



Sixth Form

# handbook



TRENT  
COLLEGE

2021/2022



# Welcome to Trent College Sixth Form

The Sixth Form at Trent is a high achieving, hardworking, collaborative community of well-motivated students who are ambitious and keen to embrace the wonderful opportunities available at this school. Each student is given the individual support, encouragement and guidance required for them to achieve their very best. For some it is the A\* and A grades that will mean they study languages at Cambridge, or Medicine at Manchester, or Physics at King's but we determine success against each individual student's ambitions and goals. Although we have a traditional attitude towards academic success, we have a very modern outlook in making sure we have the right qualifications pathway for each student.

So what makes Trent stand out? It is the breadth of opportunities that allows for the development of the whole person, combined with the focus on the individual. This makes Trent a great place to study and ensures that each individual is properly equipped for life in the

twenty-first century. Structure and support are balanced here with independence, freedom and responsibility. In the Sixth Form at Trent there is the most amazing range of opportunities that will develop you, excite you, fulfil and challenge you – giving you not just two great years, but preparing you for many more to come. Your challenge is to make the most of your time here.

I look forward to welcoming you into the Sixth Form in 2021.

Yours sincerely,

Mr Paul Mayfield  
Head of Sixth Form

## Our Vision

To provide a first-class all-round education for boys and girls which ensures the best possible start for their future and enables them to be the best they can be.

## Our Ethos

We give the highest priority to the quality of our academic provision.

We are also proud of our reputation for delivering a fully rounded curriculum, with sport, music, art and drama all being important elements of an education at Trent and The Elms. This, coupled with a focus on the strongest pastoral care, makes us a school that nurtures young men and women to be the best they can be in terms of achievement and character, enabling them to flourish in a changing world.

This is what stands at the very core of Trent and The Elms.

We believe every person can make a difference and that diversity and difference enriches our community.

We are committed to promoting equality for everyone in our school.

We reject discrimination in all its forms, against all people, regardless of their identity, background or beliefs.

We are committed to providing an education which nurtures these values in all of our pupils.



# Contents

	page
<b>Introduction from the Head of Sixth Form</b>	<b>1</b>
<b>Our Whole School Vision and Ethos</b>	<b>1</b>
<b>Educational Aims of Sixth Form</b>	<b>3</b>
<b>Code of Conduct</b>	<b>5</b>
<b>Sixth Form Dress Code</b>	<b>6</b>
<b>School Attendance, Registration, Absence, Routine</b>	<b>7-8</b>
<b>Academic Lessons, Study Time, Exams, IT Network</b>	<b>9</b>
<b>Wortley Centre, Coursework, EPQ, Learning Support, Reporting</b>	<b>9-10</b>
<b>UCAS and Careers</b>	<b>10</b>
<b>Co-curricular Activities, Sports Clothing</b>	<b>11-12</b>
<b>Music, Drama, After School Activities</b>	<b>13</b>
<b>Service Opportunities</b>	<b>13</b>
<b>Boarding</b>	<b>14</b>
<b>Behaviour</b>	<b>14</b>
<b>Pastoral Concerns, Medical Centre, Counselling, Bullying</b>	<b>15</b>
<b>Illegal Substances, Cars and Driving</b>	<b>16</b>
<b>Sixth Form Personnel and Management 2021-2022</b>	<b>17-18</b>
<b>School Calendar</b>	<b>19</b>



## Our Educational Aims

We want you to flourish in the Sixth Form; to be happy, to thrive in your personal relationships, to achieve your goals, to grow in confidence and to leave a positive legacy for others to follow. Our aims are captured in the ideals of Positive Education, which is categorised thus:

**Positive Accomplishment - to achieve progress**

both inside and outside the classroom in line with your potential.

**Positive Engagement - to have a can-do attitude**

towards life learning and ambition. To be intrinsically driven and to welcome challenges with a growth mind-set.

**Positive Purpose - to have a sense of community and social involvement** - you should understand the importance of personal morality and value your role in making our community a positive, friendly and inclusive one.

**Positive Emotional and Physical Health** - to develop physical and mental resilience to face the challenges ahead, making good use of healthy living and positive support network.





**CODE OF CONDUCT FOR SIXTH FORM STUDENTS****1. That you act in accordance with our ethos and our values at all times.**

- That you contribute to making Trent a safe, caring and cultured environment.
- That you treat everyone in our community with respect regardless of race, gender, disability, sexual orientation, age, religion or beliefs.

**2. That you endeavour to be successful in all that you do by making the most of the educational opportunities available.**

- That you are well prepared, motivated and punctual for all your commitments be they academic, pastoral or part of the extensive co-curricular programme.

**3. That you play your part in keeping Trent a safe and healthy community.**

- That you take good care of your health and wellbeing and that you look out for the health and wellbeing of others.
- That you respect our rules forbidding smoking on and around our campus.
- That you keep your own property safe and respect the property of others.
- That you travel to and from school safely, appropriately and respectfully.

**4. That you take pride in your own appearance and in our beautiful school environment.**

- That you respect and adhere to our dress codes.



