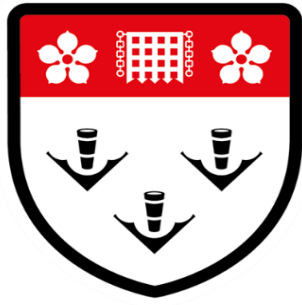




RUSHCLIFFE
SPENCER ACADEMY

Rushcliffe Sixth Form

Information for Parents & Carers

2024-2025

At Rushcliffe, everyone will be given the chance to shine brightly.

Our core values

We try our best.

We support each other.

We keep each other informed.

We listen to different opinions.

We are proud to be part of the school.

We care for our world.

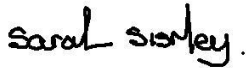
Dear Parents / Carers,

I hope that you will find the information in this booklet useful.

An effective partnership between home and school has a big impact on the success of a young person and this remains true for our students in the Sixth Form. We are keen for you to understand all that we do as a school so that you are able to support this work with your son/daughter at home. However, we understand that it takes time to read policies and other lengthy information on the website or elsewhere. As such, this booklet is designed to give you an overview but also includes links to more detailed information.

If you have any feedback on the information or would find anything additional of use, please do let us know as we will review this booklet each year.

Yours faithfully



Sarah Sismey
Head of School



Ben Roberts
Head of Sixth Form

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**All information correct at time of printing.*

Achievement Evening

Each year group has an achievement evening at the end of the summer term. Parents of those students who are receiving an award are invited to attend. In the Sixth Form awards are given for effort and attainment in different subject areas alongside Tutor awards and the Rushcliffe Community Awards which recognise contributions to extra-curricular activities and work done within school and local communities including representation in sports, drama, music and volunteering.

Assembly

Year 12 come together for a year group assembly every Wednesday morning. Ethos assemblies are led by a member of the Senior Leadership Team or Head of Year and focus on a theme linked to

our core values to give students an understanding of issues affecting society and the world beyond Rushcliffe. At other times assemblies are led by guest speakers, presenting opportunities for our students to become involved in projects outside school.

Attendance

Sixth Form students must attend all timetabled lessons and tutorials (including tutor time, assembly and enrichment). An attendance figure of **less than 95% will** trigger intervention and may result in disciplinary action.

Students are also expected to maintain high standards of punctuality, again failure to do so may result in disciplinary action.

Subject teachers, particularly leading up to exam periods, may offer a number of additional study or revision sessions; students are expected to attend as many of these as possible.

If a student is ill, their parent/guardian should notify the school by telephone 0115 974 4050 (Option 1) or e-mail sixthformoffice@rushcliffespencer.org.uk on the day of the absence, ideally by 8.30 am. For absences known in advance parents/guardians should inform the Sixth Form office at their earliest convenience and students should notify their teachers and tutors in advance.

It is the responsibility of the student to ensure that all missed work is caught up. Teachers and tutors will support students to do so.

- The school does not authorise any term-time holidays for Sixth Form students.
- Students should try to avoid making doctor's/dentist's appointments when they have timetabled lessons.
- Driving lessons are not an eligible reason for absence.
- We support students in undertaking relevant work experience placements but encourage them to do so during the allotted work experience week, w/c 3rd March 2025 or in the school holidays to minimise the disruption to learning. Any work experience placements which can only be undertaken during term time (outside of the scheduled work experience week) must be authorised by the Head of Sixth Form.
- We also support students participating in elite sporting, musical or similar events and understand this may necessitate time off school. Parents/students should seek permission from the Head of Sixth Form.

Students are permitted to leave the school site during the day if they do not have lessons but they **MUST** sign out at the Sixth Form reception desk and sign back in on their return if not going immediately to a timetabled lesson. For the safety of all, we must keep an accurate record of who is on site. The 'right' to leave school during the day when lessons are not are may be reviewed for some students based on engagement and achievement.

Students will be entered for public examinations on the courses undertaken for both Level 3 and Enrichment option qualifications. In the event that a student chooses not to present them self for an exam, excepting 'exceptional circumstances' such as acute illness, they may be liable to pay the full cost of the examination entry fee.

