in academic achievement. Parents/carers must report all absences by telephone to the College by 9:00 am each day of absence. If absences are not reported, an automated text alert is generated and sent to the parent/carer. Absences will also be followed up by the student's Progress Tutor.

If students are absent from work placement, parents/carers must notify both the placement and College by 9:00 am each day of absence.

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

Please refer to the College Standards and Expectations at the back of this document for more information regarding attendance, punctuality and behaviour.

Behaviour for Learning Framework (ASPIRE)

ASPIRE is a structured framework designed to help students become more effective learners. Each of the six steps builds on the last, encouraging consistent and purposeful learning throughout the year. While the steps may seem straightforward, skipping any part can limit progress.

Teachers, Learning Mentors and Progress Tutors use the shared language of ASPIRE to support students in developing strong learning behaviours. The framework is introduced during induction, tutorials and subject lessons, setting clear expectations for positive learning.

Staff are equipped with ASPIRE strategies and tools to model and guide students through each step, offering a practical recipe for academic success.

Regular reviews in tutorials and lessons are framed around ASPIRE, helping students reflect on how their learning behaviours impact their progress and overall achievement at College.

Careers

At St John Rigby College, we are committed to helping every student make informed and ambitious choices about their future. Our careers programme offers high-quality, personalised advice and guidance to support students in planning their next steps, whether that's university, apprenticeships, technical routes or employment.

Our careers provision is shaped by the Government's Careers Strategy and the Gatsby Benchmarks which we are proud to meet and continue to build upon.

Students can access one-to-one careers guidance, workshops and tailored support through the College's Careers Office. Our in-house Careers Advisor offers expert advice on apprenticeships, employer links, job vacancies and runs the Apprenticeship Club to support students through application and assessment processes. Students can make an appointment with our Careers advisor via their Progress Tutor or emailing careers@sjr.ac.uk.

Our careers programme has been recognised by Ofsted for its 'exceptional' impartial guidance which raises aspirations and helps students make clear, realistic and ambitious plans for the future. We are also proud holders of the Matrix Standard, the international quality mark for outstanding information, advice and guidance services.

Chaplaincy

Chaplaincy is at the heart of our College, offering a warm welcome to students and staff. The team provides support, guidance, encouragement and friendship, walking alongside individuals through all stages of their journey, including times of personal difficulty.

Our Chapel is a quiet, reflective space open to all and morning prayers are held daily, welcoming everyone regardless of faith.

The Chaplaincy team includes William Rawson (College Chaplain), RE staff and other associate members.

College Calendar

Holidays during term time are not permitted. Full attendance is essential to ensure students remain engaged, make consistent progress and achieve their potential. Missing college time for holidays disrupts learning and can significantly impact outcomes. We ask for your full support in prioritising attendance throughout the academic year. Please refer to the College Calendar at the end of this booklet for details of term dates and holiday periods.

College Contact With Home

We recognise that every student is unique and may require different levels of support. Teaching staff and Progress Tutors work closely with students to guide their academic and personal development and we value strong communication with parents and carers as part of this process.

We use email as our primary method of contact with parents/carers, as it allows us to share updates and important information efficiently. Letters may be sent as email attachments when needed. Telephone calls may be made by staff to offer support, raise concerns or discuss matters requiring parental involvement.

Please ensure we have your up-to-date contact details, including a current email address and mobile number, to help us maintain timely and effective communications.

Who Might Contact You and Why

Attendance Officer: Sends daily automated texts/emails for any unexplained absences. If no contact details are available, a letter will be issued. Parents/carers are asked to respond promptly to support accurate absence monitoring.

Progress Tutors: May contact you regarding patterns of absence, punctuality or other concerns. They are also your first point of contact for general queries and updates about your child's progress and wellbeing.

Subject Teachers: May reach out about subject-specific matters, including progress, engagement or achievements.

Heads of Department, Course Leaders, Divisional Leaders: Will contact you regarding more serious curriculum concerns or course changes. You are welcome to contact them with any queries about teaching, learning or assessment.