**SIXTH FORM DRESS CODE 2021-22****Presentation**

**All our Sixth Form students must present themselves in a smart, tidy, clean and professional manner.**

1. Hair must be neat, a natural colour and neither overly long nor overly short.
2. Boys must be clean-shaven.
3. Girls may wear modest make up.
4. Girls may wear one small, simple earring in each ear.
5. Students are allowed small and modest jewellery.
6. Underwear must not be visible.
7. Skirts must be approximately knee length.
8. Trousers must be mid-calf to full length and tailored.
9. Tattoos or other forms of body art must not be visible.
10. V neck jumpers only may be worn over a shirt and under a jacket.

All our Sixth Form students will wear their jackets when moving around our campus.

Coats should reflect the professional appearance expected of students and should be worn over a suit jacket.

**Sixth Form Girls' Suits**

**Jackets must either be of the same material as trousers/skirt or of a suitable, contrasting and professional looking fabric.**

1. Suits / ensembles should be dark grey, dark blue, black or brown. A pinstriped suit in these colours is also welcome.
2. A smart shirt or blouse must be worn with the suit.
3. Shoes should be comfortable, appropriate, smart, formal, closed-toe with a modest heel at most and clean.

**Sixth Form Boys' Suits**

**In the Sixth Form our students are expected to wear a classic, professional looking suit comprising of jacket with matching trousers.**

1. Jackets must be of the same material and colour as trousers.
2. Suits should be dark grey, dark blue, black or brown. Pinstriped and checked suits in these colours is also welcome.
3. A smart shirt and tie must be worn with the suit.
4. Shoes should be comfortable, appropriate, smart, formal and clean.







## SCHOOL ATTENDANCE, YOUR TUTOR AND REGISTRATION.

**The timings of the school day in this handbook were in place prior to the global pandemic. We will adjust these prior to the start of term if we have been advised of any restrictions that make this necessary.**

1. School attendance is compulsory Monday to Friday from 08:30 to 15:55, on Saturday morning according to each student's timetable and on Saturday afternoons when selected to represent the school in a sporting fixture or other commitment.
2. Students who arrive late must register at the Main Reception or in the Wortley Sixth Form Centre.
3. Your Tutor is a vital part of your support network. You must see your tutor every morning. From Monday to Friday, all students should arrive at school ready to register with their allocated tutor at 08:30.
4. Students may leave campus during lunch between 13:00-14:00. All students must register back into school for the afternoon at 14:10.
5. On Saturdays, students must register into each lesson and present themselves at the appropriate time for co-curricular activities.
6. Students do not have to attend school on a Saturday morning if they have no timetabled lessons or other commitments. Students are encouraged to come into school on Saturday mornings to make use of the learning resources.

## STUDENT ABSENCE FROM SCHOOL

1. If a student is absent from school, School Reception must be contacted before 09:15. Parents should telephone: 0115 849 4949 or email: [absence@trentcollege.net](mailto:absence@trentcollege.net) to authorise this absence.
2. Absence due to any reason other than illness will require Leave of Absence (LOA) to be granted one week in advance by the Head of Sixth Form, Paul Mayfield. Parents/Guardians should email: [paul.mayfield@trentcollege.net](mailto:paul.mayfield@trentcollege.net).
3. LOA must be sought for students missing all sporting commitments and all weekend commitments.

## CALENDAR AND COMMUNICATIONS

A diary of events is published in advance of the term on the school's website and the Parent Portal.

Significant events are also communicated by weekly Parentmail. This can be accessed through Parent Portal, through the Internet and the Parent App.

Term dates for the coming academic years are available on the Trent College website within the parent section (and can be found at the end of this document). Term dates should be recorded and all steps taken to avoid clashes that could lead to a student being absent during term-time.





## YOUR SCHOOL WEEK

1. Registration is at 08:30 Monday to Friday.
2. Sixth Form PSHE programme runs Thursday morning during Period 1.
3. Sixth Form Service Activity runs throughout the week but mainly on Monday afternoons from 15:55.
4. Sixth Form Sport Sessions are on Tuesdays and Thursdays. Attendance is compulsory.
5. Sports fixtures take place on Saturday afternoons, with the occasional midweek commitment.

## DAILY ROUTINE OF SIXTH FORM

**These are the timings of the school day that were in place prior to the global pandemic. We will adjust these prior to the start of term if we have been advised of any restrictions that make this necessary.**

### MONDAY-FRIDAY

Buses arrive/Registration .....	08:30
Chapel/Assembly/Tutor time .....	08:40 - 09:00
Period 1 .....	09:05 - 09:55
Period 2 .....	10:00 - 10:50
Break .....	10:50 - 11:15
Period 3 .....	11:15 - 12:05
Period 4 .....	12:10 - 13:00
Lunch (Sixth Form may go to lunch from 12:30 if their timetable allows) .....	13:00 - 14:10
Period 5 (incl. registration) .....	14:10 - 15:00
Period 6 .....	15:05 - 15:55
Activities/Service/Societies/Clubs .....	16:15 - 17:30
Buses leave from the Terrace (except Friday when departure is at 17:10).....	17:40
Boarders' Prep .....	18:30
Boarders' Free Time, Private Study and Activities.....	20:30