Bicycles

A great many students cycle to Sixth Form and we warmly encourage this. We want students to be safe and would ask that you support us by reinforcing the need to wear a cycle helmet and to be responsible when cycling on or close to the roads. There are secure bike sheds on site. These are locked at the start of morning registration and re-opened at the end of the school day. We recommend students use the bike sheds and also bring a good quality lock to ensure the security of any bikes being kept on site.

Bright Days

Four times a year, the normal school timetable is suspended for Bright Days. These days give students the opportunity to explore a range of different issues that support their personal and academic development including study skills for lifelong learning, employability skills and post 18 pathways and choices (University / Apprenticeships / Employment). These sessions also enable us to focus on issues that are relevant to 16-18-year olds today, e.g. health and well-being as well as

social and cultural issues including the following: alcohol and drug misuse; sexual health; driver safety, anxiety and stress; the power of sleep and the healthy eating. Attendance to Bright Days is compulsory. In addition to the bright days there is also a careers day.

Conduct & Engagement

Sixth Form students are expected to demonstrate high standards of behaviour in the classroom, Sixth Form areas, around the school and off-site during school visits and residential. It is their duty to act as positive role models for younger students. In particular, we expect students to be respectful to people and property at all times. Students should assume collective responsibility for keeping the common room area clean and free of litter. Sixth Form students are encouraged to take on roles of responsibility - such as reading mentors and subject ambassadors, to both develop their own interpersonal and leadership skills and to make a positive contribution to the school community.

In order to ensure effective communication between students and staff we ask all students to:

- Check their pigeon hole every day.
- Use the Rushcliffe e-mail system.
- Check Synergy on a daily basis.

Students who wish to bring a motorised vehicle on to the school site must register their car number plate with the Sixth Form office. Reckless driving / speeding on site will lead to disciplinary action. Smoking is strictly prohibited on or anywhere close to the school site. If students smoke close to the school, their behaviour is associated with the school. Alcohol is also banned.

Any students in breach of these rules will face disciplinary action which may result in them being asked to leave. If any student is caught in possession of illegal substances, the matter will be referred to the police. Sixth Form Students are reminded that all the school's computers are monitored using a software 'smooth-wall' system. Inappropriate words and / or searches will be tracked and highlighted, and the school reserves the right to ban students from using its devices, or indeed implement more severe disciplinary procedures, if school computers are found to be used inappropriately.

Data Protection

Each year, we ask parents/carers to ensure that we have the most up to date information on their son/daughter and the most up to date contact details for parents and other emergency contacts. We would ask for your support in ensuring that this information is returned in a timely fashion and that you keep us informed of any changes (via data@rushcliffespencer.org.uk). All information is stored securely on our management information system.

We use your son/daughter's medical information and the telephone numbers provided for contacts in the event of an emergency and/or to discuss matters affecting the progress and well-being of your son/daughter. We are required by law to share some data with the Department for Education and Nottinghamshire County Council (Local Education Authority). Some student data is also shared with a number of third parties in order for us to exercise our official duties and obligations.

More information on data protection including our policy and details of third parties:

[Policies & Forms - Rushcliffe Spencer Academy](#)

Dress Code

There is no uniform in the Sixth Form but students should remember that it is a working environment and dress in a way that does not detract from this. The dress code is outlined below:

- No offensive slogans on any clothing such as tee shirts etc.
- Students should not wear flip flops, very short shorts, tops which expose midriff, shoulders or very short skirts.
- No underwear on display.
- No 'backless' tops.
- No tracksuit bottoms, including flared tracksuit bottoms (sometimes referred to as loungewear), or branded sportswear trousers
- No heavily ripped jeans.

- Leggings - Only black leggings are permitted – (sports leggings of any colour are not permitted)
- Any headwear, with the exception of that worn for religious or cultural reasons, is removed when inside the classroom and school buildings

All Sixth Form students MUST wear an ID badge / lanyard. This is a legal requirement.