Safeguarding Officer, Senior Tutors, Vice Principal (Pastoral): Will speak with you about confidential or serious safeguarding matters.

Senior Tutors and Vice Principal (Pastoral): Will inform you if formal disciplinary or Support to Study procedures are being initiated and explain any relevant processes.

Vice Principal (Pastoral): Oversees the final stages of attendance, disciplinary and support procedures and will contact you if these are triggered.

We also encourage positive communication. Staff may contact you to share praise or celebrate progress and we welcome your feedback and involvement.

College Counsellor

Students can make an appointment to meet with the College Counsellor through the College's self-referral process. 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 on a waiting list.

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

Enrichment - SJR Extra

SJR Extra is all about going beyond the classroom. From creative clubs to competitive sports, enrichment is a key part of life at St John Rigby College, and it's built into every Year 12 timetable.

Enrichment - SJR Extra (Cont.)

These activities help students build confidence, develop real-world skills and stand out when applying for university, apprenticeships or jobs. At SJR, we believe learning should be inspiring, engaging and fun.

Some popular activities include:

- Duke of Edinburgh's Gold Award Scheme
- Wide range of music activities e.g. Lunchtime Concert, Music Theory, Orchestra, College Band, Chorus Group
- 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, Cricket, Table Tennis, Golf, Gym, Yoga and Self-Defence to name a few
- Chess Club
- Student Council
- Poetry by Heart
- College Magazine
- Jewellery Making
- Crafting
- Animation/Moving Image Club
- Warhammer
- Lego Club
- Philosophy Club
- Dungeons and Dragons
- Peer Supporters
- LGBTQ+ Society
- Film Thursdays and lots, lots more!!

Students choose at least two SJR Extra activities in Year 12, the more they put in, the more they get out!

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, engagement, punctuality 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 as required at the appropriate time.

Expectations of Parents & Carers - Working Together

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.

Expectations of Parents & Carers - Working Together (Cont)

- 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 their child's Progress Tutor directly and swiftly if there are any concerns or information they wish to share.
- Attend Parents Evenings and other parent/carer events.
- Follow our attendance and punctuality procedures and report absences in a timely manner, providing 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 child to flourish during their time at College.

Financial Support

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 at bursary@sjr.ac.uk or telephone 01942 214797.

Below is a summary of the financial support available in 2026 to 2027. For more information regarding our bursary policy, application guidelines and to download an application form please visit our website:

https://sjr.ac.uk/college-life/student-support/financial-support/

Food & Drink On Campus

Our vibrant Campus Kitchen offers a wide range of food options including hot breakfasts, pastries, lunches, and grab-and-go meals. Students can enjoy choices like the Chicken Shack, Pizza Bar, fresh salad boxes and much more.

We also celebrate international food events such as Diwali, Caribbean Carnival for Black History Month and offer plenty of vegan and vegetarian options.

Starbucks is on-site serving coffees, iced drinks and refreshers.

If your child has any allergies or dietary requirements, please inform the College.

Students should download the Caterlink '93 app to access exclusive discounts and offers. Once downloaded, enter *St John Rigby College* to view available deals.

Google Play Store for Android Devices

App Store for Apple Devices

Key Personnel / Contacting College

- Your first point of contact for general enquiries or concerns is your child'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 child'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 child's Senior Tutor, the Safeguarding and Welfare Officer or the Vice Principal (Pastoral).

Key Personnel / Contacting College (Cont.)

Vice Principal – Pastoral	Nuala Briscoe
Safeguarding and Welfare Officer	Amanda Fogarty
Senior Tutors	Juliana Allan Julia Kirwan Karl Walton
Attendance Officer	Katharine Hussey
Pastoral Systems Officer	Anna Tully
Progress Tutors	Lucy Ball Alex Chivers James Desmond Cheryl Foster Lianne Frankland Carole Giddings Carly Mack Amy Turner Lorna Wilde
Student Support and Wellbeing Officer	Caitlin Booth

SJR Curriculum Management Structure

Shared Purpose. Excellence for Every Student.