### SATURDAY

Period 1 .....	08:40 - 09:40
Period 2 .....	09:40 - 10:40
Break .....	10:40 - 11:00
Period 3 .....	11:00 - 12:00





## ACADEMIC MATTERS- REACHING YOUR POTENTIAL

### Academic Lessons

1. Your academic lessons as timetabled are compulsory and take priority over all other commitments. You will be registered into each lesson.
2. All students should bring pens, pencils, a ruler and an eraser to lessons. Highlighters are often useful too.
3. Calculators are required for: Physics, D&T and Maths - Casio Fx-991EX (Classwiz).
4. LOA must be requested in advance before you miss any academic or other timetabled lessons.
5. Your teaching staff should be informed in advance by you of any absences.
6. You are responsible for ensuring you catch up with any work missed as a result of absences.

### Independent study time - make positive choices

1. You are expected to spend two hours per subject in Independent Study in addition to your lessons.
2. You should use this time to stay organised, to extend your reading and to meet deadlines set.
3. Study periods are compulsory. Students must sign into Wortley Resources.
4. Students may not leave school during the day without LOA (except lunchtimes if they intend to return).

### Examinations

As well as regular class assessments your learning will be examined four times throughout the Sixth Form. You are expected to prepare thoroughly for these tests. In previous years, Year 12 have sat examinations in November and June whilst Year 13 have sat them in January prior to the final summer exams.

### Access to the IT Network and Policy Expectations.

Students may bring their own devices to access our network or can use the PCs and laptops around school. All our computers work on Microsoft Windows-based platforms. Please note:

1. All students are expected to sign up to and follow the rules in our Acceptable Use of Technology Policy.
2. Access to our IT Network depends on your cooperation with rules laid out in the Acceptable Use of Technology Policy.
3. The IT Network is provided to support your learning and work. You are expected to use this facility properly. You are not permitted to use any other students' log in details or accounts.

**Use of Wortley Study Resources - make a positive choice.**

1. Wortley has a range of working environments with different expectations in each. You are required to respect the rules and expectations in each working area.
2. You must respect the right of other students to work in silence where appropriate.
3. You have a locker in Wortley. You are responsible for keeping your belongings secure in this locker. You need to provide your own padlock for your locker.
4. You have café and leisure facilities in Wortley. You are responsible for using and maintaining these facilities and this environment appropriately.

### Learning Support

The Learning Support Department is committed to ensuring that all students fulfil their potential but recognises that some students might, at some stage in their academic career, need support in order to achieve this. The Learning Support Department therefore offers support to any student who wishes to have advice or individual tuition in areas in which they experience difficulty. Students may refer themselves, or referrals may be made by staff or parents. The Department is led by Mrs Catherine Berry, Head of Learning Support, and students are welcome to visit or contact her via email ([catherine.berry@trentcollege.net](mailto:catherine.berry@trentcollege.net)) at any time.

### Coursework / Projects

1. Coursework projects remain an integral part of some A Level and all BTEC courses. You are required to stay organised.
2. Students are expected to take every opportunity offered to them by teaching staff in terms of revising and redrafting pieces of work, where appropriate.
3. Students are required to meet often strict guidelines set by examination boards, which control how much outside assistance can legitimately be offered.

Students must make sure that any work referenced which is not their own is properly attributed; the majority of exam boards use sophisticated plagiarism detecting software and all of a student's exam entries (not just in the module in question) could be affected if he or she is found guilty of plagiarism.

### EPQ (Extended Project Qualifications)

The EPQ is an independently researched and executed project assessed by AQA. Done well, this project now has more than the equivalent UCAS points of half an A Level. Whether completed or not the EPQ offers all our students a formal framework for wider reading and research in a defined area of interest which can be referred to in their UCAS applications. It is our

expectation that ALL Year 12 students will submit an EPQ project proposal guided by their Tutor.

### Reporting

Regular reports are delivered to parents, both orally and in writing. These reports are presented in a range of formats which include grades, short comments full reports and tutor reports. Parents are invited to attend a Parent/Tutor meeting at the start of the academic year and a Parent/Teacher meeting following Mock examinations. All formal Examination results are also sent home.

### WORTLEY CENTRE

We are always looking to elevate the Sixth Form experience we provide - investing in the spaces our students use the most is one of the ways this is achieved. Since September 2019, students have been welcomed into a newly refurbished Wortley Centre that has been designed to be both collaborative and flexible, reflecting the way students study today. The Centre is a place for learning and recreation, where students can be independent and benefit from their own space whilst still

being a part of the whole school community. Modelled on university facilities, the refurbished building fulfils all our students' needs in a contemporary setting. Fully equipped classrooms and separate study spaces, alongside a well-stocked library and resource area, provide an optimum Sixth Form learning environment. In between lessons and study time, students are able to socialise with friends in a variety of recreational areas and enjoy a selection of food and drinks in the drinks in the new Ivy Café.

