



Student Handbook 2025 - 26

This booklet has been produced to aid a smooth transition from high school to college. If there is anything that you are still unsure about a member of staff will always be happy to help you.

### Contact Details:

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Ms Steele (Acting College Director) [ssteele@reephamhigh.org.uk](mailto:ssteele@reephamhigh.org.uk)

Ms Larcombe (Student Manager) [dlarcombe@reephamhigh.org.uk](mailto:dlarcombe@reephamhigh.org.uk)

Mrs Carr (LRC Manager) [ccarr@reephamhigh.org.uk](mailto:ccarr@reephamhigh.org.uk)

Mrs Grinnell (KS5 Academic Progress Lead) [kgrinnell@reephamhigh.org.uk](mailto:kgrinnell@reephamhigh.org.uk)

Mrs Durban (UCAS Co-ordinator & Post 16 Bursary) [cdurban@reephamcollege.org.uk](mailto:cdurban@reephamcollege.org.uk)

### Attendance, Punctuality and Independent Learning

The three biggest factors contributing to success at advanced level are **attendance** and **effort** and **independent study**. Students who attend all lessons, enrichment, and supervised private study and work hard do well. In addition, there is far more emphasis on independent working, increased responsibility and a greater emphasis placed upon you as the learner. We also expect you to be organised, use your time efficiently and have a strong work ethic. Guidance will be given to help you develop these skills but, there are some general expectations that you should be aware of before embarking on a course in the college:

**Attendance is directly correlated to attainment.** Research indicates that a 5% absence rate can lead to a drop in achievement by at least 1 grade at advanced level, 10% 2 grades, etc.

An attendance rate of 90% may sound impressive in the first instance, but it actually means that a student only attends for 4.5 out of every 5 college days. Over the two year period, this means they would actually **miss eight weeks of curriculum time**.

Registration is taken in your first lesson each day promptly. For obvious safeguarding reasons, any student not marked as present (without prior notification) triggers a text message sent to the parent / carer to ascertain the student's whereabouts.

### Bursary Fund & Free School Meals

The College has a small bursary fund to help students who are likely to experience significant difficulties or financial hardship that could prevent them from continuing their studies. Application forms are available from the College Office at the start of the academic year. Should your circumstances change, in year applications are also considered. Within your subject preparatory information students will be asked to organise folders, stationery and consider wider reading materials. If you are making a bursary application please be sure to keep all receipts so if your bursary application is successful you can claim the cost of these back. If you are unsure, just purchase one folder per subject initially and discuss with Mrs Durban at the start of the academic year. Students eligible for bursary support can obtain stationery from the college office.

## **Careers and University Guidance**

Guidance on post-18 options is provided, including help to compile CVs, prepare for interviews and identify strengths and 'unique selling points'.

During the course of Year 12 we will invite to the College guest speakers from a range of backgrounds giving an insight into different career paths, apprenticeships, and employment opportunities as well as higher education courses.

## **Celebrating Success**

A reward system is in place to highlight areas of outstanding performance so that recognition of achievement can be noted and success rewarded. This is to encourage all students and to help them reach their full potential.

## **Dress and Appearance**

As senior students we expect that you will dress in a manner appropriate to a working environment, as we count upon your cooperation to send the right message to younger pupils in the high school who wear school uniform. As such the following items are not acceptable to be worn in the college and will result in the student being asked to return home to change their clothing.

- Excessively short skirts, dresses, or shorts.
- Clothing that fails to reasonably cover underwear.
- Excessively ripped or torn jeans.
- Jewellery should be discreet and facial piercings should be kept to a minimum.
- Extreme hair colours are not acceptable.

## **Educational Trips and Visits**

Throughout the year there will be educational trips and visits to support the curriculum in most subjects. We strongly advise each student to consult with their subject teacher in September to establish approximate dates and costs to allow for financial planning. If you believe you will have difficulty in participating due to financial constraints then the College may be able to offer support and guidance. Please see Mrs Durban for further support.