Enrichment

Rushcliffe Sixth Form provides a wealth of stimulating and engaging opportunities beyond the core curriculum subjects studied to broaden a student's perspective and develop skills for further study, employment and adult life. In view of this aim, students are timetabled for one hour each week (Wednesday period 1) to take part in an Enrichment activity. The programme includes a range of qualification and non-qualification elements. Students may typically choose from the following Enrichment options including:

- Crafts for Charity
- Creative Arts / Ceramics
- Duke of Edinburgh – Gold Award
- Extended Project Qualification*: taught elements and project supervision
- Latin
- Life Skills
- Mandarin (for beginners)
- Mediation
- MOOC (Massive Open Online Course)
- Sports Leadership
- The Printed World
- Young Enterprise Award

Completion of an EPQ project develops independent study skills and demonstrates an interest, knowledge and aptitude outside of A level course requirements. The EPQ is very well received by universities and is worth the equivalent of half an A level, graded A to E.

More information on the D of E in general and, more specifically, at Rushcliffe:

<https://www.dofe.org/do-your-dofe/>

[Duke of Edinburgh - Rushcliffe Spencer Academy](#)

Equipment & Text books

Clearly, it is crucial for students to come to Sixth Form with the appropriate equipment. Students are issued with an equipment list for each subject when they enrol. During the two-year course subject teachers may loan text books and other resources to students. It is vital that these are returned at the end of the two years in order that departments are not forced to purchase new resources. To encourage students to return all textbooks, library books and any other equipment departments may have loaned to them, we may ask for a book deposit, the exact amount will depend on the subjects studied. This will be repaid at the end of Year 13 after exams, upon the return of all loaned items in good condition. The book deposit also covers the sixth form student access card and locker keys which are allocated to all sixth form students.

Students who are in receipt of Free School Meals or the Bursary will have the deposit met from the Bursary Fund but will be asked to sign an agreement to return all books.

Financial Support – 16 to 19 Bursary & FSM

16-19 Bursary Fund - Rushcliffe Spencer Academy

We want all of our students to be as successful as possible and to help them overcome any barriers that they may face, including financial. The bursary available to each student is dependent on the

funds available to the Academy, which are allocated each year by the DfE, and the individual personal circumstances of the eligible students. The 16 to 19 bursary is a separate payment to any free school meals funding for which the student may be eligible, this is applied for directly through the relevant Local Authority.

There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary Bursaries – set by the Trust in line with the funding provided by the DfE

Vulnerable Bursary Grant of up to £1,200 per academic year

For students who are in care; a care leaver; or receiving Universal Credit because they are supporting themselves, supporting themselves and someone who is dependent on them and living with them such as a child or partner or in their own right.

In order to be awarded the vulnerable groups bursary fund the Trust must submit a funding claim to the Student Bursary Support Service online portal, once eligibility and financial need have been assessed and confirmed.

Discretionary Bursary Award

An award may be available to students facing financial barriers to participation. This may form a contribution to the cost of travel, purchasing essential books, equipment or specialist clothing to enable participation.

This award is not intended to provide learning support, or to support extra-curricular activities where these are not essential to the study programme.

The Trust invites applications from all students who feel this applies, however students with a total household income below £25,000 will be prioritised.

The Trust will assess the needs of each individual student following application and confirm the award available to that student.

Use of the Bursary

The Bursary may be used to provide financial support for:

- Transport costs
- Purchasing equipment or resources for individual learners
- Assistance with educational trips for the study programme, i.e. field trips
- One off payments of additional costs that would otherwise prevent participation.

How to apply

- Check that the criteria set within the policy applies (copy on website)
- Complete the 16 to 19 bursary application (copy on website)
- Ensure all supporting information and documentation is included
- Submit the application to the Head of Sixth form no later than 30th September 2024

Additional Help

Under exceptional circumstances, students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and are dependent upon available funds. Please contact the 6th Form Office for more details.