### UCAS AND CAREERS

There is a detailed and thorough UCAS and Careers programme to support our students' preparations for life after Trent. This programme is delivered through careers lectures, assemblies, the PSHE curriculum and via the tutor team. Mrs Starbuck and Mr Butler lead the UCAS / Careers programme. Your Tutor will guide you through the process on a weekly basis during your Tutor sessions. The main repository for a students' reflections and achievements beyond the classroom is on an excellent web-based software called Unifrog. As such you are expected to work with your Tutor to keep your Unifrog profile regularly up to date on a weekly basis.







## CO-CURRICULAR ACTIVITIES

A range of Co-curricular activities are available to support the Sixth Form academic curriculum. These activities are designed to support students' academic interests as well as to provide the opportunity for all Trent College pupils to find an activity they enjoy, which will help them lead a healthy and active lifestyle. Together they support our commitment to positive physical and emotional health and support the development of character traits and skills that are important in the modern world.

### Sport in the Sixth Form

In the Sixth Form students have two timetabled 90 minute sport sessions each week. These take place every Tuesday and Thursday and attendance is compulsory. Students selected to represent the school in sporting fixtures are expected to be available. We will endeavour to notify pupils of selection as early as possible. Parents will receive a text message at least 24 hours in advance, team sheets are also posted on the sports notice board in the Wortley and on the Trent Sport app - [www.trentcollegesport.net](http://www.trentcollegesport.net).

Students unable to attend sports sessions or fixtures should seek LOA from Mr Mayfield or the Medical Centre. LOA requests from timetabled fixtures should be made two weeks in advance through Mr Mahony and Mr Mayfield.

**Michaelmas Term**  
(\*Performance /  
Progression Sports)

**Lent Term**  
(\*Performance /  
Progression Sports)

**Trinity Term**  
(\*Performance /  
Progression Sports)

#### Boys:

**\*Rugby** Gym  
Hockey (National Cup competitors only) Dance Fit  
Adventure Sports  
Football  
Badminton Golf

#### Boys:

**\*Hockey** Gym  
Rugby 10s and 7s Dance Fit  
Football Adventure Sports  
Badminton Golf

#### Boys:

**\*Cricket** Gym  
Athletics Dance Fit  
Tennis Adventure Sports  
Badminton Golf

#### Girls:

**\*Hockey** Gym  
Netball (National Cup competitors only) Dance Fit  
Adventure Sports  
Football  
Badminton Golf

#### Girls:

**\*Netball** Gym  
Hockey (National Cup competitors only) Dance Fit  
Adventure Sports  
Football  
Badminton Golf

#### Girls:

**\*Tennis** Gym  
**\*Cricket** Dance Fit  
Athletics Adventure Sports  
Badminton Golf

## Our Sports – Your Choices

At the start of each term, students choose the sport they will engage with for the duration of the term. Our sports are categorised as **Performance, Progression** and **Participation**.

You are encouraged to make positive choices that offer you the best opportunity to flourish.

**Performance sports:** Promotes a healthy and active lifestyle with a commitment to participation in local, regional and national competitions. There will be regular weekend and midweek fixtures.

**Progression:** Promotes a healthy and active lifestyle with a commitment to developing skills in our Performance sports. There may be some mid-week fixtures.

**Participation:** Promotes a healthy and active lifestyle with a commitment to engage positively during all sports sessions.

It is our expectation that those who are able to will make the positive choice to join our **Performance and Progression** sport options. We deliver the highest levels of support through our performance programmes enabling each pupil to reach for excellence.

### What you should wear

Participation, Progression and Performance activities all require Trent College Sports Clothing. In addition to the items listed below and available in the Uniform Shop, Trent Sport navy leggings for Performance and Progression sports are now available from the Sports Department. Generic black sports leggings may be worn for Participation sports and base layers may also be worn: white for girls, navy for boys. Normal golfing attire is required for golf. Specific sport trainers are advised for all relevant activities. Students must avoid fashion trainers for sport.

Shower and changing facilities are provided for all students. Students should use these appropriately before and after all sport commitments.

#### Girls' Sports Clothing

Trent Red Fleece  
Trent Navy Tracksuit Trousers  
Trent Red **or** White Polo Top  
Trent Navy Skort  
Trent Red Sports Socks  
White Sports Socks

#### Boys' Sports Clothing

Trent Red Fleece  
Trent Navy Tracksuit Trousers  
Trent White **or** Blue Polo Shirt  
Trent Navy Rugby Shorts or Trent Hockey / PE Shorts  
Trent Red Sports Socks  
White Sports Socks

### What equipment do you need?

For performance sports you will need all appropriate equipment, including Trent Sports clothing and any protective clothing, such as gum shields and shin pads. The school does not provide Hockey Sticks, Cricket Bats or Tennis Rackets.

#### Trent College Uniform Shop

The uniform shop is located on the campus, next to the Chapel, on the main drive.

