



Sixth Form Student Handbook

2026/2027



Contents

| | |
|----------------------------------|---|
| Head of Sixth Form Welcome | 3 |
|----------------------------------|---|

THE RHS SIXTH FORM OFFER

| | |
|--|---|
| Academic Opportunities | 5 |
| Vocational and Careers Support | 6 |
| Personal Support | 6 |
| Enrichment, Volunteering and Extra-Curricular Activities | 7 |

SIXTH FORM EXPECTATIONS

| | |
|--|----|
| The Sixth Form Mindset..... | 9 |
| Attendance | 10 |
| Punctuality | 11 |
| Lessons, Attitude and Effort | 11 |
| Dress Code | 11 |
| Study Support and Study Plus | 12 |
| Homework | 13 |
| Tutorial Programme | 13 |
| Set Texts and Stationery | 13 |
| Year 12 Guest Speaker Programme | 14 |
| Extended Project Qualification (EPQ) | 14 |
| Typical week as a Sixth Form student | 14 |

STUDENT RESPONSIBILITIES OUTSIDE LESSONS

| | |
|---|----|
| Study Time | 16 |
| Study Rooms | 16 |
| Chromebooks and IT usage | 16 |
| Mobile Phones and Headphones | 17 |
| Social Media | 17 |
| Paid Work | 17 |
| Bursary | 17 |
| Social Time | 17 |
| Study at Home | 17 |
| Yellow Cards | 18 |
| Signing In and Out | 18 |
| Fire Procedures | 18 |
| Smoking, Vaping and E-Cigarettes | 18 |
| Driving and Parking for Students | 18 |
| Rewards | 19 |
| Student Voice | 19 |
| Student Leadership Team Opportunities | 20 |

| | |
|--|-----------|
| SIXTH FORM CALENDAR DATES | 21 |
|--|-----------|

Head of Sixth Form Welcome

I am delighted to welcome you to our thriving Sixth Form. At Ruislip High School, we offer academic excellence, outstanding pastoral care and enriching opportunities outside the classroom that enable our students to flourish and reach their full potential.

Our Sixth Form is built upon hard work, dedication and a love of learning. Students are expected to commit to their studies fully and staff, in turn, are wholly committed to ensuring every single sixth former fulfils their potential both academically and personally.

It is the school's aim to provide outstanding teaching, courses which match the needs and skills of our students and the opportunity for students to develop as individuals within the school, community and the world beyond.

Students who work hard at Ruislip High School Sixth Form achieve exceptional results.

There are countless examples of students who have far exceeded their achievements at GCSE, but all of these high achievers put significant effort into their studies. There are no shortcuts to A Level and BTEC success.

It is a privilege to study here and therefore students should treat each other, staff and our brilliant facilities with respect. Our sixth formers are also expected to set an excellent example to the rest of the school through their attitude towards study and conduct around the school.

In this handbook you will find everything you need to know about life in the Sixth Form. I strongly advise you take the time to read this document ahead of September, and continue to refer back to it throughout your two year journey with us.

It is a pleasure to welcome you to our flourishing Sixth Form community.

We are here to support you every step of the way.