Free School Meals

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Children who receive a qualifying benefit in their own right are also allowed to receive free school meals

Application for FSM can be completed via: <https://www.gov.uk/apply-free-school-meals>

First Aid and Medical

We have a school nurse (Samantha Girvan) and a team of first aiders in school to ensure that students are kept safe and well. In the event that a student is unwell or injured, they need to report to the first aid room or to the Sixth Form office – assuming that they are able to (if not, a first aider will be called to come to them). If appropriate, contact will be made with home and you may be asked to come and collect your son/daughter. If you wish to discuss any specific medical issues, health care plans or support with your son/daughter's medication, please contact Samantha via the school telephone number.

Homework & Independent study

Completion of homework and independent study are fundamental elements of success at studying level 3 qualifications. Subject teachers set homework in order for students to: show progress and understanding; consolidate and extend work covered in lessons or prepare for new learning activities; access resources not available in the classroom; develop core skills and effective study habits; have an opportunity for independent work or to pursue areas of individual interest and to experience new and varied challenges. At Key Stage 5 (years 12 and 13), all subjects set homework weekly and students will be expected to do approximately 1 hour of homework/preparatory work per 1 hour taught lesson. Students can view all homework tasks set by their teachers on-line via Synergy. In addition to specific homework tasks set by teachers A level students and Level 3 students are expected to show initiative in completing wider reading and research beyond the set curriculum. Each subject area will provide a list of super curricular activities/resources so that students can challenge themselves and further their own learning. We also encourage all students to download the Rushcliffe Super Curriculum App which is available from the App store. The Sixth Form centre quiet study areas (QSA1 and 2) and Sixth Form IT room are always available for private study. Any books / journals made available to students in the QSA must not be removed. Sixth Form students can also use the LRC in main school. The homework tasks and independent study should total around 15-20 hours a week.

Learning Resource Centre (Library)

We are a school who firmly believe in the importance of reading – both as a tool to support learning and for pleasure. We have a large and vibrant learning resource centre located in main school (the LRC) which Sixth Form students can access at any time to access I.T. resources, study, read or borrow books. A comprehensive selection of core text books and resources for A level subjects and Level 3 courses can be found in the QSA (quiet study areas) in the Sixth Form. You can access your son / daughters homework schedules on Synergy.

Learning Support

We recognise that students with additional needs – for example our students who are autistic or dyslexic - may require additional help during their time in Sixth Form. For students with special

educational needs, the school's highly skilled learning support team are on hand to provide help and support including targeted one to one sessions. Student entitlement to additional time in exams is also managed by the Learning Support team. If you have any queries related to special educational needs, please contact Mr J Dunning (the school SENDCO).

More information on learning support including policies, links and details of our school offer:

[Learning Support \(SEND\) - Rushcliffe Spencer Academy](#)

Lockers

Student lockers enable students to know that their belongings are safe and every student in Sixth Form will be allocated an individual locker – which also houses a pigeonhole for printed documents/letters/marked work to be posted to students. A £5 refundable deposit for the locker key will need to be made along with the universal book deposit. We do ask that all lockers are kept clean and tidy, and free of graffiti, stickers or pictures of any kind.

Mobile Phones

Sixth Form students are permitted to have these in school but should only use mobile phones in the Sixth Form centre. They must be switched off and put away in all lessons, assemblies etc. and when moving around the main school site. Interruption of learning by these devices is unacceptable. Any inappropriate use is likely to result in disciplinary action.

Online Payments

We provide parents with a secure internet payments system which allows you to more easily send money into school for range of purposes including paying for trips, topping up your son/daughter's catering account or paying music lesson invoices.

As well as allowing payments to be made by debit or credit card at your convenience (24 hours a day, 7 days a week) it removes the need for students to bring cash into school. The online payment system is accessed here: <http://www.scopay.com/rushcliffe>

New Year 12 parents will be supplied with login details at the start of the autumn term. For help and support with Scopay, please contact our finance team via finance@rushcliffespencer.com.

Progress Evenings

There are a number of opportunities for parents / carers to meet with staff and teachers.

There is an information evening for Year 12 parents (12th September 2024) and there is also an opportunity for parents of year 12 to meet the tutors (13th November 2024) to review how their son/daughter is settling in.

