

St Hilda's College Student Handbook



0151 733 2709

www.st-hildas.co.uk

College Leadership Team Contact Details

College Telephone Number: 0151 733 2709

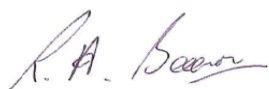
College Fax Number: 0151 735 0530

College Website: www.st-hildas.co.uk

Head of College Mr Roy Bellmon	rbellmon@st-hildas.co.uk	0151 733 2709
Acting Assistant Head of College Mr Ruairi O' Callaghan	ROCallaghan@st-hildas.co.uk	0151 733 2709
Assistant Head of College (Maternity Leave) Miss Sarah Gault	sgault@st-hildas.co.uk	0151 733 2709
College Manager Miss Maria Judge	mjudge@st-hildas.co.uk	0151 733 2709

I hope you enjoy your studies here at St Hilda's College. The following information is to enable you to find your way about the school and inform you of the facilities available. Staff are approachable and will do all they can to help you settle in. If you need any help at all, please speak to one of the team in the College Office.

Good luck in your academic studies.



Mr R. A. Bellmon

Contact with the college

Reception is open from 8.00am to 4:30pm Monday to Friday. There is an answerphone so that messages may be left when reception is closed or when the phone lines are busy. A telephone message can only be delivered to a student if the message is from a parent or carer and is urgent.

Year 12 Tutors	Year 13 Tutors
Mrs Joanne Hughes 12AH jhughes@st-hildas.co.uk	Mrs Sylvie Romat 13BR SRoma@st-hildas.co.uk
Mrs Kate Finch 12AH kfinch@st-hildas.co.uk	Mr David Cain 13AC dcaain@st-hildas.co.uk
Mrs Kate Roberts 12GR kroberts@st-hildas.co.uk	Mr Matt Lloyd mllloyd@st-hildas.co.uk
Mrs Liz Cowdell 12GR ecowdell@st-hildas.co.uk	Mrs Gayle Gilbert 13WR ggilbert@st-hildas.co.uk
Mrs Fiona McCann 12RM FMcCann@st-hildas.co.uk	Mrs Tess Robinson trobinson@st-hildas.co.uk
Mr John Dean 12WD jdean@st-hildas.co.uk	

College Day

Tutorials	8.35
Lesson 1	8.50
Lesson 2	9.50
Break	10.50
Lesson 3	11.05
Lunch	12.05
Lesson 4	12.45
Lesson 5	1.45
End of College Day	2.50

TERM DATES 2017 – 2018

Autumn Term

Year 12: 6th September 2017 –Thursday 21st December 2017

Year 13: 7th September 2017– Thursday 21st December 2017

Half Term – Monday 23rd October 2017 – Friday 27th October 2017

Spring Term

Monday 8th January 2018 – Friday 23rd March 2018

Half Term – Monday 12th February 2018 – Friday 16th February 2018

Summer Term

Monday 9th April 2018 – Friday 20th July 2018 (23rd and 24th July are inset days)

May Day – Monday 7th May 2018

Half Term – Monday 28th May 2018 – Friday 1st June 2018

Inset Days

Monday 4th September 2017

Friday 20th October 2017

Friday 24th November 2017

Monday 23rd July 2018

Tuesday 24th July 2018

Prize Night – Thursday 9th November 2017

Carol Service – Tuesday 19th December 2017

Timetable

Your timetable has been created to give you as much flexibility as possible in allowing you to develop your skillset. It will consist of your courses (A' level or BTEC), GCSE resits, Tutorials, Assemblies, Enrichment, Directed Study and Work Experience. You must attend every activity that is shown on your timetable.

Individual Learning Plan (ILP)

We recognise that every student is an individual. Each student will be given an Individual Learning Plan (ILP), which forms the basis of your time spent at college. Your ILP will show you the activities and the number of hours that make up your time for the forthcoming academic year. It will typically include your courses, study time, tutorial time, PSHE, University/Career days and Work Experience.