Mr L Sills
Head of Sixth Form





Ruislip High School Sixth Form Offer



The RHS Sixth Form Offer

| Academic opportunities | | |
|---|---|---|
| Entitlement | What you need to do | How the school will support you |
| <p>To complete at least 3 academic courses (A-levels and/or BTECs)</p> | <ul style="list-style-type: none"> • Take an active interest in your learning • Complete all classwork and homework to the best of your ability • Participate in lessons • Keep your work organised, using folders and dividers • Create a study timetable for yourself, and stick to it, to help you keep on top of your work • Create your own independent learning opportunities • Revise – from the START of Year 12 • Take all assessments and PPEs seriously • Engage positively with mentoring programmes if you are placed on them | <ul style="list-style-type: none"> • Excellent subject specialist teachers for all of your courses • Google Classroom to help you keep on top of your homework • Independent study guides to extend your study beyond the classroom • The Key Stage 5 super-curriculum guide, to help you plan independent learning activities • Folder checks regularly • Two full time Sixth Form Learning Mentors in order to help you with revision and study skills (based in the Study Rooms) • A variety of different mentoring systems tailored to your needs, to help you through when things get tough: StudySupport and StudyPlus • Success in the Sixth Form tutorials in tutor time, designed to enhance your study skills |
| <p>If eligible: to partake in the RHS Reach Pathway</p> | <ul style="list-style-type: none"> • Achieve an average of a grade 7 at GCSE to be eligible | <ul style="list-style-type: none"> • Personalised and one-to-one coaching for admissions tests, interviews and entry to Oxbridge and Russell Group universities, as well as extremely competitive courses like medicine, dentistry and veterinary science; • We run a partnership with our link Oxbridge College's and Harrow School for support with their post-18 applications, including mock interviews and admissions tests for highly competitive courses; • External guest speakers with advice on personal statements/admissions processes ; • Oxbridge and Sutton Trust summer schools and shadowing schemes; • A trip to both Oxford and Cambridge Universities • The University of Cambridge HE+ scheme which offers stretch and challenge activities outside of the curriculum to prepare students for study at top universities. |

Vocational and Careers Support

| Entitlement | What you need to do | How the school will support you |
|---|--|---|
| To receive personalised careers education and support with post-18 choices | <ul style="list-style-type: none"> • Secure a work experience placement • Engage positively with all tutorial and extra sessions designed to enhance your post-18 applications (writing a university or apprenticeship application, exploring careers options, etc) • Book a careers appointment via Ms Bonny at some point during Year 12 – to discuss and explore options in a way that's tailored to you • Attend the post-18 information evening with your parents/guardians | <ul style="list-style-type: none"> • We run a series of careers based tutorials throughout the year in tutor time • The sixth form team have years of expertise in handling university and apprenticeship applications • We have a careers adviser in school two days per week • Sixth formers are invited to our careers fair which happens each academic year • The school subscribes to Unifrog (www.unifrog.org) • We run a comprehensive programme based on applying for university and apprenticeships near the end of Year 12 - dubbed 'Future Fridays' • We run apprenticeship and employment advice and guidance sessions for those not considering university • Sixth form students complete work experience in June of each year • Personalised one-to-one support for every student based on their particular post-18 route (proofreading applications, providing mock interviews etc) • Funding to assist with admissions tests for university and apprenticeships (*subject to school budget approval) • Bespoke "TalktheTalk" and mock interview bespoke days to support with preparing for interviews |

Personal Support

| Entitlement | What you need to do | How the school will support you |
|--|---|---|
| To maintain a perfect attendance and punctuality record | <ul style="list-style-type: none"> • Attend all lessons and sessions on time • Ensure a parent messages the school on Arbor if you are too unwell to attend • If you fall ill at school, you must go to the office – you cannot just go home by yourself because you feel ill | <ul style="list-style-type: none"> • Rewards for excellent attendance • Attendance and punctuality mentoring and sanction systems, to stop you getting into bad habits |
| To support with your physical and mental health, and personal welfare | <ul style="list-style-type: none"> • Let your tutor or Head of Year know if there are any personal matters that you need support with • Engage positively with all PSHE sessions in tutorial • Engage in your termly 1-1 meeting with a senior leader, or member of the Sixth Form team • Actively take part in the Wellbeing Wednesday activity each week • Engage in the weekly 'Plan my Week' planning activity | <ul style="list-style-type: none"> • Your form tutor, Head of Year and Head of Sixth Form are always here to listen and help with any problems – as is any staff member • During tutorial time you will consider a range of issues such as mental health, sex and relationships, drugs and alcohol and wellbeing. This should help you to cope with the demands of being a teenager today • Termly 1-1 meeting (in the autumn and spring) to provide a wellbeing check-in, and support with subject specific and post-18 questions. • Coaching sessions with tutors • Every Wednesday in tutorial, you will be provided with a relaxing wellbeing activity • Provide weekly 'Plan my Week' booklets in tutorials' |