Each year group has a progress evening at which parents can meet with each subject teacher to discuss their son/daughter's progress – Y12 (3rd March 2025)

Members of the senior leadership team, heads of year and representatives from the learning support team are available at all these events to meet with parents.

Part time employment

We recognise the value of part time jobs; the extra money, experience and skills they bring are all useful to students. Problems only exist when students work too many hours, work unsociable hours or agree to working during lesson times in the school day. The official guidance is no more than 10 hours paid employment per week and these should be outside the school day.

Progress Reviews

Progress reviews are published 4 times a year in Y12 and provide an update of your son/daughter's progress in Sixth Form. At each progress review, you are provided with information from each subject on your son/daughter's:

- target grade

- prediction history and current prediction
- engagement in class; effort & resilience and quality of independent work
- attendance

This information is used by teachers, tutors and the Head of Year to monitor a student's individual progress against targets.

Safeguarding

We recognise that the safety and protection of all students is of paramount importance and that all staff, including volunteers, have a full and active part to play in providing early help protecting students from harm. We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all students' social, physical, emotional and moral development. Our policies and practice reflect current legislation, accepted best practice and comply with the most up to date government guidance (particularly a document called "Keeping Children Safe in Education"). We regularly train all staff to ensure that they are able to recognise signs that suggest a young person is at risk, understand relevant issues and are able to respond in line with our policy.

The school's safeguarding officer is Helen Thorpe, Pupil wellbeing leader. Her office is located near to the Pupil Support Unit and she can be contacted via the school telephone number.

The Senior Designated Safeguarding Lead for the school is Mrs R Frost (Vice Principal).

More information on safeguarding including policies and information on online safety:

<http://rushcliffespencer.com/safeguarding/>

School Buses

The following school bus services operate directly to Rushcliffe:

280, 281, 282, 283, 284 from Ruddington – operated by Silverdale Hammonds / Sharpes.

Students wishing to travel on this service can purchase a bus pass from Nottinghamshire County Council (link below).

More information on bus passes and routes:

[School Buses - Rushcliffe Spencer Academy](#)

School Day Y12

8.40am – 9.00am	Registration / Assembly
9.00am – 9.05am	Movement Time
9.05am – 10.05am	Period 1
10.05 am – 11.05 am	Period 2
11.05am – 11.30am	Break
11.30am – 12.30pm	Period 3
12.30pm – 1.30 pm	Period 4
1.30pm – 2.15pm	Lunch
2.15pm – 3.15pm	Period 5
3.15pm - 4.15pm	Occasional twilight lesson

School dinners

Eatz (the main school dining centre) offers a broad range of food options at lunchtime including:

- Hot meal of the day (includes a pudding and drink)
- Hot take away options including pasta pots, jacket potatoes, noodles etc.
- Sandwiches and baguettes

- Salad bar
- Fresh fruit, snacks and drinks

The Sixth Form Deli is open from 8.40am to 2.15pm where a range of hot / cold snacks and drinks can be purchased. The kitchen staff will cater for specific dietary requirements and Louise Woodward, the kitchen manager, is happy to talk to you directly about your son/daughter's needs. The school is committed to healthy eating the catering team work hard to make sure that they are using fresh ingredients, offering plenty of fruit and vegetables, using wholemeal pastas etc. and minimising any fried or unhealthy ingredients.

Eatz is cashless and operates on a biometric finger system. Money can be loaded onto student accounts via the online payment system. The biometric finger system and cash can be used in the Deli. Students who are in receipt of free school meals can purchase food and drink from both Eatz and the Deli.

More information on school catering: [Catering - Rushcliffe Spencer Academy](#)

Synergy App

School Synergy is where pupils and parents/carers are able to access a range of resources to support learning. It is also where homework tasks are uploaded so that both the student and parent can assess them, alongside being the location where detention information set can be found.

School Synergy is a communication tool for the school. This is where parents can find a range of information about their son/daughter including:

- their timetable;
- a summary of their attendance to school;
- their AP (progress review) documents.

Parents are able to access the Synergy application through either a computer or via an application on an electronic device, such as a phone.

