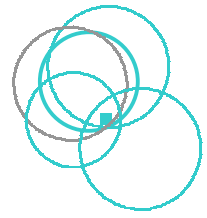


Rhyddings High Mentors' Handbook 2003 - 2004



The Seventh Year

Background to the Project

The SRB Project in Rhyddings High School

What is the SRB Project?

The Single Regeneration Budget provided the initial five-year funding for the Project which aims to raise achievement and enhance the employability of underachieving students. The scheme is managed by the ELEBPs (East Lancashire Education Business Partnerships). Students who have the potential to achieve more than they are at present are targeted for inclusion on the Project: they are under-achievers as distinct from low-achievers. Each school on the Project participates in the scheme for five years. At Rhyddings, we completed our five years in 2002. The Project continues, now funded by the school.

Students from all five school years are now on stream. They are selected after examination of test scores, reports and consultation with staff who helped identify students they feel are not achieving as much as they might.

Each student has different barriers to learning and so has been selected for different reasons to the others. Our task has been, and continues to be, to identify these barriers more closely. For example, we may have known that poor attendance

was a problem, but, on the project, we would try to find out what was causing the poor attendance so that we could then try to counteract this. Of course this is supplementary to the work which form tutors do as a matter of course for **all** students.

Years 7, 8 and 9

The key feature of SRB support in lower school is one-to-one mentoring by Simon Midgley. Simon tries to meet each student at least once each week for 50 minutes (one lesson) but this may vary to fit individual students.

These sessions have taken place in a variety of locations over the five years of the Project. Our current location is part of the Student Support Suite (SSS). At the beginning of each term Simon and each student plan what they are going to work on during the subsequent weeks. Typical activities include:-

- allowing the student to complete unfinished homework, often using our ICT facilities;
- working on literacy and / or numeracy programmes to address identified barriers to learning, often using the Successmaker ILS or other PC-based learning software;
- listening to difficulties which have arisen and planning ways to tackle these and prevent a recurrence;

- calming down after a frustrating incident.

These activities will be those identified in each student's Rhyddings Individual Programme (RIP) as being methods of helping to remove their barriers to learning.

Years 10 and 11 : the mentoring programme

This structure continues into Years 10 and 11 - with additions. Students may continue to see Simon but also will have the opportunity to have their own business mentor who will meet them every two or three weeks. The focus changes to coursework completion and preparation for exams and life after Rhyddings - either at college or at work. It is the mentors' work experience which is particularly valuable here.

Mentoring Procedures

Arrival

Mentors sign in on entry to the school and out again as they leave. Each mentor is given an identification badge to keep and wear whilst in school.

Location

Mentoring sessions will usually take place in the mentors' rooms which are now part of the SSS, but at busy periods other rooms may have to be found. Refreshments are available in the room. Access to the mentors' rooms is through the SSS. This should always be open and staffed by one or more teachers / assistants. If the mentors' rooms are not available, Simon, Beki (our clerical assistant) or any Student Support staff will always find another room.

Arranging meetings

Mentors will usually arrange the next meeting with their student before the end of the current one and enter it in the appointments file. They can let Simon know at the time (if he is in school) or later by phone () or email simon@simonmidgley.co.uk . Simon then enters the appointment in an on-line diary - which reminds him of the meeting two days in advance. He will then try to remind the student by placing a note in the register and/or by personal contact.

Appointment cards

Students are given an appointment card on which is written the time and date of the next meeting. The card helps remind students of the meeting and also legitimizes their absence from a lesson. Simon gives each mentor a supply of cards.

Frequency of meetings

Meetings have taken place on average every two or three weeks for between $\frac{1}{2}$ to one hour at a time, but some meetings have taken place less frequently because of the mentor's work commitments and / or student absences. Mentors should try to arrange meetings at different times of the week so that students are not missing the same lesson each time.

It is a good idea to check your student is in school before setting out. To do this, either phone the school, explain who you are and ask if your student is in school. Our office staff are usually very efficient here. Alternatively, phone Simon to check. Early morning appointments are the hardest for us to verify whether the student is in school or not - they may be late.

Mentor group meetings

Once each term mentors meet as a group to discuss progress and share ideas. Simon arranges these meetings, writes an agenda and keeps the minutes of the meetings.



