ST HILDA'S
COLLEGE

The 6th Form
@ St Hilda's

STUDENT
HANDBOOK

2024-2025

Anything is...
POSSIBLE

College Leadership Team Contact Details

I hope you enjoy your studies here at St Hilda's College. The following information will help you to find your way about the school and 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 offices.

 Good luck in your academic studies.

Ms. A. Howard
Head of College/ Assistant Headteacher

Executive Head of College/ Deputy Headteacher	Mr R Bellmon	RBellmon@st-hildas.co.uk
Head of College	Ms A Howard	AHoward@st-hildas.co.uk
Assistant Head of College	Miss S McDonald	SMcDonald@st-hildas.co.uk

College phone Number: 0151 733 2709
College Website: www.st-hildascollege.co.uk

Contact with the college

Reception is open from 8.00am to 4:00pm 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
Mr D Cain 12BC DCain@st-hildas.co.uk	Mrs Jan 13AJ AJan@st-hildas.co.uk Mrs F Fitzsimon 13AJ FFitzsimon@st-hildas.co.uk
Dr E Meredith 12AM EMeredith@st-hildas.co.uk	Mr Ben Ali 13BB SBAli@st-hildas.co.uk
Miss M West 12GW MWest@st-hildas.co.uk	Mrs H Ray 13GR HRay@st-hildas.co.uk Mrs McDonagh 13GR AMcDonagh@st-hildas.co.uk
Miss S Gault 12TG sgault@St-hildas.co.uk Mr J Davies 12TG Jdavies@St-hildas.co.uk	Mr S Cummings 13RC SCummings@st-hildas.co.uk
Mrs S Romat 12RR SRomat@st-hildas.co.uk	Mr M Bebb 13WB MBebb@st-hildas.co.uk
Mrs V Lloyd 12WL VLloyd@st-hildas.co.uk	

College Day

Time	Activity
8:30-9:00	Form
9:00-10:00	Period 1
10:00-11:00	Period 2
11:00-11:20	Break for all
11:20-12:15	Period 3
12:15-12:50 12:50 – 1:50 12:15 – 1:15 1:15 – 1:50	First lunch P4 for 1st lunch P4 for 2nd lunch Second lunch
1:50-2:50	Period 5
2:50	End of school day for all students

2024-25 SCHOOL CALENDAR

ST HILDA'S
CE HIGH SCHOOL

- 🟥 School closed/holidays
- 🟨 Half day
- 🟦 School closed
- 🟪 Inset day - teachers in – no students in school
- 🟩 Disaggregated Inset day – no teachers or students
- 🟧 Bank holidays or substitute days (e.g. Christmas Day, Boxing Day, etc.

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Headteacher
Mrs J Code
BA (Hons), NPQH, FCCT

Timetable

Your timetable has been created to give you as much flexibility as possible in allowing you to develop your skill set. It will consist of your courses (A Level or BTEC), GCSE resits, tutorials, assemblies, enrichment, Core RE, independent study and work experience. You must attend every activity on your timetable or as directed by the College Leadership Team.

College Assemblies

Attendance at assemblies is compulsory. These will take place during the form time on Monday morning as directed by Ms Howard.

Academic mentoring

This will take place with your form tutor. Mentoring will take place Tuesday – Friday. You will be given an appointment by your form tutor which you must attend. You only need to attend on the day of your appointment and not the other days, apart from Monday which is assembly day. Your meeting will allow you to discuss your progress, identify any problems and plan your next steps to maximise your potential for success.

Independent Study

Independent 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. The areas you can use are the study box outside of the college offices, the computer area outside of the art/IT rooms and the kiosk. You should work quietly so as not to disturb others. Independent study may become timetabled if we are not satisfied with attendance, punctuality and/or effort. You should aim to spend 5 hours per week, per subject on independent study.

Enrichment

Universities and employers are now looking for much more than solely academic skills. All Year 12 students will undertake a minimum of one hour of enrichment each week.

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 8:30am.