Vici Brown
Vice Principal (Curriculum & Quality)

Elliott Hine
Divisional Leader
Honours & Career Academies

Business, IT & Computing
Stuart Hazelden (HOD)
Mark Harrison, Mohammed Patel, Shabir Hussain, Charlotte Jones, Vanessa Moore, Sarah Ryder, Julia Watts, Emma Smith, Karl Walton

English, Media & Film
Chris Chandler (HOD)
Liam Budd, Danielle Hall, Tobias Lynch, Victoria Marks, Catherine Strong

Religious Studies & International Languages
Michelle McGlown (HOD)
Elise Don, Alan Hall, Richard Dunn, Anastacia Holding, Nuria Monks

Charlotte Jones
Divisional Leader
Transition Pathways

Mathematics, Physics & Engineering
Andrew Tunstall (HOD)
Jillian Carew, Christopher Conn, Elizabeth Harrison, Paul MacDonald, Peter Ware, Nicola Hill

Law, Criminology & Social Sciences
Margaret Gaffney (HOD)
Katie Leonard, Hasina Mehrose, Tia Rodgers, Kara Duffy, Lewis Tolen (Course Leader), Rebecca Shaw, Chris Halsall, Michelle Lythgoe, Joe Smith

Visual & Performing Arts
David Wall (HOD)
Stephanie Bithell, Juliana Allan, Amy Holden, Nick Holt, Mark Lane, Michael Lowey, Philippa Samuel, Linda Welsh, Sarah Wigan

Childcare, Health & Social Care
Helen Dolan (HOD)
Sophie Hardman, Samantha Hunter, Carla Jackson, Suzanne King, Rebecca Knowles, Beverley Rooke

Suzanne King
Divisional Leader
T - Levels

Humanities & Economics
Joe Nicholas (HOD)
Tom Clarke, Declan Doyle, Elliott Hine, Joanne Speight, Beth Nicholls

Sciences & Foundation
Susan Spencer (HOD)
Kate Altree, Alison Taylor, Caroline Bullock, Hayley Callan, Susan Smith, Lucy Wilde

Sport & Uniform Public Services
Reyanna Leonard (HOD)
Adam Burrows, Julie Kirwan, Emma Marsden, Clare McGrath, Peter Robertson, John Whittaker

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 child 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, for safeguarding reasons, that this is only permitted on a maximum of three occasions per term and if your child forgets their lanyard for a fourth time they will not be allowed to remain on the College site.

In addition, 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, will 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.

Learning & Resource Centres

The College Library (LRC) offers a diverse range of services to support study needs, including a quiet place to study and access to over 40 periodicals and a variety of online resources.

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 conduct research.

Learning Support

The Learning Support Team is based in the 'C' corridor and provides specialist 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 child has specific educational needs and you wish to discuss their needs, please contact the Learning Support Manager, Sandra McKeown, on 01942 214797 ext. 500. or via email sandra.mckeown@sjr.ac.uk/

*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.

Malpractice & Artificial Intelligence (AI) in Assessments

Students are asked to read and sign the College's "Malpractice and AI Use Handbook 2026-27". This document stresses the importance of academic integrity and proper referencing to maintain the integrity of assessments. Parents and carers are encouraged to discuss these guidelines with their children to ensure they understand the consequences of malpractice and the proper use of AI in their studies.

To summarise the main points within this document:

Malpractice includes various forms of cheating, such as altering documents, plagiarism, collusion, disruptive behaviour during exams and the unauthorised use of materials or electronic devices. Students must submit their own work and avoid sharing it or aiding others inappropriately. This also extends to the prohibition of using AI tools to generate or alter their work without proper acknowledgment.

AI misuse is specifically addressed as a form of malpractice.

Malpractice & Artificial Intelligence (AI) in Assessments (Cont.)

The handbook emphasises that students must ensure their submissions reflect their independent work, even when using AI tools for research or content generation. Copying or paraphrasing AI-generated content requires proper citation.

Engaging in malpractice or misuse of AI in assessments can lead to severe consequences. These include:

- Disqualification from the affected qualification.
- Loss of all marks for the specific assessment component.

