



## SIXTH FORM STUDENT HANDBOOK

### 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 its students and the opportunity for students to develop as individuals within the school, community and the world beyond.

In the Sixth Form, students who work hard do extremely well. There are countless examples of students who have far exceeded their achievements at GCSE; however, there are also plenty of students who enter Sixth Form with excellent GCSE grades, but underperform at A-level.

There is one factor, above all others, which predicts student outcomes in the Sixth Form: effort, *not* natural talent.

It is a privilege to study here and therefore students should treat each other, staff and the school 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.

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

Mr L Sills

Head of Sixth Form

July 2025



## 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		
To complete at least 3 academic courses (A-levels and/or BTECs)	<ul> <li>Take an active interest in your learning</li> <li>Complete all classwork and homework to the best of your ability</li> <li>Participate in lessons</li> <li>Keep your work organised, using folders and dividers</li> <li>Create a study timetable for yourself, and stick to it, to help you keep on top of your work</li> <li>Create your own independent learning opportunities</li> <li>Revise – from the START of Year 12</li> <li>Take all assessments and PPEs seriously</li> <li>Engage positively with mentoring programmes if you are placed on them</li> </ul>	<ul> <li>Excellent subject-specialist teachers for all of your courses</li> <li>Google Classroom to help you keep on top of your homework</li> <li>Directed Study workbooks to extend your study beyond the classroom</li> <li>The Key Stage 5 super-curriculum guide, to help you plan independent learning activities</li> <li>Folder checks every half term</li> <li>2 Sixth Form Learning Mentors in order to help you with revision and study skills (based in the Study Room)</li> <li>A variety of different mentoring systems tailored to your needs, to help you through when things get tough: StudySupport, StudyPlus, the Student Improvement Programme, WorkSmart, and more. (you'll be introduced to how they work throughout the year!)</li> <li>Success in the Sixth Form tutorials in tutor time, designed to enhance your study skills</li> </ul>		
If eligible: to partake in the RHS Reach Pathway	Achieve an average of a grade 7 at GCSE to be eligible	<ul> <li>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;</li> <li>We run a partnership with Merchant Taylor's School and Harrow School for support with their post-18 applications, including mock interviews and admissions tests for highly competitive courses;</li> <li>Russell Group University Masterclasses across the curriculum;</li> <li>Masterclasses at the Royal Institution for STEM subjects;</li> <li>Oxbridge and Sutton Trust summer schools and shadowing schemes;</li> <li>The University of Cambridge HE+ scheme which offers stretch and challenge activities outside of the curriculum to prepare students for study at elite universities.</li> </ul>		

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> <li>Take an active interest in planning for your future – don't wait for anyone to prompt you!</li> <li>Secure work experience for a week in June 2026</li> <li>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)</li> <li>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</li> <li>Attend the post-18 options evening in March 2026</li> </ul>	<ul> <li>We run a series of careers based tutorials throughout the year in tutor time</li> <li>The sixth form team have years of expertise in handling university and apprenticeship applications</li> <li>We have a careers adviser in school two days per week</li> <li>Sixth formers are invited to our careers fair which happens each academic year</li> <li>The school subscribes to Unifrog (www.unifrog.org) an excellent 'one stop shop' for careers and post-18 options (https://www.ruisliphigh.com/sixth-form/the-rhs-sixth-form-one-stop-shop/)</li> <li>We run a comprehensive programme based on applying for university and apprenticeships near the end of Year 12</li> <li>We run a specific tutor group for year 13 students predominantly applying for apprenticeships and employment</li> <li>We run apprenticeship and employment mentoring on a weekly basis for those not considering university</li> <li>Sixth form students complete work experience in June of each year</li> <li>Personalised one-to-one support for every student based on their particular post-18 route (proofreading applications, providing mock interviews etc)</li> <li>Funding to assist with admissions tests for university and apprenticeships (*subject to school budget approval)</li> <li>Bespoke "TalktheTalk" and mock interview bespoke days to support with preparing for interviews</li> </ul>		
	Perso	nal Support		
Entitlement	What you need to do	How the school will support you		
To maintain a perfect attendance and punctuality record	<ul> <li>Attend all lessons and sessions on time</li> <li>Ensure a parent messages the school on Arbor if you are too unwell to attend</li> <li>If you fall ill at school, you must go to the welfare office – you cannot just go home by yourself because you feel ill</li> </ul>	<ul> <li>Rewards for excellent attendance</li> <li>Attendance and punctuality mentoring and sanction systems, to stop you getting into bad habits</li> </ul>		
To support with your physical and mental health, and personal welfare	<ul> <li>Let your tutor or Head of Year know if there are any personal matters that you need support with</li> <li>Engage positively with all PSHE sessions</li> </ul>	<ul> <li>Your form tutor and Head of Year are always here to listen and help with any problems – as is any staff member</li> <li>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</li> </ul>		