## **Enrichment Curriculum**

Employers and universities want more than just grades. The enrichment, tutor and visiting speaker programme at Reepham College provides the opportunity for you to develop skills outside your subject area, to work with a variety of staff and students, and to give you something that makes you stand out from the crowd.

Throughout your time at college, you will be timetabled Enrichment activities. Sessions will help you gain the transferrable skills required to be successful at advanced level study and in the wider world and this is why it is a compulsory requirement of study at the College.

## **Ethos and Expectations**

As role models for younger pupils, you are expected to set a good example and part of your enrichment and tutor time will be used to mentor students in the High School. We are delighted that you have chosen to continue your education at Reepham, we value your opinions and you will be treated with dignity, courtesy and respect. We will expect you to treat others in a similar fashion.

## **Exams**

External A Level examinations will take place during May/June, and individual exam timetables will be issued. Year 12 Assessments are held mid March.

Reepham High School and College applies the reasonable expectation that students will achieve a **minimum overall attendance of 85%** and **complete all coursework** (as required) **in each academic year** to qualify for free examination entry for their A Levels.

Where absence or non-completion of coursework result in students being charged for exams, a written notice of the charge will be given.

When absence or non-completion of coursework is due to **evidenced extenuating circumstances**, a discussion with students and their parents/carers will take place. Decisions will be made on an individual basis.

## **Fire Procedure**

In the event of a fire alarm being sounded on either the College or Main School site all staff and students must report to the field outside the rear college entrance. Please follow instructions provided by fire marshalls and adhere to the protocol and guidance in a quiet and orderly fashion.

## **Information Technology**

All students will be issued with a unique college email address, photocopying code, login and password to access the college IT and printing systems. If you experience difficulties with this please use the Helpdesk in the Student area of the College website, which you will be able to access from your mobile phone if necessary. **Students should be aware** that the Computer Misuse Act (1990) states that adding / editing / deleting data or entering a computer system without permission is an offence and students should take steps to ensure that their data is kept safe - such as logging off and changing their password regularly. Students should also make sure they are using hardware and software provided as intended to aid in their studies, and not for any other reason.

## **Leadership Opportunities**

### Senior Student Leadership Team

Our senior and deputy student team are a credit to the College. They support with college student activities and initiatives, organise and participate in school and college events, including assemblies, briefings, fundraisers, and at our open evening and applicant events. They collaborate with teachers and staff to address student concerns and develop college culture. They act as a figurehead for students at celebratory events, are involved in staff appointments and role model integrity, diversity, responsibility and positive behaviour.

## **College Council**

Reepham College Council is made up of both Year 12 and Year 13 students, its purpose is to be a democratic body representing students in the College, acting as the staff/student interface, to organise student activities and to raise money for appropriate causes. We will have a briefing so you know how to get involved.

## **Duke of Edinburgh**

The Duke of Edinburgh Award is a real adventure. Every section gives you something different - that's the fun of it! You'll enjoy loads of new experiences and discover talents you never thought you had. Achieving an Award will give you skills, confidence, and a view on life that everyone is looking for, from employers to colleges and universities.

## **Learning Contract**

Our learning contract forms part of our Student Admission Form. **The contract has to be signed by all parties and adherence to this is a condition of entry.**

## **Leaving the Premises**

College students are allowed to leave the site at lunch time. However, for safeguarding reasons it is **essential that you sign out / in** every time you leave the site at the College's reception and remember to be back in plenty of time for your afternoon lessons.

## **Learning Resource Centre (LRC)**

Fantastic facilities are available to students in the LRC, ideal for silent study. There is also an area for group/discussion work outside Ms Steele's office. Our LRC Manager will be available in the LRC to offer support to students. If you discover a problem with a device in the LRC, please report this to our LRC Manager or via the Helpdesk form in the Student Area of the college website.

## **Medical / First Aid point**

Students who feel unwell should report to the College Office and, if thought appropriate, parents will be contacted by college staff. Students that are unwell and waiting to be collected by a parent/guardian must wait in the College Office until they are collected. On leaving, students must ensure they have signed out.