Additionally, malpractice is a violation of the Student Charter, which means it can also trigger internal disciplinary procedures at the College.

Mobile Phones & Electronic Devices

In order to support a focused learning environment, students should switch off mobile phones during lessons, assemblies, meetings and in study areas. Devices must be fully charged, not left unattended while charging and only used with the correct charger.

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 setting 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 student portal for future review.
- Promoting and supporting positive mental health and wellbeing and signposting students to additional support should they require it.

Positive Learning Environment

We create an adult learning environment where students are expected to behave respectfully and responsibly. Treating others with consideration sets the tone for a successful College life. St John Rigby students are often praised for their engagement, conduct and attitude during visits, placements and events.

Progress Tutors

Every St John Rigby College student is assigned a Progress Tutor. The Progress Tutor is an important person during your child'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.

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.

Progression (Cont.)

For students wanting to remain at St John Rigby College and 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, punctuality, engagement 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.. They must also have excellent attendance
- Students on Entry and Foundation courses must achieve 'Pass' grades in their course in order to progress to the next level.
- High levels of attendance and good behaviour are also a requirement for a student progression.

Senior curriculum and pastoral staff will be on hand to support students and parents/carers where difficulties emerge.

Reviewing & Recording Of Academic Progress

In order that you may know how your child 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 engagement, attendance, punctuality and attainment achieved by your child 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 monitored along with references to developing employability skills and careers planning, and targets for continuous improvement will be agreed.

Stationery & Equipment

To help students get off to a strong start, we ask that they bring a notepad and pen to their induction. During this process, staff will advise on any additional stationery or equipment needed for their specific courses.

Students are expected to come prepared for lessons and to treat College equipment with care and respect. If your child requires financial support to purchase essential items, please contact our Bursary Team for guidance.

Student Charter

This 'Charter' is designed to enhance the 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 Student Charter can be found on our website:
https://sjr.ac.uk/wp-content/uploads/2026/09/Student-Charter-2026_2027-1.pdf

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.

Student Rewards (Cont.)

- 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 the 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 in memory of a former colleague 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 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.

Studying At College

Your child 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 of 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 one of our Learning Centres 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.

i270 is our independent study programme, encouraging students to complete 270 minutes of study per subject each week. Independent study is crucial to academic success, and students can use the i270 pods located around college to log their study time.

If your child 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 recently commented: "Students benefit greatly from bespoke support that helps them to move onto their next steps.... Teachers provide useful feedback to students....They put in place highly effective strategies such as additional revision classes, study skills workshops and knowledge sessions to help students to catch-up."

Subject Teachers

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 and punctuality and take the appropriate action if there are concerns.
- Implement and maintain effective classroom management to create a positive learning environment.
- Challenge student behaviour and engagement if it does not meet College Standards and Expectations.

Subject Teachers (Cont.)

- Involve all students in class activities and discussions and ensure differentiation is taking place.
- Be aware of all students who are SEND and/or are part of an identified at-risk group and ensure that their needs are being met.
- If working with a student who has a Learning Mentor, work with the Learning Mentor and the young person to ensure their needs are fully being met.
- Praise students as appropriate.
- Signpost students to additional support, should they require it.
- Check students' understanding frequently.
- Regularly set and mark homework, tests and coursework, provide feedback that helps students improve, and actively monitor and encourage engagement with i270 independent study.
- Inform students and their parents/carers of 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.
- Ensure that all College policies, health and safety regulations, and safeguarding procedures are followed.