Enrichment, Volunteering and Extra-Curriculars			
Entitlement	What you need to do	How the school will support you	
To participate in at least one enrichment activity per year	Engage positively with your Above and Beyond, putting in as much effort as you would in any other lesson	<ul> <li>A range of exciting enrichment opportunities to pick from</li> <li>Dedicated and enthusiastic sixth form staff delivering fortnightly enrichment sessions</li> </ul>	
To have the opportunity to undertake an EPQ (Extended Project Qualification – worth half an A level)	Strongly 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	A team of expert EPQ supervisors to guide you on your way	
To participate in exciting trips to broaden your horizons	Keep an open mind and seek out opportunities for extra-curricular activities	<ul> <li>A huge amount of exciting trips are on offer: international destinations in the past for sixth form students have included Iceland, New York City, Washington DC, Poland, Cape Verde, Greece and CERN in Geneva.</li> <li>Subject areas also run a huge variety of domestic trips to support with your studies</li> </ul>	
To get to give back to the school community (whilst developing your own skills!)	<ul> <li>Be an enthusiastic role model for the younger year groups</li> <li>Volunteer on the coaching programme (either in lower-school lessons or as a tutor time coach)</li> <li>Get involved in the Christmas Community Event and Easter Egg Hunt</li> <li>Throw all your efforts into raising money during RAG Week!</li> </ul>	<ul> <li>You will be fully trained as a coach/mentor before you start.</li> <li>Your tutors will help you organise your fundraising activities for RAG Week and throughout the year</li> </ul>	

# RUISLIP HIGH SCHOOL SIXTH FORM EXPECTATIONS

### **Attendance**

Attendance at all lessons and sessions (including tutor time and enrichment) is compulsory. Once you have chosen to enrol in the Sixth Form, your attendance 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 1 will be sent home and a meeting arranged with parent/guardian. An action plan will be agreed with clear targets for improvement
- Stage 3 If the student's attendance and/or punctuality does not improve, an Attendance letter 2 will be sent at this stage and a further meeting will be arranged with the parent/guardian

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 family appearing before the Sixth Form Attendance Panel. This meeting is attended by a member of the leadership team, the respective HoY, the student and their parents/guardians. If appropriate, individuals from outside agencies may be invited to attend e.g. safer schools officer.
- 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

As falling behind in Sixth Form study can be very detrimental to a student's education, students whose attendance for the year is below 95% at the end of each half term will be required to be in the study room for five of their free periods (study support) to work on catching up (with the support of the learning mentors) until their attendance goes back above 95%. If attendance falls below 92% you will automatically be put on study plus and have to register for all your free periods.