Contacting Your Student

How to Contact Your Student

Your contact in the school is Simon Midgley. You can reach him:-

at school 01254 231051 (Switchboard) or
***** (Mobile)

Monday and Thursday
8:40am - 4:30pm,
Tuesday 1:25pm - 4:30 pm

at home other times on
or anytime by email on
simon@simonmidgley.co.uk

If Simon isn't available, ask to speak to our Student Support Clerical Assistant, Claire Blackburn she may be able to help you.

Who's Who in the School

Who's Who in the School

(... who give additional support in some form or other to Year 10 and 11 SRB students)

Senior Management

Mr Burke	Headteacher
Mrs Nutter	Deputy Headteacher
Mr Trickett	Deputy Headteacher

Staff with responsibilities related to Work / Careers / Year 10 / 11

Mrs. Ashworth	Co-ordinator Year 11 Student Development
Mrs. Whelan	Co-ordinator Year 10 Student Development
Mrs. Atkinson	Head of Careers and responsible for Work Experience / Business Studies / Compact
Mr. Ainsworth	Assistant Headteacher, Senior Co-ordinator, Examinations Officer, History.

Year 11 Form Tutors (and rooms)

Mrs. Atkinson	11AK	D1
Miss Cook	11CK	D4
Mr. Hargeaves	11HG	N7
Mr. Mercer	11MC	15a
Ms Martin	11GM	W5
Mrs. Ribchester	11RR	3
Mrs. Dutton	11DT	D2
Mrs. Wilson	11WI	14

Year 10 Form Tutors (and rooms)

Mr. Connell	10CL	E7
Mrs. Kitts	10KS	E3
Mr. Ferley	10FY	9
Ms Ashton	10AO	5
Mrs. Mason	10MN	12
Mr. Rigby	10RY	E12
Mr. Gould	10GL	E1
Miss Sagar	10SG	6
Mr. Stobbs	10SS	T5

Student Support Staff

Mrs. Brewerton	Head of Student Support (Student Support Office)
Mrs. Costello	Student Support
Mr. Dearden	Inclusion Coordinator
Ms D Wilkins	Behaviour Support
Simon Midgley	SRB Co-ordinator

Ethnic Minority Achievement Grant Staff

Mrs Padfield	EAL Support
Mrs Moosa	EAL Support

Connexions

School Terms and Holiday Pattern 2003 - 2004

School Terms and Holiday Pattern

2003 - 2004

AUTUMN TERM 2002	
Re-open (for students)	Tuesday 2 nd September
Teacher Day (Students not in)	Monday 6 th October
Teacher Day (Students not in)	Tuesday 7 th October
Close (for students)	Friday 24 th October
Half-term break	
Re-open (for students)	Monday 3 rd November
Close (for students)	Friday 19 th December
SPRING TERM 2003	
Re-open	Monday 5 th January
Close	Thursday 12 th February
Teacher Day (Students not in)	Friday 13 th February
Half-term break	
Re-open	Monday 23 rd February
Close	Friday 2 nd April
SUMMER TERM 2003	
Re-open	Monday 19 th April
May Day Holiday	Monday 3 rd May
Close	Friday 28 th May
Half-term break	
Re-open	Monday 7 th June
Close	Friday 16 th July
Teacher Day (Students not in)	Monday 19 th July
Summer Break	

The School Day

The School Day for Students

08:45 – 09:05	Registration / Assembly
09:05 – 09:55	First lesson
09:55 – 10:45	Second lesson
10:45 – 11:05	Break
11:05 – 11:55	Third lesson
11:55 – 12:45	Fourth lesson
12:45 – 13:25	LUNCH
13.25 – 13.30	Registration
13.30 – 14.20	Fifth lesson
14.20 – 15:10	Sixth lesson
15:10 – 16:15	After-school Homework Club

Fire Arrangements

FIRE ARRANGEMENTS

When the fire alarm sounds mentors and students should leave by the nearest exit. In the case of the Student Support Suite there are three doors, two of which lead immediately to the outside. (See map)

Mentors should go to the West Yard and report to Simon or, if Simon is not in school that day, Stephanie Brewerton.

Map of the school

Map of the school

Map removed to enable smaller file size.