Enrichment, Volunteering and Extra-Curriculars

| Entitlement | What you need to do | How the school will support you |
|--|--|--|
| <p>To participate in at least two enrichment activity per year</p> | <ul style="list-style-type: none"> • Engage positively with your Above and Beyond club in the autumn and spring term, putting in as much effort as you would in any other lesson • Volunteer at sixth form events, or put yourself forward for a student leadership role | <ul style="list-style-type: none"> • A range of exciting enrichment opportunities to pick from with our Above and Beyond clubs • Dedicated and enthusiastic staff delivering weekly Above and Beyond sessions in the autumn and spring terms • Opportunities to be involved in student leadership |
| <p>To have the opportunity to undertake an EPQ (Extended Project Qualification – worth half an A level)</p> | <ul style="list-style-type: none"> • Seriously consider taking up the option to complete an EPQ (Extended Project Qualification) and, if you do, ensure you commit to it and see it through to completion | <ul style="list-style-type: none"> • A team of expert EPQ supervisors to guide you on your way |
| <p>To participate in exciting trips to broaden your horizons</p> | <ul style="list-style-type: none"> • Keep an open mind and seek out opportunities for extra-curricular activities | <ul style="list-style-type: none"> • All Year 12 students will visit a university campus • Bi-annual Sixth Form theatre trips • A huge amount of exciting trips are on offer: international destinations in the past for sixth form students have included Iceland, New York City and South Africa • Subject areas also run a huge variety of trips to support and enrich your studies |
| <p>To get to give back to the school community</p> | <ul style="list-style-type: none"> • Be an enthusiastic role model for the younger year groups • Get involved in the Christmas Community Event • Apply to be a student leader • Throw all your efforts into raising money during RAG Week! | <ul style="list-style-type: none"> • Support and guidance from staff for the student leadership team • Your tutors will help you organise your fundraising activities for RAG Week and throughout the year |



Ruislip High School Sixth Form Expectations



The Sixth Form Mindset

The transition from GCSE to A Levels/BTECs is a significant 'jump' in a person's educational journey. Arguably, the increase in workload is far greater from Year 11 into Year 12, than it is from Year 13 into undergraduate study or an apprenticeship.

Throughout your time at Sixth Form, we will reference the VESPA model, a set of five characteristics and behaviours that all students need to be successful. This model was created by experienced post-16 educators in the UK. Essentially, if a student rises to the challenge and adopts a 'Sixth Form mindset', as outlined below, they will develop essential skills for life and have improved outcomes.

VISION – knowing what you want to achieve

EFFORT – putting in many hours of proactive independent study

SYSTEMS – organising learning resources and managing time

PRACTICE – regular practise to develop skills

ATTITUDE – responding constructively to setbacks

The VESPA model will be referenced in tutorials regularly and students will be completing related activities and self-reflections during their two year journey with us. Students will also have 1-1 coaching sessions with their tutors, as well as 1-1 meetings with Senior Leaders to encourage, challenge and hold student's to account for their own progress.



Attendance

Attendance at all lessons and sessions (including tutor time) is compulsory. Students who fail to attend lessons without authorisation are sanctioned with an attendance catch up session after school. Therefore, parents/guardians must notify the school on Arbor **that morning** if they are going to miss any lessons or sessions. Where lessons have been missed, for whatever reason, students are responsible for seeing their teachers outside of the lesson and catching up on work missed. Students with unauthorised absences will be sanctioned with an after school attendance catch up detention. If you do not meet our required attendance (95%), then the steps below may occur and your place at the Sixth Form will be in jeopardy:

- *Stage 1 - A phone call home to agree how we will work together to improve attendance*
- *Stage 2 - An attendance letter will be sent home and a Head of Year meeting arranged with parent/guardian. A supportive plan will be agreed with clear targets for improvement*
- *Stage 3 - If the student's attendance and/or punctuality does not improve, a further attendance letter will be sent at this stage and a further meeting will be arranged with the parent/guardian and the Head of Sixth Form*

The existing Attendance Plan will be reviewed and amended if necessary.

- Persistent absentees will be assigned to a mentor within the school who will closely monitor attendance and deploy a rewards ladder for strong attendance.
- Persistent non-attendance/lateness will result in the student and their parents/guardians being invited to a compulsory meeting with the Head of Sixth Form and a senior leader.
- During the meeting a contract is drawn up to help improve the situation which is reviewed four weeks after the meeting. If an improvement is made, then a letter of congratulations is sent home. If there are further unauthorised absences, the child's place in the sixth form will be reviewed and a decision made as to whether the sixth form remains a suitable pathway for the child

The Sixth Form provides opportunities for visits and trips to university open days and career fairs. Permission must be sought in writing (via email to the school office) FAO the Head of Sixth Form to attend events such as these. Students are generally allowed up to two university/careers visits a year (authorised). Any further university/careers visits will not be authorised.