#### The opening hours are:

Tuesday & Thursday	12:00-17:00 (term times and summer holidays)
Wednesday	08:30-13:30 (all year round)
Saturday	11:30-17:00 (all year round)

During school holidays opening times are subject to change and parents are notified in the school newsletter.

Appointments can be booked at any time by either dropping into the shop or telephoning 0115 871 7661 during normal shop opening hours. Please note that there is no one present to answer the telephone outside of opening hours. We recommend contacting the school shop at your earliest convenience to arrange an appointment as it is very likely that some items will need to be ordered in for you.

You can also buy our school uniform online at [www.schoolwearsolutions.com/product-category/our-schools/trent-college/](http://www.schoolwearsolutions.com/product-category/our-schools/trent-college/).

Should you have any further questions regarding the sports programme at Trent College please contact Richard Mahony (Director of Sport) [richard.mahony@trentcollege.net](mailto:richard.mahony@trentcollege.net).





## Music in the Sixth Form

The Music department aim to cater for all musical tastes, abilities and experience levels, from beginner to diploma level. A wide range of choirs, orchestras, jazz and wind bands, chamber groups and other ensembles rehearse throughout the week, and everyone is encouraged to get involved. Those students who learn instruments outside of school are encouraged to make themselves known to the Music department, and to take as many of the opportunities available to them. Individual music tuition takes place in study periods, and is available on the following instruments:

**Strings:** violin, viola, cello, double bass, harp, classical guitar, electric or acoustic guitar, bass guitar

**Woodwind:** flute, oboe, clarinet, bassoon, saxophone, recorder

**Brass:** French horn, trumpet, cornet, trombone, tuba, euphonium

**Other:** singing, piano, percussion, church organ (grade 4 piano required)

Highlights of the year include a cabaret performance, rock gigs, the St Cecilia's Day concert in Michaelmas term, and a concert at Nottingham's Albert Hall. There are also Chapel services to sing in, a music competition, and regular drive time concerts for solo and chamber performances. There are also opportunities to perform with external organisations. To arrange lessons and for more information, speak to Mrs Richardson, the Music Administrator ([georgina.richardson@trentcollege.net](mailto:georgina.richardson@trentcollege.net)), or a member of the Music department.

## Drama in the Sixth Form

Drama in the Sixth Form revolves around those students taking Drama at A Level as well as providing other opportunities for Sixth Form to engage in whole school plays and musicals.

## MORE OPPORTUNITIES / MORE CHOICE

1. Duke of Edinburgh's Award
2. Debating. The Senior debating squad meets every Wednesday lunchtime and travels to a range of competitions throughout the year. This squad is open to students from Years 10 to 13.
3. Microbiology Club
4. Economics Society
5. Psychology Society
6. Game of Loans
7. Medical Society
8. Oxbridge / High Achievers. This group is open to students from Year 10-13 who are considering an application to an Oxbridge or other highly competitive University.

## SERVICE OPPORTUNITIES IN THE SIXTH FORM

All Year 12 students are required to commit to service activities and most of our Year 13 students will continue to do so in their final year. These opportunities take place throughout the week providing students with a range of learning and service opportunities. The current options are outlined below.

### Community Leadership

A number of different opportunities are available within this option. These include:

1. Charity fundraising for Sports Relief and/or Comic Relief.
2. Amnesty International Youth Group
3. Model United Nations (MUNGA)
4. Elms Club support
5. Trent Club support

### Charity Team

This service activity is all about supporting and promoting Trent's three named charities: Operation Orphan, Canaan Trust and our Kenya Schools Partnership. It is an ideal activity for students who above all care about working for and on behalf of those less fortunate than themselves.

### Community Service

This service option includes making regular visits to support the lives of local elderly residents and visiting local primary schools to support their activity programmes. Students may also support the work of The Elms.

### Trent Environmental Team

This service meets weekly to promote and engage in events that support our local and wider environment.

### Lifesaving

This service meets weekly to teach lifesaving skills and First Aid.

### Buddy Reading

Students meet regularly to encourage and support the development of reading skills amongst our younger students.

### House Event Management

This service is for students who wish to help younger students prepare and engage in a range of inter-house competitive events.

### CCF

Students with experience in the CCF may continue in leadership roles as NCOs. This activity comes with opportunities over Field Days, national CCF camps and CCF competitions.



### Prefect and other Leadership roles.

There are many positions of responsibility and leadership for which students can and should apply. These include a significant number of different Prefect roles as well as opportunities to lead in the CCF, Boarding Houses, Sports Teams, Debating Team and more.

### In Year 13, students take over in senior prefect and leadership roles.

### BOARDING IN THE SIXTH FORM

Boarding in the Sixth Form is very popular with approximately 40% of our Sixth Form boarding. Students can choose to board full time, weekly or on a more flexible arrangement. Students choose to board for a number of reasons:

1. To make use of the varied, well-structured and supervised study sessions.
2. To make use of improved access to academic resources and support.
3. To make use of improved access to sport and leisure facilities.
4. To enjoy the truly wonderful sense of community amongst our boarders.

