



Richard Challoner Sixth Form

2023-24



Name:

Mentor:

House:

Doing ordinary things extraordinarily well

Richard Challoner School, Manor Drive North, New Malden, Surrey, KT3 5PE

Tel: 020 8329 9689

RICHARD CHALLONER SCHOOL

LIVING, LEARNING AND SHARING IN A CARING CHRISTIAN COMMUNITY

WELCOME

Welcome to Richard Challoner School Sixth Form. We are delighted that your son or daughter has chosen to spend these all-important years with us and we hope to make their transition into our Sixth Form here both speedy and smooth.

At Richard Challoner Sixth Form our goal is simple—to become the best Sixth Form we can be, producing outstanding academic results and young people who will work to serve and lead others in society. We are committed to providing your son or daughter with the highest quality sixth form experience to achieve your goals both in studies and in life.

Our students strive for **excellence** in everything that they do, our students have a distinct **love of learning**, and our students have **high aspirations** whilst at Sixth Form and for their futures beyond school.

Your son or daughter's main contact in the first few weeks with regards to settling in is their **mentor** who they will see regularly. All members of the Sixth Form Team, especially the Year Leader, Ms Wilkinson, will do their best to ensure students feel at home at Richard Challoner.



Sixth Form Leadership Team

Mrs Verdin

Head of Sixth Form

mrsverdin@challoner.kingston.sch.uk

Ms V Wilkinson

Year 12 Leader

mswilkinson@challoner.kingston.sch.uk

Mr B O'Neill

Year 13 Leader

mroneill@challoner.kingston.sch.uk

Mr T Woodcock

Director of Sixth Form Studies

mrwoodcock@challoner.kingston.sch.uk

Mrs K McAleenan

Sixth Form Office Manager

sixthform@challoner.kingston.sch.uk

Direct line: 020 8329 9689

SMS 07860 047550

Year 12 Mentors

Mrs L Fenner-Jiggins	Mrs H Mennis	Ms J Pearce
Mr C MacGreevy	Mrs L Penney	Mr L Moulder
Mrs T Cheema	Mr J Mundy	Mrs G Lepore

Richard Challoner timetable

Richard Challoner's school day starts promptly at **8.40am**.

Signing in and out of school

Sixth Form students sign in and out using their student card. It is a legal requirement that we know who is in the school building at all times, so **students must sign in each time they enter school and sign out each time they leave.**

Students may **not** sign themselves out to go home if they feel unwell without informing someone, but must get permission from a member of the Sixth Form team and ensure that they tap out.

Your son or daughter's school day will be as follows:

Mentor time – 8.40am in mentor rooms (unless you have P1 at Holy Cross)

Period 1 – 9.00-9.45am

Period 2 – 9.45-10.30am

Period 3 – Break/movement between sites

Period 4 – 11.35-12.20pm

Period 5 – 12.20-1.05pm

Lunch/movement between sites

Period 6 – 1.45-2.30pm

Period 7 – 2.30pm-3.20pm – END OF SCHOOL DAY



Holy Cross School

Holy Cross is our Sixth Form partner school. Having this partnership allows us to offer a wider range of subjects for all our students, and we share a common Catholic ethos.

The timetables of the two schools are different to allow for movement between the two sites. The Holy Cross School starts promptly at 9:00am and, as with Richard Challoner, **you must sign in and out, and contact Mrs McAleenan if you are delayed.**

08.25	Day begins
08.40	Registration for tutor groups
09.00	Period 1
10.00	Period 2
10.50	Break time
11.25	Period 3
12.25	Period 4
1.10	Lunch
2.15	Period 5
3.17	KS3 depart
3.22	KS4 & 5 depart (vice versa on Fridays)



House System

At Richard Challoner, every student is assigned to one of our six houses. Sixth Form students are expected to assist the Head of House and House Captain in running house activities (and participate in them as much as possible too)!