At the end of each day, the sixth form team will check the registers to detect any unauthorised absence issues from that day. Parents/guardians will be notified, and one of the actions below will be triggered based on how many unauthorised absences you have had:

- *Stage 1 (first absence) 45-minute detention with Head of Year*
- *Stage 2 (second absence): 1 hour detention after school with Head of Year and Head of Year call home*
- *Stage 3 (third absence) and upwards: Recurring 1 hour detentions and a parent/guardian meeting with Head of Year*
- *Stage 4 (four or more absences): High level sanction decided by Head of Year*

This stage system refreshes at the start of each new term.

Punctuality

Punctuality is as important in the Sixth Form as it is lower down in the school. Turning up to lessons late will disrupt the learning of others and shorten everyone's learning time. It is also disrespectful to your teachers. At the end of each day, the sixth form team will check the registers to detect any punctuality issues from that day. This will then trigger one of the actions below, based on how many lates you have had in that half term:

- 1st occasion: Tutor conversation
- 2nd occasion: 15 minute tutor detention & tutor phone call home
- 3rd occasion: 30 minute Assistant Head of Year detention after school
- 4th occasion: 45 minute Head of Year detention after school & Head of Year phone call home
- 5th occasion: 1 hour Head of Year detention after school & Head of Year meeting with parents/carers
- 6+ occasions: High level sanction decided by Head of Year

This stage system starts anew every half term.

Dress code

The RHS Sixth Form dress code can be found [here](#).



It is really important that you read and understand the dress code expectations and adhere to this from day 1 in September. Any dress code issues will be dealt with by your Head of Year and sanctions issued. If a student contravenes the dress code and it can be corrected there and then, the student will be asked to remedy this and be given a yellow card on Arbor (e.g. blazer not on, student puts on their blazer). If the issue cannot be corrected in school, the student will be brought to their Head of Year.

Lessons, attitude and effort

Lessons are planned and delivered by outstanding teachers, who are all specialists in the subjects they are teaching. Not only is it important that all lessons are attended, but it is essential that students are fully prepared for them. This means having done any pre-lesson reading or preparation of any other kind. It is also crucial that all relevant equipment and books are brought to all lessons.

Lessons in the Sixth Form thrive on lively discussion and debate - students must form and express opinions willingly, challenge and question the material they are faced with, and apply their knowledge and understanding to the work.

Success in the Sixth Form is not about natural talent; it is about purposeful practice. Your teachers will design lessons so that you have the opportunity to:

- Consolidate your knowledge
- Improve your understanding
- Develop your analytical and evaluative skills
- Practise applying your knowledge to new situations
- Understand and develop your exam technique

Therefore, success in the Sixth Form is dependent on your consistent effort in lessons. Success in the Sixth Form is **not** about last-minute revision.

Similarly, post-16 studies require a great deal of independent work to be completed outside of lessons. **Students should expect to study for approximately one hour outside of lessons for every taught hour.** Homework will be set for most lessons and students should expect to spend between three and five hours a week on each subject. There will also be time spent writing up notes from lessons and wider reading.

Lastly, if your behaviour falls short of the expectations of a Ruislip High School student in lessons,, you can be removed from lessons as you would be lower down the school. This will result in a serious sanction.

The Sixth Form promised to challenge you. So what will happen?

Regularly throughout the year, your subject teachers will grade your effort/attitude in class and this information is shared in reports sent home. The rating you are given will determine whether you are allowed to keep your 'free' periods or not. As a general rule, any rating below A3 will lead to loss of free periods and you will be placed on one of our supervised mentoring programmes (StudyPlus/StudySupport).



- A1 exceptionally actively engaged in learning
- A2 actively engaged in learning
- A3 fairly engaged in learning
- P passively engaged in learning
- R resistant to learning

Additionally, your teachers can make contact at any time with the sixth form team if there are any issues with your classwork, behaviour or homework.