For more information or a trial boarding experience, please contact Ms. Georgina Sanders:  
georgina.sanders@trentcollege.net

### BEHAVIOUR IN THE SIXTH FORM

Our Rewards and Sanctions Policy seeks to promote high standards of behaviour by rewarding and reinforcing positive behaviour and by encouraging pupils to take full responsibility for their actions and their consequences.

#### Rewards

1. All students can receive Merits in line with our objectives to promote Positive Accomplishment, Positive Engagement and Positive Relations.
2. Students who acquire numerous Merits may be celebrated in Sixth Form Assemblies, they may receive a further Commendation for maintaining consistently high standards and their Merits will earn them access to a termly prize draw.
3. Excellence will be rewarded with School Colours and Prizes at the end of the year.

#### Sanctions

1. All members of our school community should expect to teach, learn, supervise, tutor and, for boarding staff, live in a safe, positive, civilized and stimulating

environment. Sixth Form students should expect to be challenged if their behaviour falls short of these expectations. A quick, mature and cooperative resolution is expected.

2. In the Sixth Form, students are encouraged to effectively manage their own work schedule, to meet deadlines and stay on top of their work. A Sixth Form detention is available after school from 16:15-17:15 on published days should a student fall behind in their work or miss a deadline. The sanction is there to support a student in the completion of their work.
3. A full explanation for issuing a Sixth Form detention is emailed home.

#### Behaviour Review Meetings

Behaviour Review Meetings are held when the school has more significant concerns about the behaviour of a pupil. They are not sanctions in themselves. They are, however, a formal, high level review of pupil conduct and are held separately to the usual pastoral discussions with parents. They may be called following an isolated, serious incident or as a result of a concerning pattern of behaviour. A Behaviour Review Meeting is called to enable pastoral staff (normally a combination of Tutor, Head of Year, Housemaster/Mistress, Head of Tier and Deputy Head) to meet with the parents and the pupil to attempt to understand the behaviour and, in most cases, to agree the actions required to ensure improvement and guide future behaviour. In accordance with our commitment to the role of positive dialogue in relation to behavioural change, Behaviour Review Meetings play an important role in ensuring that any punishment is accompanied by additional supportive measures whenever possible.





## PASTORAL CONCERNS

### Feeling unwell?

1. If you feel ill and unable to attend a lesson then you **MUST** go to the Wortley Resource Centre Manager or Main Reception for permission to attend the Medical Centre. This is to ensure the Medical Centre is staffed for your arrival.
2. The member of staff teaching your lesson should be informed as should your Tutor.
3. On no account go home without the permission of the Medical Centre, the Head of Sixth Form or Head of Year.

### Counselling

The school has two fully qualified and experienced Counsellors, Mrs Cath Parfitt and Mrs Samantha Adams, who provide support to students when needed. The care and support provided by the School Counsellors is an important aspect of our caring community. You are welcome to make an appointment to see Mrs Parfitt or Mrs Adams as appropriate by either speaking to a member of staff or contacting them directly via email.

### Bullying

Bullying affects everyone, not just the bullies and their victims. It is neither an inevitable part of school life nor a necessary part of growing up. No one person or group, whether staff or pupil, should have to accept this type of behaviour the seriousness of which can cause considerable psychological damage and even drive individuals to suicide.

- All pupils have the right to an education free from bullying within a supportive, safe and caring environment.
- All members of staff also have the right to work in an environment free from any harassment or bullying; whether this is from staff, pupils or parents.

The school is committed to supporting everyone in our community and keeping it free from bullying.

**1. Verbal bullying:** This may involve name calling, may make use of written notes, e-mails, or mobile phone messages and/or may include threats of physical violence. Referring to an exchange as 'banter' is unacceptable in an attempt to excuse upset being caused to others.

**2. Physical bullying:** This often consists of deliberate jostling, bumping or shoving and those responsible may easily maintain that it is accidental when detected for the first time. Physical bullying may also involve theft or damage to property. Not all theft or damage is bullying, but bullying occurs where the intention is to create fear and to use power improperly.

**3. Manipulative bullying:** This may involve manipulating social networks (including electronic networks) with

the intention of excluding, ostracising or marginalising individuals from their friends and normal relationships. Manipulative bullying may also involve the spreading of rumours, posting of electronic images without the other persons consent or malicious accusations.

**4. Homophobic Bullying:** Homophobic bullying occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual people.

**5. Cyberbullying:** This is the use of information and communications technology, particularly mobile phones, social networking sites and the internet in general to deliberately upset

**6. Racist bullying:** The definition of race includes colour, nationality and ethnic or national origins. The term racist bullying refers to a range of hurtful behaviour, both physical and

psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith, community, national origin or national status.

## WHAT YOU SHOULD DO IF YOU ARE BEING BULLIED OR ARE CONCERNED ABOUT A FRIEND?

### For pupils:

1. Go straight to a member of staff and discuss the matter in private. Remember your silence is the bully's greatest weapon. If you do not feel you can tell a member of staff then tell a friend, a prefect, a peer mentor or your parents/guardians.
2. Fill in a Student Bullying Form (available from tutor or Intranet)
3. Tell yourself that you do not deserve to be bullied and that it is wrong.
4. Be proud of who you are. It is good to be an individual.
5. Try not to show that you are upset. A bully thrives on your fear.
6. Stay with a group of friends as much as you can.
7. Tell yourself that the bully will not feel good about their own behaviour and they need help. By informing a member of staff of the whole background, you can help the bully and yourself.