A—Augustine

D—Dunstan

B—Becket

F—Fisher

C—Columba

M—More

Study periods

Study periods are compulsory and take place in the LRC. These periods should ideally NOT be used to complete homework, but to extend or consolidate your classroom learning and to develop your 'super-curriculum' in preparation for university, apprenticeship and employment applications.

Teachers will direct students towards resources that can extend or consolidate their classroom learning, and there is a Showbie group called 'Sixth Form Study' (code: AAEVV) where students will find helpful advice on extending your learning for each subject.

The LRC is open before school and after school until 5pm.



Games (Wednesday afternoons)

Games lessons on Wednesday afternoons are a compulsory part of the curriculum. If a student would like to start a new team or activity, they should see Mr Manley in the PE office and we will do our best to support this.

Being physically active is great for the body, but also the mind! It releases chemicals in the brain that make you feel good – so it boosts self-esteem, helps concentration and aids sleep. It also promotes fair play, teamwork and resilience.

Games uniform

All Sixth Form students are expected to wear the same kit as the lower school for Games, which is as follows:

- Black polo shirt with Challoner emblem
- Black gym shorts with Challoner emblem
- White ankle socks
- Trainers (non-marking sole)

Sixth formers who are new to Challoner should purchase these items from Trutex, 140 Central Road, Worcester Park, Surrey KT4 8HH, either through an in-store visit or by ordering online. **Games will begin on Wednesday 20th September.**

Friday afternoons

Friday afternoons are set aside for enrichment activities. Students may sometimes be able to go home at lunchtime on Friday afternoons, but are required to stay in school unless they are notified by the sixth form team that they may go home.

Employment, driving lessons, medical appointments sport etc. should not be scheduled for this time.

IT

Students must bring an electronic device, such as a laptop or tablet, to school for use in lessons, mentor time and study periods (this should **NOT** be a mobile phone).

Students new to Richard Challoner will be provided with a Google account (@richardchalloner.com) and all required user names and passwords. Students returning to Challoner can use their existing username/password for the school computers to add their device to the WiFi.

Note: WiFi access is limited to one device per student.

If you have any IT problems, visit the IT Helpdesk or submit a query by going to our website, clicking 'Contact us', 'IT support' and submitting the form with your query.

Homework

Homework is an essential part of independent learning and to succeed at this level you must invest **15-18 hours per week** in your studies in addition to time spent in the classroom.

Communication

Effective communication is vital in fostering good relations. Mentor time is therefore highly important and it is vital that students speak with their teachers and their mentor if they need help, or have doubts at any time.

We make good use of email, phone and text to communicate with students and parents on a whole range of matters: reports, university taster days, apprenticeship opportunities, etc. Students should **CHECK THEIR SCHOOL EMAIL OFTEN!**



My Child At School (MCAS)

It is essential to keep track of your son or daughter's progress. You can do this through our school management system, My Child at School, through which you can also make payments, see announcements, see your son or daughter's attendance, punctuality, positive or negative behaviour events, homework and much more.

Following the Parent Information evening on 12th September, Mr Henderson will be emailing all parents to fully explain how to use this system.

School and Home collaboration

Collaboration between students, teachers and parents/guardians is an important ingredient in ensuring your success in the Sixth Form.

The parent/guardian Information evening is on **Tuesday 12th September (6pm)** in the Drama Studio.

Parents/guardians will be able to see their son/daughter's termly assessments and Attitude to Learning grades on MCAS throughout the year, enabling both students and parents to reflect on progress in terms of effort, behaviour and Minimum Expected Grades.

The Year 12 Academic Review is on Thursday, 25th January, 2024.

Mentoring

Our Catholic ethos provides an environment in which students are able to develop strong moral, ethical and spiritual values. This is seen in our mentoring system, which is a distinctive feature of Richard Challoner Sixth Form. Students have been allocated a mentor who will be their main point of contact for two years. Mentors will be kept informed by subject staff as to how your son/daughter is progressing.

Your mentor will discuss academic and pastoral matters with their mentees at regular, individual meetings and will work with students to develop strategies for success. They will also support student efforts to adapt to the demands of Sixth Form study, and be a valuable 'sounding board' as you students turn their thoughts towards the future, their career and higher education ambitions. Your child's mentor will guide them through the university or higher education process and will write their references for university and jobs.

