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# RUNNYMEDE COLLEGE

Delight, Ornament, Ability



Sixth Form

Pupil & Parent Handbook

2025-2026



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## Sixth Form Life

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At Runnymede College, our Sixth Formers have high expectations and work incredibly hard to achieve excellent results and go on to secure places at top university destinations worldwide. From day one, they are encouraged to apply themselves fully, supported by a dedicated Sixth Form team.

Our Sixth Formers grow into well-rounded and balanced individuals through their active participation in the school community. They engage in a wide range of co-curricular clubs, sports, and super-curricular activities, while also contributing to the school and wider society.

A strong bond quickly develops between Sixth Formers and Sixth Form staff, including specialist subject teachers, tutors, support staff, the management team, and the Headmaster.

## Sixth Form Team

Mr & Mrs Powell, Mr M. & Ms G. Powell

Ms O'Driscoll - Head of Sixth Form ([modriscoll@runnymede-college.com](mailto:modriscoll@runnymede-college.com))

Ms Lowdon - Assistant Head of Sixth Form ([klowdon@runnymede-college.com](mailto:klowdon@runnymede-college.com))

Exams Officer ([exams@runnymede-college.com](mailto:exams@runnymede-college.com))

Directora Tecnica ([amuñoz@runnymede-college.com](mailto:amuñoz@runnymede-college.com))

Sixth Form Tutors:

- |                 |                |
|-----------------|----------------|
| 1. Ms McCormack | 6. Ms Scott    |
| 2. Ms Lowdon    | 7. Ms Fahy     |
| 3. Mr White     | 8. Mr Wilmot   |
| 4. Ms Koppinen  | 9. Mr Spillane |
| 5. Ms Risacher  | 10. Mr Lyons   |

Senior School Team

Ms Leon - Head of Timetable ([ileon@runnymede-college.com](mailto:ileon@runnymede-college.com))

Ms Grimes - Deputy Head (Academic) ([fgrimes@runnymede-college.com](mailto:fgrimes@runnymede-college.com))

Ms Howe - Deputy Head (Pastoral) ([bhowe@runnymede-college.com](mailto:bhowe@runnymede-college.com))

Mr Blake - Deputy Head (Enrichment) ([mblake@runnymede-college.com](mailto:mblake@runnymede-college.com))

Ms Hawkins - Senior Deputy Head ([ahawkins@runnymede-college.com](mailto:ahawkins@runnymede-college.com))



# Sixth Form Curriculum

Our Sixth Form curriculum allows pupils to explore any combination of A level subjects and develop transferable skills through additional learning opportunities.



## International English Language Testing System (IELTS)

All Sixth Form pupils take the IELTS exam at the end of Year 12 to demonstrate English proficiency, which supports university applications and reinforces pupils' written and spoken fluency.

## Extended Project Qualification (EPQ)

The EPQ is an optional, independent research project worth half an A level that allows pupils to explore a topic of their choice in depth, supported by weekly skills lessons and guidance from supervisors.

## Fit-Formers

Fit-Formers sessions promote physical and mental well-being by offering a range of fitness activities, including yoga, pilates, and CrossFit, led by expert coaches.



## Sixth Form Expectations

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### Be Positive Role Models

Always demonstrate politeness, respect, and good manners.

Strive for academic excellence through consistent hard work.

### Be Participative

Take an active role in lessons, the Pupil Leadership Team, Tea with the Headmaster, fundraising efforts and other school events.

### Be Prepared

Dedicate approximately 4 hours daily to academic work at home, with additional time on weekends.

Continually develop your understanding of subjects and strengthen your academic English.

### Be Proactive

Participate in sports and both extra- and super-curricular activities.

Use screen time wisely and avoid unnecessary digital distractions.

## School Rules

Sixth Formers are expected to abide by the school rules. Please refer to the following rules and policies [here](#):

- Promoting Positive Behaviour
- Alcohol, Smoking and Drugs Policy
- E Safety Policy
- Academic Honesty and Integrity Policy

## Headmaster's Red Lines

The Headmaster has set clear **non-negotiable red lines**. Pupils involved in any of the following behaviours will face serious disciplinary consequences:

- Bullying
- Xenophobia and Homophobia
- Cheating
- Physical violence



## Electronic Devices & E Safety

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- **Smartphones** must **not** be brought to school under any circumstances.
- **Smartwatches** are **strictly prohibited** in all exams and assessments.

### Sixth Form Device Use

- Sixth Formers are permitted to use their own laptops or iPads for **educational purposes only**. Devices must be **registered with the IT Department** prior to use.

### E-Safety Expectations

- All use of personal devices must comply with the school's **E-Safety Policy**.
- Non-educational use, such as gaming or messaging, is not permitted during the school day.
- The school reserves the right to monitor communications and network usage for safety. If there is a suspicion that devices may be used inappropriately, the school reserves the right to perform random checks on any device brought into school by pupils.
- Any e-safety breaches or concerns should be reported to the Head of Sixth Form or Designated Safeguarding Lead (DSL) immediately.