### For Parents:

Parents should report any anxieties they may have to the Tutor in the first instance. These would be passed on to the Head of Year & Boarding HoM (for boarders) or Head of Tier, as necessary. Parents can be reassured that the school will treat their concerns seriously, and sensitively, and that they will be kept informed of any action taken.

A full copy of our Anti-Bullying Policy is available to all students on the Intranet and a hard copy is available on request.

## CONCERNS OVER THE USE OF ILLEGAL DRUGS AND OTHER BANNED SUBSTANCES, SMOKING AND ALCOHOL

1. The Governing Body of Trent College is determined via the school's educational programme and its rules to encourage all pupils not to engage in behaviours and activities, which put their health at risk.
2. Trent College aims to encourage all its pupils and students to develop healthy lifestyles. Recognising the dangers to health of smoking, the School has a 'no smoking' policy. Whilst at school, engaged in any school activity, on any school trip or dressed in school uniform, pupils and students are forbidden to smoke or to have in their possession any material which is directly linked with smoking; this includes any type of electronic smoking apparatus regardless of whether or not it contains a nicotine-based substance.
3. The Governing Body of Trent College is determined via the school's educational programme and its rules to encourage all pupils to develop responsible, healthy lifestyles. Following this principle, we commit to educating pupils on the dangers of excessive drinking and encouraging any senior students who are consuming alcohol to do so in moderation.
4. The School is also keen to make it clear that it is quite unacceptable for any pupil either to be at School showing the effects of alcohol consumption or to miss School or any school activity for the same reason.
5. At certain evening functions a limited quantity of wine may be served with a full sit-down meal and this can be consumed in moderation by members of the Sixth Form under the supervision of staff.
6. The Governing Body of Trent College is determined via the school's educational programme and its rules to make every effort that no pupil is ever involved in drug or solvent abuse whilst at School or engaged in any school activity.
7. It is quite unacceptable for any pupil either to be at School showing the effects of tobacco, drug, solvent or alcohol abuse or to miss School or any school activity for the same reason.
6. If the school ever has concerns that a pupil is under the influence of drugs, the school reserves the right to demand that the individual goes (accompanied by a member of staff) immediately to the Deputy Head (Pastoral) or to a Head of Tier who may arrange, through the Medical Centre, for the individual to take a drugs test, which will be conducted by an appropriately trained member of Trent College Staff.
7. Students should read the Drugs Policy, the Anti-Smoking Policy and the Alcohol Policy published on the Intranet and available as hard copy on request.

## CARS, DRIVING AND STUDENTS

1. Students will normally receive LOA for a driving test, which is not usually negotiable with the DVLA.
2. Students will not receive LOA for driving lessons or theory tests, which can be arranged outside of school hours.
3. Students who are qualified drivers may drive to school but permission to do so must be requested from the Head of Sixth Form.
4. Under no circumstances can students drive on campus, even with a Driving Instructor.
5. Under no circumstances can students park on campus.
6. A car is only to be driven on direct journeys between school and home – i.e. it is never to be used during any break in the school day.
7. Under no circumstances can a student driver carry fellow students of any age without written permission from both the parents of the passenger and the driver themselves.
8. Cars must be driven and parked safely and courteously at all times.







## Trent College Deputy Heads:



**Mr Jeremy Hallows**  
Deputy Head Pastoral



**Mr Darren Brumby**  
Deputy Head Academic



**Ms Lucy Matthews**  
Deputy Head Co-Curricular

## WHO TO CONTACT IN THE SIXTH FORM:

### Your Form Tutor:

Your tutor is one of the key figures in your school life and they will play a key role in supporting your wellbeing, personal development and academic progress. Please stay in touch with your tutor.

### Trent College Sixth Form Team:



**Mr Paul Mayfield**  
Head of Sixth Form



**Mr Geoffrey Butler**  
Head of Year 13



**Ms Sarah Hough**  
Head of Year 12

### Welfare Team:

Beyond your tutor there are a number of staff who you can turn to for advice, support or help in any given situation. This includes the staff below, all of whom would be happy to speak to you:



**Mrs Lesley Curran**  
School Nurse.  
Head of the Medical Centre



**Mrs Justine Rimington**  
Designated  
Safeguarding Lead



**Mrs Cath Parfitt**  
School Counsellor

<b>Head of Sixth Form</b>	Mr Paul Mayfield	Paul.Mayfield@trentcollege.net
<b>Head of Year 13</b>	Mr Geoff Butler	Geoffrey.Butler@trentcollege.net
<b>Head of Year 12</b>	Ms Sarah Hough	Sarah.Hough@trentcollege.net
<b>Martin Housemistress</b>	Mrs Zoe Hawkins	Zoe.Hawkins@trentcollege.net
<b>Shuker Housemaster</b>	Mr Chris Kelly	Chris.Kelly@trentcollege.net
<b>Blake Housemaster</b>	Dr Neil Holbrook	Neil.Holbrook@trentcollege.net
<b>Oxbridge Coordinator</b>	Dr Helen Johnson	Helen.Johnson@trentcollege.net
<b>Examinations Officer</b>	Mrs Georgina Holland	Georgina.Holland@trentcollege.net
<b>Head of Careers</b>	Mrs Fiona Starbuck	Fiona.Starbuck@trentcollege.net
<b>Estates, Security and Transport</b>	Mrs Sarah Barnes	Sarah.Barnes@trentcollege.net
<b>Director of Sport</b>	Mr Richard Mahony	Richard.Mahony@trentcollege.net
<b>Director of Music</b>	Mr Chris Foster	Christopher.Foster @trentcollege.net
<b>Director of Drama</b>	Mrs Donnaleigh Ward	Donnaleigh.Ward@trentcollege.net
<b>Medical Centre</b>	Mrs Lesley Curran	Medical.Centre@trentcollege.net

**For all enquiries and contacts please call the Main Reception on 0115 849 4949.**

#### **OTHER IMPORTANT CONTACTS**

##### **Child Protection/Safeguarding Officers:**

##### **Designated Safeguarding Lead**

*Justine Rimington*

Justine.Rimington@trentcollege.net

Tel: 07919 031557

#### **POLICIES**

A range of policies is referenced in this Handbook. All our School Policies are found published on the School Intranet and hard copies are available on request.

#### **Policies that have been used here include:**

- Anti-bullying Policy
- Rewards and Sanctions Policy
- Acceptable Use of Technology Policy
- Alcohol Policy
- Anti-Smoking Policy
- Drug and Solvent Abuse Policy
- Leave of Absence Policy
- School Ethos and Rules
- Student Driving Policy
- Teaching and Learning Policy.

#### **PLEASE NOTE**

The information in this handbook is correct at the time of printing. Any changes will be communicated to parents via letter and explained to students in Assembly or Tutor Time.



# ACADEMIC YEAR 2021-2022

## MICHAELMAS TERM 2021 - 2022

<b>Friday 27 August</b>	<b>New Staff Induction Day</b>
<b>Monday 30 August</b>	<b>Bank Holiday</b>
<b>Tuesday 31 August</b>	<b>INSET Day</b>
<b>Wednesday 1 September</b>	<b>INSET Day</b>

Start of Term	For boarders For day pupils	2000 on Wednesday 1 September 0830 on Thursday 2 September (school buses operate as normal)
Exeat Weekend	after commitments on Friday 24 September to either 2100 on Sunday 26 September (boarders) or 0830 on Monday 27 September	
Half Term	For boarders For day pupils (Buses leave at 1640)	1615 on Friday 15 October to 2000 on Sunday 31 November 1615 on Friday 15 October to 0830 on Monday 1 November
Exeat Weekend	after commitments on Friday 19 November to either 2100 on Sunday 21 November (boarders) or 0830 on Monday 22 November	
End of Term	For all pupils	1615 on Friday 10 December (buses leave at 1640)

## LENT TERM 2022

<b>Monday 3 January</b>	<b>Bank Holiday</b>
<b>Tuesday 4 January</b>	<b>INSET Day</b>

Start of Term	For boarders For day pupils	2000 on Tuesday 4 January 0830 on Wednesday 5 January (school buses operate as normal)
Half Term	For boarders For day pupils (Buses leave at 1640)	1615 on Friday 11 February to 2000 on Sunday 20 February 1615 on Friday 11 February to 0830 on Monday 21 February
Exeat Weekend	after commitments on Friday 11 March to either 2100 on Sunday 13 March (boarders) or 0830 on Monday 14 March	
End of Term (Good Friday 15 April, Easter Sunday 17 April)	For all pupils	1615 on Friday 25 March (buses leave at 1640)

## TRINITY TERM 2022

<b>Monday 18 April</b>	<b>Bank Holiday</b>
<b>Tuesday 19 April</b>	<b>INSET Day</b>

Start of Term	For boarders For day pupils	2000 on Tuesday 19 April 0830 on Wednesday 20 April (school buses operate as normal)
May Day	Bank Holiday school closed Monday 2 May open as normal Tuesday 3 May	
Half Term	For boarders For day pupils (Buses leave at 1640)	1615 on Friday 27 May to 2000 on Sunday 5 May 1615 on Friday 27 May to 0830 on Monday 6 June
End of Term	For all pupils	1330 on Saturday 9 July (Speech Day)

## PLEASE NOTE

- These dates should be recorded and all steps taken to avoid clashes that could lead to a pupil being absent during term-time. If there is a need for leave of absence to be sought, contact must be made with the relevant Head of Tier at the earliest opportunity. It should never be assumed that leave of absence will be automatically granted.
- Parents are recommended to read the school policy on 'Leave of Absence' which explains in more depth Trent's expectations on this issue and the procedures that should always be followed.