## **Notification of Absence**

In the case of absences please contact Mrs Vincent on **01603 876080 by 8.30 a.m., you can also email [collegeattendance@reephamhigh.org.uk](mailto:collegeattendance@reephamhigh.org.uk)** In the message please clearly state the student's name, tutor group and reason for absence.

## **Parking Permits**

There are a limited number of parking permits available and are issued once evidence of valid insurance, tax, mot and a driving licence has been provided. If you wish to apply for a permit please collect an application form from the College Reception. Students driving to and from College should not leave the site before the end of the day unless this has been authorised.

## Student Briefings

All students will be allocated a personal Tutor. Essential information will be given to you during tutor time each day and there will also be weekly year group briefings in order to keep up to date on vital information.

## Smoking, Vaping, Alcohol and Drugs

Smoking / vaping is not allowed by staff or students anywhere on, or within **150 metres of the RHSC** site. Consumption of alcohol and drug use is strictly forbidden.

## Timetable

The expectation at A Level is that **taught lessons are matched by an equivalent amount of private study (five hours per subject per week)**. Independent study periods will be timetabled in the LRC and registered like any normal lesson.

The timings for the school day are as follows:

8.45 a.m.	09.45 a.m.	Period 1 (with warning bell at 8.40)
09.45 a.m.	09.50 a.m.	Travel Time
09.50 a.m.	10.50 a.m.	Period 2
10.50 a.m.	11.10 a.m.	Break (with warning bell at 11.05)
11.10 a.m.	12.10 p.m.	Period 3
12.10 p.m.	12.15 p.m.	Travel Time
12.15 p.m.	01.15 p.m.	Period 4
01.15 p.m.	02.00 p.m.	Lunch (with warning bell at 01.55)
02.00 p.m.	03.00 p.m.	Period 5
03.00 p.m.	03.25 p.m.	Tutor Time
03.25 p.m.		End of Day

## Work Experience

A work experience programme has been introduced to allow you the opportunity to gain valuable experience in your chosen career path. In addition, it will significantly improve your chances of gaining either university places, apprenticeships or employment. The Work Experience placement is between **Monday 6th July and Friday 17th July inclusive and is compulsory for all Year 12 students**. Placements need to be self-generated so that you can ensure it is relevant and appropriate and supports your research for your future post-18 plans and assist you with your decision making. In order for the necessary health & safety checks to be carried out, **the placement should be finalised before the Christmas holidays**.

## Finally... If you are unsure of anything please ask.

There will be times when you're finding things difficult, when you feel under pressure and when you're struggling to cope with the workload. **Do ask for help**, we want to help you make both the transition from GCSE to A Level and your two years here as smooth as possible. You do have to take on more responsibility for your own learning, but we promise you excellent teaching, top-quality resources, and support and guidance throughout. Staff will assist you to reach your potential and make fantastic progress. We want you to feel part of the College and enhance its reputation as an exciting and dynamic learning establishment; a place of which we are all incredibly proud.

**Key Dates 2025-2026: Term dates are different to those published by NCC.**

<b>(Autumn Term) Wednesday 3rd September – Friday 19th December</b>
<b>Friday 24<sup>th</sup> October – Friday 31<sup>st</sup> October (Half Term)</b>
<b>(Spring Term) Wednesday 7th January – Friday 27<sup>th</sup> March</b>
<b>Monday 16<sup>th</sup> February – Friday 20<sup>th</sup> February (Half Term)</b>
<b>(Summer Term) Monday 13<sup>th</sup> April – Friday 17<sup>th</sup> July</b>
<b>Monday 25<sup>th</sup> May – Friday 29<sup>th</sup> May (Half Term)</b>
<b>In addition, Students will be on holiday on Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> June</b>

**A full list of key dates and events will be issued at our How to be Successful At A Level event on Thursday 4<sup>th</sup> September 6.30 p.m., which all students and their parent / carer should attend.**