For all planned absences e.g. trips, practical driving test etc., you should email the teachers of any lessons you will be absent for, plus copy in (admin@st-hildas.co.uk). You will need to provide:

- Reason for absence
- Start and end date/time
- Details of what lessons they will miss, which need to be authorised by subject teachers
- Evidence – e.g. copy of appointments

The email must be submitted at least 48 hours in advance of the absence. This allows us to ensure that the registration mark for the absence is correct.

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

You should ensure you arrive on time for your tutorial, assemblies and all lessons.

Lunchtime

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 or allow another person to tailgate.

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 place 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. If you have forgotten your pass, you must sign in and out with a member of the reception staff.

Illness and Absence
All absence from school should be reported by ringing 0151 733 2709 or emailing **admin@st-hildas.co.uk**
This should be done before 8:30am on the first day of absence. 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 a member of the College Team 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, 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.

Registration
Registration is taken in all timetabled events. This then counts towards your attendance. **You should remember that universities and prospective employers often request your attendance and punctuality record.**

College Functions
You must attend all functions, such as Carol Service and Eucharists, even if you are not timetabled to be in school. Registration will take place at such events.

College students are encouraged to help out at school open evenings and events.

Part-Time Work
We recognise that many students fit part-time work around their studies. 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 12 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, which will take place w/c 7th July 2025.**

College Facilities
Please show consideration for others in your use of college facilities. College students have the privilege of being allocated college specific toilets. The toilets are accessed via a code which should not be shared with students in lower school. It is imperative that you must follow the rule that only one student may be in a cubicle at any time.

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 kiosk, wooden stairs or the dining room.

Mobile phones, air pods and headphones may only be used in designated areas. This is in the kiosk, the study area and the wooden stairs. Phone calls are only allowed in the kiosk or wooden stairs. Phones may be used, in the first floor college study area but restricted to use that will not disturb others. If listening to music, headphones must be worn and volume should not be excessive. The breakout area outside of the Art department is a phone free zone. Calls should not be made from the first floor. In all other locations in the school, mobile phones must be switched off and out of sight. You must not allowed to walk around school or college whilst using their phones, air pods or headphones, nor should these items be visible at any time, except in the designated areas. Whilst in lessons, you should not have your phones on, or out on the desk. The only time these items can be used in class is under the direction of the teacher to complete a task. Teachers will not allow you to listen to music during the lesson or to revise. If you do not follow the rules, the items will be confiscated until the end of the school day at 2.50pm. Persistent misuse will result in a pastoral contract.

College Leadership Team

As a college, we are very proud to have great role models. The Student Leadership Team consists of **two Presidents and two Vice-Presidents.** In addition, we have an extended Student Leadership Team with students responsible for key areas within the college. Please refer to the Student Leadership Organisational Team to see who undertakes which role.

The Student Leadership Team lead the student council.

There are many additional roles 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: 09:00
Please make sure you are at college by 08:45
Afternoon Examinations start 1:00
Please make sure you are at college by 12:45

Sometimes we may have to change the start time of the examinations. We will tell you in advance if this happens.

Examinations Officer:
Mrs. S. Jones
Email: sjones@st-hildas.co.uk
0151 733 2709

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 may 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, Head of College 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 requirements and applying for student finance. When you apply to UCAS you will be given an identification number. You must make careful note of this.

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 on the website for more information.

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

DEADLINES – YEAR 13

The school deadline for submitting most UCAS applications for entry to university is Friday 25th October 2024. 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 11th October 2024.

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

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 our high 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. No trainers
- Belts – black, plain and simple in design. No chains, studs, etc
- School skirt, **knee length** with an inverted pleat from **Trutex, 298 St Mary's Road, Liverpool 19**
- Black pinafore dress, **knee length**
- Plain black or flesh coloured tights
- Plain black socks
- Jewellery, make up and hairstyles 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 must be removed as soon as you enter the building and should be placed in a locker on arrival to school.

Students who do not comply with the uniform code may be given the correct item to change into. The college has spare skirts, blazers and shoes. In some cases, the student may be asked to go 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.