Study Support and Study Plus

If there are concerns about a student's progress in any given subject, or consistent issues with homework then students may be put on study plus, or study support. Heads of Year, in conjunction with the Head of Sixth Form, will make regular decisions about which students will be put on study support and study plus. This is a supportive measure and the students will be supervised and supported in the study rooms by the learning mentors.

Study Support: students must register in the study room for five of their free periods a week

Study Plus: students must register in the study room for all of their free periods each week

If a student's attitude, progress or attendance improves, it is at the discretion of the Head of Year, whether a student can be released from study support/study plus.

All Year 12 students have two periods a week where they must register with a learning mentor in the study room (effectively study support). These periods will be marked on the students' timetables in September. Failure to attend one of these sessions will result in a sanction as per the staged attendance sanctions in the above section.

Homework

Homework is an essential component of success in the sixth form. This will either provide pre-learning before a lesson, expand your knowledge and understanding of course content, or help consolidate topics already covered. Failure to complete homework is dealt with extremely seriously by the sixth form team, using the system outlined below:

- 1st occasion: Study Club referral
- 2nd occasion: Study Club referral & teacher phone call home
- 3rd occasion: Study Club referral & meeting with teacher, curriculum leader and parents/guardians.
- 4th occasion: Study Club referral & meeting with teacher, Head of Year and parents/guardians.
- 5th+ occasion: Study Club referral & meeting with teacher, Head of Sixth Form and parents/guardians to discuss student's future at sixth form. High level sanction.

Set Texts and Stationery

Students provide their own paper, pens and folders to organise their work in. Some subjects require students to buy their own copy of set texts so they can annotate them, and students are welcome to buy their own copies of textbooks too. However, there is also the option of paying a £40 deposit, which allows students to borrow all set texts and core textbooks for the duration of their courses. This deposit is refunded once all books have been returned in good condition. Books borrowed in this way are issued by the LRC. Students must bring the necessary books with them to every lesson. **If you do not come to lessons with the correct equipment, you will be sanctioned.**

Tutorial programme

All Sixth Form students will be expected to attend tutor time **every day during tutor time**, Monday until Thursday, every week, from 8.30-9.05am. Failure to attend will result in a sanction as per the staged attendance sanction in the above section. The structure for the tutorial sessions is below:



| | |
|------------|--|
| Mondays | Sixth Form Notices, Plan my Week booklet, Ted Talk |
| Tuesdays | Study Skills/Adulting/PHSE tutorials |
| Wednesdays | Wellbeing Wednesday activity |
| Thursdays | Assembly |
| Fridays | Autumn and Spring term: 1-1 Meetings / Above and Beyond Clubs Summer Term: Y12 'Future Friday' tutorials Y13 Independent study at home |

Year 12 Guest Speaker Programme

A key element of our enrichment offer to all Year 12s is our guest speaker programme. These sessions are led by industry experts and high achievers from a range of backgrounds. These sessions will take place during period 5, typically once a half term. Attendance at these sessions is compulsory and failure to attend will result in a 45 minute detention.

Extended Project Qualification

This is a highly respected course worth the equivalent of up to half an A Level. Students plan, carry out and review a project on a topic of their choosing. Universities and employers really value the course because of the skills students develop, such as researching, referencing and presenting. If you would like to undertake this qualification, please see the EPQ Supervisor or the Head of Sixth Form in the spring of Year 12.



A typical week in the life of a RHS Sixth Form student:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| 08:30 – 09:05 Tutor Time | Tutorial | Tutorial | Tutorial | Assembly | A&B Club / 1-1 meeting |
| 09:05 – 10:05 Period 1 | A Level/BTEC lesson | A Level/BTEC lesson | | A Level/BTEC lesson | A Level/BTEC lesson |
| 10:05 – 11:05 Period 2 | A Level/BTEC lesson | | | A Level/BTEC lesson | A Level/BTEC lesson |
| Break | | | | | |
| 11:25 – 12:25 Period 3 | | A Level/BTEC lesson | A Level/BTEC lesson | Study support (Y12) | |
| 12:25 – 13:25 Period 4 | | A Level/BTEC lesson | A Level/BTEC lesson | Study support (Y12) | |
| Lunch | | | | | |
| 14:00 – 15:00 Period 5 | A Level/BTEC lesson | | A Level/BTEC lesson | A Level/BTEC lesson | A Level/BTEC lesson |



Student responsibilities outside of lessons



Study Time

Making good use of study time is crucial as a great deal of the learning for A Level and BTEC courses takes place outside of the classroom. Students are expected to work independently and take responsibility for ensuring all work set is completed to a very high standard and additional reading is carried out in order to achieve the highest possible grades.