New year 12 parents are provided with login details early in the autumn term by email. For help and support with School Synergy, parents can contact IT support via data@rushcliffespencer.org.uk

Teacher absences

If a teacher is absent, they may notify the student in advance and set work. In this instance, the work can be completed at home or in one of the study areas unless the teacher has indicated otherwise. If a teacher is ill and there has been no advanced notification, students must access and complete the cover work that will be set on Synergy and / or collect the cover work from Katie in the Sixth Form office. In the Sixth Form cover teachers are not provided for short term absences so the responsibility for completing the set work lies with the student.

Trips & Residential visits

Trips & residential visits are an important part of the student experience at Rushcliffe Sixth Form. They are an integral part of giving everyone the chance to shine brightly. They give students learning and cultural experiences that they cannot get by being in the classroom alone and add to students' enjoyment of their studies. They also enable us to provide opportunities that students may otherwise not get. Some trips are set up to be able to accommodate as many students as want to go. However, this isn't always possible. In the event that places are limited, trips are either allocated on a first come, first served basis or through a random draw. For over-subscribed overnight visits, we take into account whether or not students have been previously selected to ensure fairness. Payment for trips is via our online payment system (see earlier section). Students in receipt of free school meals can request to be provided with a packed lunch on trips that take them out of school during lunchtime.

In order for students to go on day trips that do not include adventurous activity, parents must have returned the annual consent form (which are issued on enrolment). For overnight, overseas or adventurous visits, a separate consent form is required and is issued by the member of staff leading the trip.

Tutors

All students are placed in a cross curricular tutor group in Y12 and each tutor group has a tutor who is the first point of contact and support during a student's time in Sixth Form. Students follow a comprehensive tutorial programme delivered each morning in 'tutor time' (08.40-09.00am). Tutor activities include:

- Transition programme: bridging the gap from GCSE to Level 3 courses and A levels
- Study skills - with a focus on independent learning
- Careers education, information, advice and guidance
- Essential IT skills
- Developing self-confidence, team building and leadership skills
- Mentoring: group and 1:1 sessions
- Post 18 pathways, e.g. UCAS. [A really useful resource to find out more about this is UNIFROG – your son / daughter has log in details](#)

The Head of Year 12 – Mr Lakin, leads the teams of tutors and oversees your son/daughter's overall progress in Sixth Form.

You will be invited to meet your son/daughter's tutor at the 'Meet the Tutor Evening' on 13.11.24 – appointments will be made by students directly with their tutors and take place in school.

Well-being and pastoral support

We want our students to shine brightly in all aspects of their academic studies and to achieve their full potential. If there are times when a student needs more support and guidance, our highly developed systems of monitoring and intervention aim to get them quickly back on track. Form tutors and HOY work closely with students, including 1:1 mentoring sessions. The Sixth Form team includes a dedicated mentor (Tracey Smith), who is experienced and skilled in working with 16-18 year olds facing academic and /or personal challenges. The school also benefits from two qualified counsellors who work with students in need of professional guidance and coping strategies. We encourage all of our students to seek support when necessary. If you feel your son/daughter would benefit from additional support or if you have any concerns you would like to discuss regarding their well-being please contact the Sixth Form office and ask to speak with their Head of Year. Please do also take a look at our on-line wellbeing directory with links to a range of local and national organisations offering specialist wellbeing support for young people and their families. For more information, visit [Wellbeing - Rushcliffe Spencer Academy](#)

Work experience

All of our year 12 students undertake a week's work experience commencing 3rd March 2025 – this gives them the opportunity to develop essential communication and workplace skills and to gain an insight into the reality of a particular profession or career. Their experiences, observations and reflections help to shape their future ambitions and ensure a focus on progression post 18. It is the student's responsibility – with the guidance and support of the school – to find and secure a work experience placement. Should any parent/carer be in a position to offer work experience to a Rushcliffe student please contact the Careers Officer in school. We would be delighted to hear from you!