Counselling

Richard Challoner has can provide additional support with student wellbeing if required. Please see your mentor, year leader or a member of the Safeguarding team for more information.



Careers advice and opportunities

Students will receive individual, personal support on their career planning, including specialist advice from our independent Careers Advisor. We also regularly welcome expert speakers to give insight into key careers and provide workshops for revision techniques.

Later this year, students will take part in our Future Pathways programme which will introduce them to the range of post-18 options available and support their journey towards this. Students should look out for emails offering opportunities for taster days, lectures, courses etc. and in the summer term they will have the opportunity to meet past students who are now at university.

Students are required to engage in Work Experience at the end of the Summer term. They will be regularly emailed with a variety of opportunities and Mrs Stansbridge (our Careers Lead) will also be able to give you advice on this.

Please note that if you decide to engage in paid employment while you are in sixth form, it is recommended that you work for a **maximum of 8 hours a week**.

Chaplaincy

As a Catholic school we have a range of different activities that students can access in order to understand and express their faith. To find out more about these activities you should contact our school chaplain, Mr D'Aguiar.

To find out more about the Chaplaincy in our school you can explore the following area:

<https://www.richardchalloner.com/chaplaincy>

Chaplaincy events

- Weekly mass on Friday mornings at 8.10am and daily prayers in the Chapel
- The Charities Committee is an important forum for any Sixth Form student who wishes to take part in organising charity and fundraising events throughout the school year.
- Annual Year 12 Retreat.

Attendance

In order to make maximum academic progress, daily attendance at school is essential. Each day missed results in missed learning opportunities.

Medical, dentist, driving lessons, holidays etc. must be scheduled outside of school hours wherever possible.

Of course, we understand that at times people are ill and unable to attend school, so in the event of absence please notify Mrs McAleenan before 8.40am by telephone, text or email as follows:

- Telephone (020 8329 9689),
- Email (sixthform@challoner.kingston.sch.uk),
- Text (07860 054528)

A parent must contact Mrs McAleenan in order for the absence to be authorised.

Any unauthorised absence will feature on any reference written by the school.

If a student's overall attendance drops below 95% without medical evidence, the Sixth Form reserves the right to ask the individual student to pay for their own exam entry in Year 13.

Punctuality

Students must arrive punctually each morning, ready for a 8:40am start in mentor rooms. If students fail to sign into school before 8.40am, they will receive an automatic 30 minute detention on the same day. This will take place in **SF1/2**.

Extra-curricular opportunities

We like our students to keep busy! They are encouraged to participate in a wide variety of extra-curricular activities including school trips, School Parliament, sports teams, choir, orchestra, the Young Reporter Scheme, Debating Society and a variety of clubs and House events.

At the start of the academic year we hold hustings for Year 12 representatives of our School Parliament. Students who are interested in developing leadership and collaboration skills in this way should speak to their mentor or Ms Wilkinson.

Sixth form students are also encouraged to support students lower down the school by being a numeracy or literacy mentor, supporting Homework Club and Xavier Centre students. We have many other activities exclusively for Sixth Form.

Student societies

Student societies are groups of students who share a common interest or passion. These societies provide opportunities to meet new people, learn more about your area of interest, pick up skills for university applications and for later life. Best of all, societies are entirely student-led! Year 12 students are warmly invited to start their own society. For more information, please speak to Ms Wilkinson.

Prefects and house captains

In the spring term of Year 12, we invite applications for prefectship, including senior prefects and house captains. Participation in house events and other school activities throughout Year 12 forms an important part of the selection process.



EPQ (Extended Project Qualification)

In Year 12 students have the opportunity to work towards this qualification, if they wish. It is worth half an A Level, graded A*-E, and is highly valued by universities and higher education institutions. It is a single piece of work, chosen by the student, that requires evidence of planning, preparation, research and independent working. It is an ideal opportunity to develop knowledge and expertise in an area of interest or for a future career.