The Sixth Form provides opportunities for visits and trips to university open days and career fairs. Permission must be sought from the Head of Year or Head of Sixth Form to attend events such as these outside of those organised by the school. 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 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 HoY
- Stage 2 (second absence): 45-minute detention with HoY and one week of attendance mentoring with form tutor
- Stage 3 (third absence): 1 hour detention after school with HoY and HOY call home

 Stage 4 (fourth absence) and upwards: Recurring 60 minute detentions and a parent meeting with HOY

This stage system refreshes at the start of each new term (not half 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 detention) & tutor phone call home

3rd occasion:

30 minute AHOY detention after school

4th occasion:

45 minute HOY detention after school & HOY phone call home

5th occasion:

1 hour HOY detention after school & HOY meeting with parents/carers

6th occasion:

1 day out of circulation with HOY

7+ occasions:

High level sanction decided by HOY

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.

### 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.

Remember, "Through effort comes excellence". 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 effort in lessons. Success in the Sixth Form is **not** about last-minute revision; several students fail each year because they do not heed that message.

Similarly, post-16 studies require a great deal of independent work to be completed outside of lessons. Students should expect to study for approximately two hours outside of lessons for every taught hour. Homework will be set 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 well short of the expectations of a Ruislip High School student, you can be removed from lessons as you would be lower down the school. This will result in a heavy sanction.

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

Regularly throughout the year, the Sixth Form will ask all of your subject teachers to rate your effort/attitude in class and at home on a scale of 1 to 5. 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 A2 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.

As mentioned above, students whose attendance falls below 95% will automatically be put on study support. Students whose attendance falls below 92% will automatically be put on study plus.

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 begin their time at sixth form with two periods 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. At the end of the autumn term, the sixth form team will review which students will be able to be fully independent and not register in the study room during their free periods from the spring term onwards. Students who get the basics right; turn up each day on time, attend every lesson and tutorial and engage fully with all aspects of sixth form life will be given this privilege.

### **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 the sixth form

Any further offences will result in the involvement of your Head of Year/Head of Sixth Form, and usually involve a meeting with your parents/guardians, and a discussion around whether you are suited to sixth form study.

### **Directed Study**

You will be provided with a link to the RHS Sixth Form Directed Study Booklet - put together by subject teachers. This booklet will provide you with resources and specific tasks relating to your course which will allow you to read/learn more widely around your learning in the classroom. Completing these tasks will be hugely beneficial to your studies and will boost your knowledge and understanding. It is expected that for each hour you have in lessons, you should be completing a further 1 hour of independent study. These tasks are ideal to be completed in the study room and can be completed during study plus and study support hours.

### **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.

### <u>Tutorial programme</u>

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 an attendance catch up detention after school. The structure for the tutorial sessions is below:

Mondays – Sixth Form Notices, Plan my Week, RHS Talks Tuesdays – Study Skills/Adulting tutorials Wednesdays – Wellbeing tutorial/activity Thursdays - Assembly Fridays - 1-1 Meetings / Above and Beyond Clubs

### 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 experts and high achievers from a range of backgrounds and industries. These sessions will take place during period 5, once a half term. Attendance at these sessions is compulsory and failure to attend will result in a sanction.

### **Extended Project Qualification**

This is a highly respected course worth the equivalent of up to an A\* at AS 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.

# STUDENT RESPONSIBILITIES OUTSIDE OF LESSONS

The younger students will look up to you – make sure you set a fantastic standard!



### **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 environment. 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. Both rooms provide students with access to Chromebooks. 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

If you use a Chromebook, you are not allowed to take this out of the study room and must give in your ID card to access the Chromebook. You can bring your own laptop or device to work on.

### 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 Planning the week ahead programme in tutorials.

### **Paid Work**

The Sixth Form appreciates that students may wish to, or need to, earn money whilst continuing with their studies. However, studies must remain the priority. It goes without saying that students cannot carry out any paid work during the school day (between the hours of 8.30-3.15pm, even if you have study periods throughout the day). Students must adhere to this to ensure they can attend examinations, special events and extra sessions organised throughout the year. The Sixth Form does not recommend that you work more than 8 hours per week in a 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.