In-school study

Study Rooms

Students are encouraged to study in school when they do not have lessons, where space is available. Both Sixth Form study rooms accommodate a large number of students and are available throughout the school day.

Your space to socialise, relax and eat: The ground floor common room and cafe.

Your space for quiet, collaborative study: The first floor study room

Your space for silent, independent study: The second floor study room

The upstairs Study Room is a silent area for working and this will be enforced by the Sixth Form Learning Mentors. No food or drink (other than bottled water) is allowed in the upstairs Study Room. Music can be played through headphones, as long as no other user can hear what is being played. It is the prerogative of the Sixth Form Learning Mentor, or the supervising member of staff, to remove students from the Study Room if their behaviour is not of the required standard.

The downstairs Study Room is suitable for collaborative work but it should be remembered this is a space for working, not socialising. Eating is not permitted in either study room. **Poor behaviour/eating in any study room will result in a yellow card being issued.**

Chromebooks and IT usage

We are fortunate to have a number of chromebooks available for exclusive use by Sixth Form students.

E2 study room chromebooks are available to collect from the lapsafe between 9.05-9.15am but only for students on study support/study plus during periods 1 and 2. For returns - the lapsafe will be open from 10.55-11.05am. This will repeat for period 3 and 4, and the lapsafe will be open from 11.25-11.35am and for returns at 1.15pm-1.25pm. The Learning Mentors will monitor the distribution and collecting back in/charging of these chromebooks. Students must sign any chromebook in or out each time they are used. Outside of these times, the lapsafe will be locked.

There are a small number of chromebooks available in E3 for use by other sixth form students throughout the day. These must be signed in and out with a Learning Mentor. This lapsafe will always be locked.

If you use a Chromebook, you are not allowed to take this out of the study rooms and must report any damage to a member of staff immediately.

You can bring your own laptop or device to work on in school.

All Sixth Formers must sign the school's IT fair usage agreement at enrollment.

Study at home

When students do not have a timetabled lesson, they are allowed to study at home. Students obviously have to be mature and motivated for this to be successful. Time must be used wisely to ensure deadlines are adhered to. **Students who are unable to work well in this manner are instructed to work in school, where space is available.** Being self-motivated is a crucial skill; employers value it and university study demands it. You will be supported to develop these skills via the Plan my Week booklet in tutorials. **At the start of Year 12, parent/guardian consent will be sought in order for students to leave the school site during the school day.**

Paid Work

The Sixth Form appreciates that students may wish to earn money whilst continuing with their studies. However, Sixth Form must remain the priority. **Students cannot carry out any paid work during the school day (between the hours of 8.30-4pm, even if you have study periods throughout the day).** The Sixth Form does not recommend that you work more than 8 hours per week in any part-time job. To avoid clashes with school events/detentions, you are strongly advised not to have any work shifts starting before 5pm on a weekday. Not being able to attend a detention because you “have work” is not a valid excuse.

Bursary

The 16-19 Bursary Scheme is funded by the Government to offer financial support to sixth form students experiencing difficulty meeting the costs of sixth form study. The scheme can assist with the purchase of textbooks and attendance on field trips that are a required part of sixth form courses. Support is also available for the purchase of ICT equipment, clothing to meet the sixth form dress code, and to cover the cost of public transportation to and from school, as well as a range of other things. Please speak to the child's Head of Year, or visit the school [website](#) to find out how to apply.

Social Time

Social time is not to be mistaken with study time. Only breaks and lunchtimes are for socialising. Students may eat and socialise in the sixth form cafe during school break and lunchtimes. **Chewing gum is banned from all areas of the school, including all Sixth Form areas. Chewing gum is sanctioned with an after school detention as it is in the lower school.** Littering in any area of the sixth form block will be sanctioned.