Staff

The list below does not contain all members of staff but should give an indication of key members of staff in Sixth Form and school. Generally, the first port of call for queries is the Sixth Form office, your son/daughter's form tutor or, for specific subject-related queries, your son/daughter's subject teachers. All members of staff can be contacted via the sixth form office: sixthformoffice@rushcliffespencer.com the main school office: info@rushcliffespencer.com or 0115 9744050.

Sixth Form Team

- Mrs Frost – Vice Principal
- Mr Roberts - Head of Sixth Form
- Mr Lakin – Head of Year 12
- Mr Cooper – Head of Year 13
- Katie Farndale-James – Sixth Form Office Manager
- Tracey Smith – Sixth Form Mentor & Attendance Officer
- Beverly Butt – Sixth Form Receptionist and Administrator

School's Senior Leadership Team

- Mr Smith – Executive Principal
- Ms Sismey – Head of School
- Mr Ward – Vice Principal (Pastoral)
- Mrs Frost – Vice Principal (Safeguarding)
- Ms Carter-Cooke – Assistant Principal (Staff Development)
- Mr Crawley – Assistant Principal (Inclusion)
- Ms Desai – Assistant Principal (Futures)
- Mr Peel – Assistant Principal (Achievement)
- Mr Malloney – Assistant Principal (Curriculum Implementation)
- Mr Young – Associate Assistant Principal (Beginning Teachers)

Heads of Faculty

- Mr Pitts – Head of Arts
- Mr Cottey – Head of Computing
- Ms Allen – Head of English
- Mrs Hobbs – Head of Innovations
- Ms Vicente – Head of Languages
- Ms Berry – Head of Mathematics
- Mr Paling – Head of Physical Education
- Mr Cottell – Head of Science
- Mrs Roberts – Head of Social Sciences
- Mr Dunning - SENDCo
- Mrs Purnell – Head of Humanities

Other Key members of staff

- Helen Thorpe – Student Wellbeing Leader and Safeguarding Officer
- Helene Brinklow – Finance Assistant (including online payments)
- Amy Wood – Examinations Officer
- Samantha Girvan – School Nurse

Please keep us informed!

broberts@rushcliffespencer.org.uk

jlakin@rushcliffespencer.org.uk

rcooper@rushcliffespencer.org.uk

kfarndale-james@rushcliffespencer.org.uk

tsmith@rushcliffespencer.org.uk

bbutt@rushcliffespencer.org.uk

0115 9744050 – ask for the Sixth Form Office / Option 4

School Holidays and INSET Days 2024-2025

Autumn Half Term Holiday	Break up – Fri 18 th October 2024	Return Monday 4 th November 2024
Christmas	Break up Fri 20 th December 2024	Return Tuesday 7 th January 2025 (including inset days)
Spring Half Term	Break up Fri 14 th February 2025	Return Monday 24 th February 2025
Easter	Break up Fri 4 th April 2025	Return Tuesday 22 nd April 2025
Summer Half Term	Break up Fri 23 rd May 2025	Return Monday 2 nd June 2025

The summer term finishes on Friday 25th July 2025 (including inset days)

INSET Days (school closed to students)

- 2nd and 3rd September 2024
- 18th October & 4th November 2024 (In addition to planned INSET days we anticipate the need to close to take possession of the amazing new building)
- 6th January 2025
- 28th and 29th July 2025 (Disaggregated Inset days)

The school year planner and calendar are available on the website:

[Blank Portrait Template \(B&W\) \(rushcliffspencer.org.uk\)](https://rushcliffspencer.org.uk)

Key dates for your diary 2024-2025

- **Y12 Information Evening** – 12th September 2024
- **Work Experience Information Evening** – 3rd October 2024
- **Meet the Tutor evening:** 13th November 2024
- **Progress Reviews home:** October - attitudinal grades /December AP1 / Feb '25 – AP2 / May '25 - AP 3 / July '25 - AP4
- **Y12 Work experience week:** 3rd March 2025
- **Progress evening:** 3rd March 2025
- **Higher education / UCAS & Student finance information evening:** July 2025 (date tbc)
- **End of year 12 exams:** w/c 23rd June 2025
- Some Level 3 courses may also have different examinations at different times