Core Time

Attendance is compulsory on Monday and Wednesday mornings where students should be in college for 08:35. Other than this, students only need to be in college to attend one of their timetabled activities. However, students are very welcome to be in college outside of their timetabled activities to make use of the study facilities and take part in any additional enrichment activities.

If you have a tutorial arranged with your form tutor, you should be in your tutorial group for 08:35. You must attend all timetabled activities including your PSHE lesson and any directed study.

Tutorials

Structured tutorials will take place with your Form Tutor. The times of these will be agreed in advance with you and will be part of your timetable. Your tutorial session will allow you to discuss your progress, identify any problems and plan your next steps to maximise your potential for success.

College Assemblies

We will have a college assembly every Monday and potentially every Wednesday. This will give us the opportunity to meet as a cohort and share any information with you. Attendance at assemblies is compulsory. Students should come straight to assembly ready for it to start at 08:35.

Directed Study

Directed study is a very important part of your studies. It gives you the opportunity to use the college facilities and reduce the workload you will have outside of the college. It is also a good habit to get into, as a lot of your learning at university will be through self-study. If you have directed study on your timetable, you should attend the study room or one of the study areas outside the college office, outside English or outside Maths. You should attend for the whole hour and work quietly so as not to disturb others.

Enrichment

Universities and employers are now looking for much more than solely academic skills. All Year 12 and 13 students should be enhancing their skills by undertaking a minimum of one hour of enrichment each week. This will be timetabled and attendance is compulsory. Students will have a variety of activities to choose from. If you would like to see an activity on the enrichment timetable, please speak to Mr Bellmon.

Attendance

Your attendance is taken from your timetabled activities. It should not fall below 95%. If you have an unplanned absence e.g. due to sickness, you must ensure that the school is notified before 09:00. For all planned absences e.g. trips, driving test etc., a yellow 'request for absence' form must be completed at least a full 24 hours in advance. Your parent/carer must sign this.

If attendance falls below 95%, intervention will be triggered as per the attendance policy.

Students should ensure they arrive promptly for their tutorial, assemblies and all lessons.

Lunchtime

Lunchtime starts at 12:05 and ends at 12:45. College students have exclusive use of the kiosk in addition to the main refectory. Hot food is not allowed to be delivered or brought into school from outside.

Student Pass

Students have their own pass. This is used for signing in and out of the building, printing and paying for lunch. You should not share your pass with anybody else.

Signing In and Out

To comply with the Health and Safety Regulations we have to know who is in the building in case of a fire or accident.

You must sign in whenever you enter the building and sign out whenever you leave the building. This applies even if you are only going to be out of the building for a few minutes.

To sign in, you place your student pass on the IN reader. To sign out, you please your student pass on the OUT reader. The readers can be found on the inside wall as you come in to the building via the student entrance and in the foyer near to the main door.

Do not allow anybody to tailgate you into the building. Even if a door is open, you must swipe your pass to sign in/out.

Illness and Absence

All absence from school should be reported by ringing 0151 733 2709 or emailing attendance@st-hildas.co.uk . This should be done before 09:00 on the first day of absence. On the day of your return you should bring a note from your parent or carer explaining any absence you may have. If we do not receive notification of absence, the absence will be classed as unauthorised.

If you feel unwell during the day and are unable to continue in school you must see Mr Bellmon (Head of College), Miss Gault (Assistant Head of College) or Miss Judge (College Manager) for permission to leave school. Remember to sign out before leaving the premises by swiping your student card. It is important to minimise absences so that you complete your full courses properly. The school discourages holidays taken during term time. Any requests for term time holidays must be submitted to Mrs Code, the Headteacher.

Driving tests, **not theory tests**, are allowed in school time but not driving lessons.

Please note: Routine medical appointments, dental checks and eye tests should be arranged outside any timetabled activities.

If you know that you are going to be absent from lessons for any reason you must complete a yellow form at least 24 hours in advance. This must be signed by subject teachers and then taken to your head of year (during morning registration only).

Courses in Partnership Schools

Mr Bellmon and Miss Gault are the key staff in St. Hilda's who will be the first contact for any matters relating to courses in Partnership Schools.