Mobile phones and headphones

Mobile phones, headphones and music players should not be visible, or used in any area of the school except for the following areas; inside the sixth form study rooms on E2 and E3, and inside the sixth form cafe. Staff may also occasionally give explicit permission to use them as part of a lesson. If phones or headphones are seen in any other part of the school, then a yellow card will be issued. Repeated use outside of the specific areas previously mentioned will result in confiscation for that day. Remember that the younger students are not allowed phones in the main school at all, therefore there must be no phone or headphone usage in the E block corridors especially as some younger students have lessons here occasionally.

Social Media

Students have the opportunity to help the Sixth Form improve via the student parliament and 1-1 meetings. The Heads of Year and Head of Sixth Form are also very happy to receive feedback from the students at any time. As such, there is never a need to publish complaints and/or concerns available to the public on social media. Students who do so and tarnish the reputation of the school without using the appropriate channels are likely to receive a very high sanction.

Signing in and out

All students must sign in and out using their ID card - this is a legal requirement, and failure to do so may result in students forfeiting the right to leave school during breaks and study periods. All students must use the side gate entrance and side door to enter and exit the school and must tap in and tap out at the Inventory scanner. Students are not allowed to enter or leave the school by any other door. Students found doing so will be given a high-level sanction.

In the Event of a Fire

Students in the Sixth Form area must assemble on the astro. The signing in/out electronic record will be used to account for all students. Students who are found to have not used the signing in/out process properly will be given a high-level sanction.

Smoking, vaping and use of e-cigarettes

The whole school and its surrounding areas (defined as within 0.3 miles of the school) are a non-smoking and non-vaping environment. Smoking, including the use of e-cigarettes and vapes, is not allowed on any school trip or visit. Any students caught smoking, associating with smokers, or vaping during the school day or on any trip or visit will be subject to the school behaviour policy. Additionally, if students can be identified as Ruislip High School students whilst smoking or vaping (for instance, if they are wearing their ID card), they will be sanctioned for smoking or vaping, irrespective of their proximity to the school.

Driving and Parking for Students

There is no on-site parking for students. Students are encouraged not to drive to school. **Students must not schedule driving lessons or driving tests during the school day. These will always be treated as unauthorised absences.**

Yellow Cards

The Sixth Form would like its students to be superb ambassadors and role models for the rest of the school. Any behaviour that contravenes the Sixth Form policy will be challenged and sanctioned. This includes, but is not limited to:

- Use of mobile outside of the E block
- Breaching the dress code
- Loitering
- Poor corridor/study room behaviour
- Use of foul language in school
- Eating in the study rooms
- Littering
- Consuming energy drinks

If your behaviour falls below our expectations (including, but not limited to the list above) students will be issued with a yellow card. Sanctions for receiving yellow card(s) are outlined below. Yellow card sanctions will reset each week.

1 yellow card: 15 tutor detention

2 yellow cards: 30 minute Assistant Head of Year detention

3 yellow cards: 60 minute Head of Year detention

4+:- internal suspension

Any instances of behaviour that contravene Sixth Form policies can also be dealt with on a case-by-case basis and sanctioned according to their severity. The following is a list for guidance only, and does not have the same linear structure as the previous procedures; more than one consequence may ensue.

Possible consequences for breaches of expectations of Sixth Form Students:

- Phone call home
- Meeting with Head of Year
- Meeting with Head of Sixth Form
- Meeting with parents/guardians and Head of Year or Head of Sixth Form
- Detentions at social times
- Detentions after school
- Out of circulation with Assistant Head of Year/Head of Year
- Supervised Study
- Internal Suspension
- Fixed-term Suspension
- Permanent Exclusion

Rewards

The biggest reward for working well in the Sixth Form is achieving high grades and good results. The privileges of life in the Sixth Form, such as use of its facilities, are also the reward for hard work and dedication to studies. Faculties organise educational visits and trips which will be open to those students who are committed to their work. We also hold Celebration Assemblies termly, where students are rewarded for their effort and achievement across the school. The Heads of Year will also award students with excellent or improved attendance. Sixth Form students are also nominated every half term for one of the Headteacher's Awards, and will also be nominated for the Vanguard Learning Trust Awards each academic year. Exceptional sixth form students will also be able to win prizes at Presentation Evening each year.