Assemblies, PHSE and General RE

Key Stage 4 and 5 assembly – this takes place in the Main Hall every other Wednesday morning during mentor time. A member of the Senior Leadership Team leads the assembly, which is an important act of collective worship for the whole school community.

PLEASE NOTE: It is our custom for students to enter, listen and leave school assemblies in respectful silence, but if there are hymns, sing your loudest and best!

Year Assembly – this takes place in the Drama Studio every **Tuesday morning** during mentor time. One of the Year 12 mentors or Ms Wilkinson will lead this assembly. As well as being a time for collective worship and reflection, important notices are given and causes for celebration shared.

PHSE – this takes place every Tuesday morning during period 1, straight after the year assembly. We have a strong PSHE programme that will equip students with a variety of skills that universities and employers look for. We aim to open the minds of students and challenge their views by having guest speakers who tackle issues such as mental health, driving safely, drugs, alcohol, addiction, finance, human trafficking etc.



General RE – this takes place straight after PHSE, during P2 every Tuesday morning. It is a carousel system so students will study one module for half a term, before moving on. General RE lessons feature a wide variety of engaging, relevant topics, including Religion and Sociology, Life after death, Equality and Diversity and many more. All modules aim to contribute towards developing students into responsible citizens and members of society.

Awards Breakfasts

Once a term, students will have an awards assembly. At the heart of our ethos at Richard Challoner School is valuing each and every member of the school community as a child of God, and we want to celebrate all the diverse ways in which students achieve, whether this is in sport, drama, academic work or extra-curricular activities. Awards Breakfasts provide us with an opportunity to do this each term.

The Headmaster's award is given to students who exemplify the values and qualities that we seek to foster in our students.



Important information

Our rules are about safety and being considerate of the rights, feelings and possessions of the people you are working with. If students manage this, are on time for school, dress smartly, do their best in lessons, and act within the terms of the Contract they signed, they won't go far wrong.

You will find full details of our rules on the website, but below are some of our key rules:

- Any conduct which brings discredit upon the school will be treated as a breach of the school rules. When a student's behaviour is causing particular concern, the school will seek to involve the parents at the earliest appropriate time.
- Sixth Formers are expected to set a good example to the rest of the school. As such, they are prohibited from public houses, betting shops etc. at any time during the school day.
- Smoking/vaping is not allowed in/near school (results in automatic exclusion for two days).
- Mobile phones are permitted **only on the Mezz** (social area).
- Chewing gum is not allowed in school (results in an automatic two-hour Head's detention).
- Richard Challoner School has a zero-tolerance approach to drug misuse.
- It is your responsibility to keep the sixth form area clean and tidy.
- All **Year 12 students** are expected to help out on Open Evening on **Thursday October 5th**.

Dress code

Our dress code encourages a sense of professional purpose in our students. A Sixth Former should be able to leave school and attend a formal interview without having to enhance his/her appearance. **All excesses of fashion should be avoided.** In the event of a student failing to meet our standards, a student will be sent home, or sent to Mrs McAleenan for a change of clothing.

Key aspects of the dress code are as follows:

- A tailored suit.
- A tailored shirt or a formal, sleeved top.
- Male students must wear a tie.
- If wearing a jumper, it should be a smart, formal **v-necked** jumper. No sweatshirts or hoodies.
- Smart, formal shoes (not trainers).
- Dark socks or tights.
- Headwear according to cultural or religious requirements is welcome.
- Haircuts must be smart and appropriate to a professional environment. Natural or protectively styled hair is welcome, including braids, locs, twists and bantu knots. No excesses in length or colours unless on cultural or religious grounds.
- Jewellery: female students are permitted to wear discreet jewellery. No visible tattoos or facial piercings are permitted.

Finally

If there are any circumstances which impact on the learning of your son or daughter or you are worried about anything at Sixth Form, please encourage students to discuss this with their mentor, year leader or Head of Sixth Form. Any concerns will be dealt with discreetly.