If St. Hilda's is closed to pupils, for example for staff training, but the partner school is open then **you must attend lessons** at the partner school as usual. In the same way if the partner school is closed to pupils but St. Hilda's is open then students will be expected to attend their lessons at St. Hilda's.

If you have lessons at another Partnership school during your absence you must also ring that school with an explanation.

Archbishop Blanch CE High School: 233-7373

Bellerive FCJ Catholic College: 727-2064

St Margaret's CE High School: 427-1825

Registration

Registration is taken in all timetabled events. This then counts towards your attendance. **Students should remember that universities and prospective employers request the student's attendance and punctuality record.**

College Directed Study Areas

On your timetable there will be timetabled *directed* study periods. These are for **private study** which will be undertaken in one of the college study areas.

These areas are for quiet study. If using sound on the computers or your phones, headsets **must** be used and noise must not be audible to others. The use of mobile phones for calls is not allowed in any of the study areas.

Good use of this time ensures that you will have maximum chance of success in your studies.

College Functions

You must attend all functions, such as Prize Night and the Carol Service, as well as school Eucharist services.

Prize Night at School will take place on the evening of the 9th November 2017.

Carol Service at the Anglican Cathedral will take place on Tuesday 19th December 2017.

Registration will take place at both of the above.

College students are expected to help out at School Open Evenings and events.

Part-Time Work

We recognise that many students fit part-time work around their studies and have planned your timetable to try and accommodate this. Part-time work can help develop many valuable skills but in order to prevent it impacting negatively on your studies, you should aim to do **no more than 10 hours of part-time work per week**. School commitments must take priority over part-time work.

Work Experience

It is becoming increasingly important to employers and universities that students can demonstrate a commitment to a career and gain additional skills by undertaking work experience.

You will undertake a compulsory one week work experience placement during Year 12.

You should try to organise additional experience when you have a full afternoon or morning with no timetabled events. This can then be fitted into your timetable. . You should complete a work experience form available from the College Office that needs to be signed by your parents/carer and Mr Bellmon/Miss Gault in advance of the work experience.

If students organise their own work experience, they should discuss their plans with Mr Bellmon.

College Facilities

Please show consideration for others in your use of College facilities.

Keep the college areas clean and tidy to maintain a pleasant environment for all. Consider others by keeping noise to an appropriate level.

Food and drink is only allowed to be consumed in the College Social Area or the dining room. It is not allowed in the study areas

Mobile phones may only be used in designated areas.

Card games are not permitted

Books/folders and other items need to be stored in your locker

Lockers will be available to all students and should be used to store personal effects

College Leadership Team

As a college, we are very proud to have great role models. The College Leadership Team consists of:

Head Girl Yasmin Marrow

Head Boy Tom Schofield

Deputies Nazahah Begum
 Nathan Fagan

The leadership team support the Head and Assistant Head of College and lead the student council.

There are many additional within the college that we would encourage you to undertake. These will give you key leadership skills, which will help you in the future. The leadership team will share details of these with you.

Conditions for entry to external examinations

EXAMINATION START TIMES:

Morning Examinations start: 08:45

Please make sure you are at college by 08:30

Afternoon Examinations start 1:00

Please make sure you are at college by 12:45

Examinations Officer:

Miss S McDonald

Email: smcdonald@st-hildas.co.uk

Tel: 0151 733 2709

Note:

Exams may start at different times in Faith Partnership schools. You must ensure that you know your exam start time.

Entrance for any subject is dependent on:

- **Attendance at 95% or above.**
- **Acceptable performance in mock or preparatory tests.**
- **Completion of all coursework and set work to deadlines.**

A charge will be made for any re-sit. This must be paid in advance and by the entry deadline.

The final decision on all entries rests with the subject teachers and the Head Teacher.

University Applications (UCAS)

All applications to university are processed online by UCAS (www.ucas.com). We will help you with the application process but you will find the website very useful. It provides information on all courses offered by UK universities, including the entrance and applying for student finance.

When you apply to UCAS you will be given an identification number. You must make careful note of this.