Transport

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

Parking

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

Useful Contacts

Role	Name	Telephone	Email
Main Switchboard		01942 214797	enquiries@sjr.ac.uk
EA to the Principal	Louise Dobson	01942 214797	louise.dobson@sjr.ac.uk
Vice Principal Curriculum	Vici Brown	01942 214797	victoria.brown@sjr.ac.uk
Vice Principal Pastoral	Nuala Briscoe	01942 214797	nuala.briscoe@sjr.ac.uk
Director of Digital Marketing & Communications	Laura Murphy	01942 214797	laura.murphy@sjr.ac.uk
Director of Finance & Operations	Annika Farrar	01942 214797	annika.farrar@sjr.ac.uk
Senior Tutor	Karl Walton	01942 214797	karl.walton@sjr.ac.uk
Senior Tutor	Juliana Allan	01942 214797	juliana.allan@sjr.ac.uk
Senior Tutor	Julia Kirwan	01942 214 797	julia.kirwan@sjr.ac.uk
Progress Tutors	Lucy Ball Alex Chivers James Desmond Cheryl Foster Lianne Frankland Carole Giddings Carly Mack Lorna Wilde	01942 214797 01942 214797 01942 214797 01942 214797 01942 214797 01942 214797 01942 214797 01942 214 797	lucy.ball@sjr.ac.uk alex.chivers@sjr.ac.uk james.desmond@sjr.ac.uk cheryl.foster@sjr.ac.uk lianne.frankland@sjr.ac.uk carole.giddings@sjr.ac.uk carly.mack@sjr.ac.uk lorna.wilde@sjr.ac.uk
Office Manager / Bursary	Steph Turner	01942 214797	stephanie.turner@sjr.ac.uk
Pastoral Systems Officer	Anna Tully	01942 214797	annamarie.tully@sjr.ac.uk
Safeguarding Office	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.charnock@sjr.ac.uk
Learning Support Manager	Sandra McKeown	01942 214797	sandra.mckeown@sjr.ac.uk

College Standards & Expectations (Appendix 1)

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

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 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.

If absences are not reported an automated text alert is generated and sent to your parent/carer. Absences will also be followed up by your Progress Coach/Progress Tutor.

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.

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.

College Standards & Expectations (Appendix 1 Cont.)

Unauthorised Absences – are absences that can be arranged around timetable commitments:

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

Concerns over absences may trigger the College's Attendance and Punctuality Procedures.

17 COLLEGE DAYS OFF PER YEAR = 1 GRADE LOWER THAN YOUR POTENTIAL PER SUBJECT

Punctuality

Please note that persistent lateness will be challenged and may trigger College's Attendance and Punctuality Procedures.

Lateness Procedure

- College expects all students to be punctual to all timetabled sessions. 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.

Behaviour and Engagement

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

- Being respectful to staff, peers and the local community
- Being prepared for class with all the necessary equipment
- Engaging fully with all tasks set by staff, including i270 independent study tasks
- 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
- Making sure all work you submit is your own and properly references any sources you've used, including AI
- Conforming to classroom etiquette such as no drinks other than water (unless permission is given)
- Always wearing your College lanyard and not allowing others to use your own personal ID
- Not using your mobile phone in class unless you have been given permission to do so by the teacher

College Standards & Expectations (Appendix 1 Cont.)

- Wearing clothing that is appropriate for an educational setting
- Respect that College is a non-vaping and non-smoking campus except in the designated area at the front of College
- Making effective use of independent study time, including keeping a record of progress and seeking help when needed

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

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

Progression to further years of study depends upon attendance, punctuality, behaviour 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 the above must be read in conjunction with the College's Student Charter

College Calendar (Appendix 2)

Term Dates for 2026-2027

Autumn Term 2026 (2nd September 2026 - 18th December 2026)	
Wednesday 2nd September	Y12 induction day
Thursday 3rd September	Term starts for all students
Half term: Monday 19th October – Friday 30th October inclusive	
Friday 18th December	Last day of Term
Spring Term 2027 (4th January 2027 - 25th March 2027)	
Monday 4th January	INSET (Staff Training)
Tuesday 5th January	Start of Term
Half term: Monday 15th February - Friday 19th February inclusive	
Thursday 25th March	Last day of Term (Fri 26th March B/H Good Friday)
Summer Term 2027 (12 April 2027 - 2nd July 2027)	
Monday 12th April	Start of Term
Monday 3rd May	Bank holiday
Half term: Monday 31st May 2027 - Friday 4th June 2027 inclusive	
Thursday 2nd July	Last day of Term