If you have any other ideas for rewards, please see your Head of Year – we are always open to suggestions!

Student Voice

Being on the Student Parliament is a great way to help get your voice heard and make improvements to the sixth form. It also looks great on a post-18 application. Each form will nominate one rep from Year 12 and one from Year 13. Each half term they will attend parliament meetings with a senior member of staff, or the Headteacher, to share their views. The procedure for being elected will be explained in tutorial time at the start of the academic year.

All sixth form students will have a scheduled 1-1 meeting with a senior leader, or member of the Sixth Form team in the autumn and spring term. These meetings are a really valuable forum for sixth form students to share any concerns or ideas they may have.



Student Leadership Team Opportunities

In the spring term of Year 12, student leadership opportunities will become available for current Year 12 students for the forthcoming academic year. The leadership roles and responsibilities can be found below. We strongly encourage students to consider applying to these prestigious positions.

| Role | How many positions? | What does the role entail? |
|------------------------|---|---|
| Student Leadership | Head Student and two Deputy Head Students | These are the leaders of the student body at Ruislip High School. These students will be expected to maintain a high profile around the school and will be asked to support the school at various events throughout the year. The students will speak at the Presentation Evening and Sixth Form Open Evening, as well as occasional assemblies. They will lead the team of Sixth Form Ambassadors and work with the Head of Sixth Form and Student Leadership Coordinator throughout the year. |
| Sixth Form Ambassadors | 20 | These students will support the Student Leadership Team throughout the year. They will be expected to provide support at at least two evening events (for e.g. a Parents/Guardians Evening for a younger year group), as well as running Sixth Form and charitable events such as Raise and Give (RAG) week and at Sixth Form Open Evening. These students will also be expected to offer support with mentoring students in younger year groups once a week. |



RHS Sixth Form Calendar dates 2026-2027

| Date | Event |
|---------------------------------------|--|
| Friday 4th September | First day of new academic year |
| Thursday 17th September 5pm-6pm | Success in the Sixth Form Evening (Y12) |
| Thursday 1st October | Y13 application deadline for conservatoire music applications. <i>Applications for dance, drama, and musical theatre courses may have a different deadline.</i> |
| Wednesday 15th October | Y13 deadline for UCAS applications to Oxford, Cambridge and courses in medicine, dentistry, and veterinary medicine |
| Wednesday 11th November | Sixth Form Open Evening, 4.30pm-7pm. Sixth Form applications open |
| Thursday 3rd December | Year 13 Parents' Evening |
| Thursday 10th December | Sixth Form Community Christmas Event, 3.45pm-5.30pm |
| Fri 8th January - Fri 15th January | Year 13 PPEs |
| Wednesday 13th January | UCAS equal consideration deadline |
| Thursday 11th February | Year 13 PPE results day |
| Friday 22nd January | Sixth Form applications close |
| Wednesday 25th February | UCAS Extra opens |
| TBC - likely in March | Y12 UCAS Exhibition trip |
| Thursday 4th March | Year 12 Parents' Evening |
| Wednesday 10th March | Y11 Sixth Form interview day |
| Monday 15th March | Y12 Sixth Form leadership applications open |
| Tuesday 31st March | Universities should have sent all decisions on applications received at UCAS by 13 January |
| Monday 19th April, 5-6pm | Year 13 Post-18 Information Evening |

| | |
|-------------------------|---|
| Monday 10th May | A Level/BTEC exams begin |
| W/B Monday 7th June | Year 12 PPEs |
| W/B Monday 14th June | Year 12 Work experience week |
| Thursday 24th June | Year 13 Leavers' Assembly and Celebration |
| Monday 28th June, 5-6pm | Year 12 Success in Year 13 Evening |
| Tuesday 29th June | Sixth Form induction day |
| Thursday 1st July | UCAS Extra closes |
| W/B Monday 5th July | RAG week |
| Friday 2nd July | Clearing opens on UCAS |
| TBC - summer term | Year 12 Talk the Talk |
| TBC - summer term | Year 12 University trip |