Please note that if you are feeling financially pressured into working, then you may be able to apply for the sixth form bursary. You can receive up to £150 per year from the bursary. Please see the Head of Sixth Form or 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, headphones, food and drink.

Mobile phones, headphones and music players should NOT be visible outside of the study rooms or Sixth Form cafe; they will be confiscated if they are seen unless students have been given permission by teaching staff to use them as part of a lesson (e.g. to look at an online mark scheme). Remember that the younger students are not allowed these in the main part of the school and you must respect that. Instead, however, you do have privileges to use these in the study rooms and cafe when you are not in lessons. Similarly, food and drink should not be consumed in the corridors or in the study room.

### Social Media

If students have complaints or concerns about the Sixth Form, it is important that these are raised in an appropriate way. Students have the opportunity to help the Sixth Form improve via the student council and the student survey. 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 community service or be excluded if the offence is deemed to be of a serious nature.

### 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 school, and must tap in and tap out at the Inventry scanner. Students are not allowed to enter or leave the school by any other door. Students found doing so will be sanctioned with an internal suspension.

### 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 sanctioned with an internal suspension; students should be under no illusion how seriously these actions would be taken by the Head of Sixth Form.

### Smoking, vaping and use of e-cigarettes

The whole school and its surrounding areas (to be defined as within 0.3miles of the school – you can use this tool for clarification on where exactly this is = <a href="https://www.mapdevelopers.com/draw-circle-tool.php">https://www.mapdevelopers.com/draw-circle-tool.php</a>) is a non-smoking/vaping environment. Smoking, including the use of e-cigarettes and vapes, is not allowed on any school trip or visit. Any students caught smoking or associating with smokers 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 (for instance if they are wearing their ID card) then they will be sanctioned for smoking, 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 tests during the school day.

### **Yellow Cards**

The Sixth Form would like its students to be superb ambassadors and role models for the rest of the school. Students in the Sixth Form have a unique opportunity to make a difference to the lives of the students younger than them. As such, as part of the 'support and challenge' promise, behaviour that contravenes the Sixth Form policy will be challenged. 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 AHOY detention 3 yellow cards: 60 minute HOY 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 and Head of Year or Head of Sixth Form			
Detentions at social times			
Detentions after school			
Out of circulation with AHOY/HOY			
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 award students with excellent attendance regularly, and the sixth form team will regularly drop in to sixth form lessons and reward students for outstanding work in assemblies regularly. Sixth Form students are also nominated every half term for one of the Headteacher's Awards, and will also be nominated for the new Vanguard Learning Trust Awards each academic year. Exceptional sixth form students will also be able to win prizes at Presentation Evening each year.

Each week in assembly there are rewards for outstanding attendance and, each week, each member of the tutor group with the highest attendance for the previous week receives a reward.

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

### **Year Team Council and Student Parliament**

Being on the Year Team Council (YTC) or 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 YTC meetings with a senior member of staff, or Student Parliament meetings with the Headteacher, and air their views. The procedure for being elected will be explained in tutorial time at the start of the academic year.

### **Student Leadership Team Opportunities**

The roles available run for 12 months, from Easter of Year 12 to Easter of Year 13. Some of the roles available are:

- Head Student
- Deputy Head Student
- Head of Year 7
- Head of Year 8
- Head of Year 9
- Head of Year 10
- Head of Year 11
- Head of Volunteering

- Head of Mentoring
- Head of Joining Students
- Head of Events
- Head of Communications

And many more!

More roles can be added if there is a need or a request from the student body. Applying for one of these roles is an excellent opportunity to shape the Sixth Form, improve the experience for other students and looks superb on a UCAS university application form. Students on the Sixth Form team meet every week during enrichment time (this counts as their enrichment club).

The application procedure will be explained during tutorial time in due course.

## We hope you enjoy your time at Ruislip High Sixth Form!