UCAS ID number

When you have researched your course choices, use the table provided to note them down.

Remember that you must apply for courses that are attainable based on your predicted grades.

Some courses offer places based on UCAS points and others will make a conditional offer consisting of grades (eg; ABB). See the tariff table for more information.

You are required to accept two conditional offers of places, one is your firm choice (CF) that you will go to if you meet the entry requirements, **the other is an insurance place (CI) that has lower entry requirements** and you will attend this course if you do not quite achieve the grades for your first choice. (Check UCAS website for deadline dates).

If you are not make any offers, you can apply for courses one at a time through 'UCAS Extra'.

DEADLINES

The school deadline for submitting most UCAS applications for entry to university in 2018 is Friday 20th October 2017.

Your Form Tutor will then add a reference to your application. This is an important part of the application and is a lengthy process. Form Tutors will endeavour to complete this part of the application within two school weeks of your submission.

Applications for Oxbridge, Veterinary, Dentistry or Medicine courses must be submitted by Friday 6 October 2017.

NB; These courses may also have additional entrance requirements. It is your responsibility to research this.

For university courses starting from September 2018 onwards, a new tariff has been developed. Please see UCAS.com for details of the new tariff.

2017 College Dress Code

The College dress code at St. Hilda's was originally chosen by students at the school and has recently been modified based on student feedback. The College dress code promotes equality between students and models the expectations .

College students are expected to set a good example to the rest of the school in their appearance which should be smart at all times.

The College Dress Code consists of:

- A grey blazer with embroidered school badge purchased from **Trutex, 298 St Mary's Road, Liverpool 19**
- A **plain** white shirt that is suitable for wearing with a tie
- Black straight leg tailored trousers. These should be suitable for wearing in an office environment
- A plain black sweater, cardigan or sleeveless pullover without trimming or logo. Hooded tops are not permitted
- College tie; purchased from **Trutex, 298 St Mary's Road, Liverpool 19**
- Plain black or navy headscarf (if worn)
- Black shoes without trimming or logo
- Belts – black, plain and simple in design. No chains, studs etc

In addition, for girls:

- A plain black skirt of approximate knee length. This should be suitable for wearing in an office environment.
- Plain black or flesh coloured tights

For both boys and girls:

- Jewellery, make up, hairstyles and hair colours should be modest, not extravagant.
- Facial piercings, with the exception of those in the ears and a small nose stud, are not allowed under **any** circumstances. If a student has a tattoo, it **must** remain covered at **all** times.

Coats and scarves should not be worn around school and should be placed in a locker on arrival to school.

Students who do not comply with the uniform code may be sent home to change. The final decision about the suitability of any item is at the discretion of the Headteacher.

Parents and students are expected to support this uniform policy as part of the student/school agreement.

PUPILS' ICT ACCEPTABLE USE POLICY AGREEMENT

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

Young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use

College ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

The College will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

I understand that the College will monitor my use of the ICT systems, email and other digital communications

I will not share my user name or password, nor will I try to use any other person's username and password

I will be aware of "stranger danger", when I am communicating on-line

I will not disclose or share personal information about myself or others when on-line

If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line

I understand that everyone has equal rights to use technology as a resource and:

I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so

I will not use the College ICT systems for on-line gambling, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so

I will not steal, disable or cause any damage to College equipment, or the equipment belonging to others

I will act as I expect others to act towards me:

I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission

I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions

I will not take or distribute images of anyone without their permission

I recognise that the College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

I will only use my personal hand held/external devices (mobile phones/USB devices etc) in College if I have permission. I understand that, if I do use my own devices in College, I will follow the rules set out in this agreement, in the same way as if I was using school equipment

I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials

I will immediately report any damage or faults involving equipment or software, however this may have happened

I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes

I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings

I will only use chat and social networking sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

I should ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not try to download copies (including music and videos)

When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that I am responsible for my actions, both in and out of College:

I understand that the College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of College and where they involve my membership of the College community (examples would be cyber-bullying, use of images or personal information)

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the College network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.