## Sixth Form Academic Expectations

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To help ensure a strong start to Sixth Form life, pupils are encouraged to prepare and take action. This proactive approach sets the tone for success and independence throughout their Sixth Form journey.

### Preparation

1. Buy a diary/planner.	A-Levels cover a wider depth and breadth of knowledge than iGCSEs. It is essential to keep up to date with your work and be aware of upcoming deadlines.
2. Ensure you are properly equipped for each of your subjects.	Your teachers will advise you of the materials necessary for each subject. It is also strongly recommended to build up a set of revision notes as you progress through the academic year.
3. Plan out which study periods you will dedicate to each of your subjects.	Having a plan in advance will ensure that you are able to work effectively and efficiently throughout the school day.

### Action

1. Do your homework <b>at home</b>	Completing homework is the minimum expectation in the Sixth Form. Each subject will set up to 5 hours of homework a week.
2. Use study periods to <b>consolidate content</b> you have learned in lessons	For those seeking the best grades, you will need to work beyond any classwork or homework set. e.g. write out a set of condensed notes based on class notes, create/use flashcards, complete past exam questions, read textbook chapters and answer corresponding questions.
3. <b>Seek out your teachers</b> and/or the Sixth Form team as soon as you are unsure.	You will make much more progress if you approach staff for help as problems arise. It is important to keep on top of your work and not let issues build up!



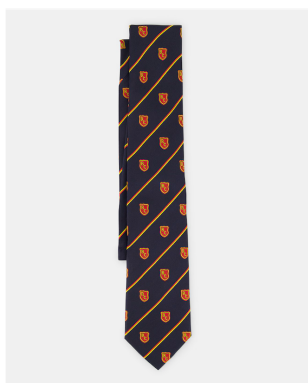


## Sixth Form Uniform

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Sixth Form pupils are expected to maintain a smart appearance at all times. The required uniform includes:

- Sixth Form blazer with the gold Runnymede badge
- Grey trousers or skirt
- Blue shirt during the colder months
- Blue polo shirt in the warmer months
- Sixth Form tie







## Attendance & Punctuality

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There is a direct correlation between attendance and academic success, so Sixth Formers are expected to be punctual and present every day. Pupils must be in their form room by 8:50am for registration and remain on site until 4:00pm to fully benefit from the school day.

### Punctuality:

If a Sixth Former is late to registration or any lesson **twice in a week**, they will receive an **after-school detention**.

### Absence:

If a Sixth Former is absent, they are expected to be **proactive** in catching up on all missed work and ensuring they stay on track academically.

### Parental Communication:

We request communication from parents in the following manner:

Inform	Request permission	To be avoided
Illness, university admissions tests/ interviews	Sporting competitions, university visits, family events	Medical/ dental appointments during school hours, driving tests, extended holidays
Create Leave Request via Parent Portal	Request permission via email from Head of Sixth Form ( <a href="mailto:modriscoll@runnymede-college.com">modriscoll@runnymede-college.com</a> ) and copy in Form Tutor  & Create Leave Request via Parent Portal	Request permission via email from Head of Sixth Form ( <a href="mailto:modriscoll@runnymede-college.com">modriscoll@runnymede-college.com</a> ) and copy in Form Tutor  & Create Leave Request via Parent Portal



## Sixth Form Timeline

Sixth formers are encouraged to work consistently hard over the two years, so as to develop the knowledge and skills necessary to tackle any assessment they may face. This puts them in a strong position when doing their final exams.

You can see an overview of the two years below:

	Year 12			Summer	Year 13		
Term	Term 1 (Autumn/ Winter)	Term 2 (Winter/ Spring)	Term 3 (Summer)		Term 1 (Autumn/ Winter)	Term 2 (Winter/ Spring)	Term 3 (Summer)
Academic	Regular in-class assessments Half-termly grade reports		Internal exams  Provisional Predicted Grades issued	Revisiting Year 12 content Preparing for assessments/ coursework	Assessments Final Predicted Grades	Mock exams	Final A level exams (May - June)
Meetings/ Presentations	Expectations meeting for parents	Parents' evening	Orientation presentations		Expectations meeting for parents Parents' evening	Parents' evening	Sixth Form Graduation & Leavers' Ceremony
University	University fairs, visits, talks - take place throughout the two years.						
	Orientation sessions - exploration through reading, research, panel events, Unifrog, etc		April - Take a Runnymedeian to work  Choosing university courses	Reading, research & drafting university written tasks	University Applications (UK, USA & elsewhere) Early Applications (Oct - Oxbridge, Nov - US)  Admissions tests &/ interviews	More University Applications (Spain, Europe)	Choose Firm & Insurance options (UK)
Extra/ Super-curricular	Sign-up/ start co-curricular clubs, Join Pupil Leadership Team	Be proactive & reliable members of clubs & keep up with extra/ super-curricular activities		Super-curricular reading & activities	Continue extra/ super-curricular activities		



## Orientation

We offer a comprehensive orientation programme to support pupils in their university applications. This includes university fairs and presentations on applying to universities in different countries, aimed at both pupils and parents. Peer-led events also play a key role, with Old Runnymedians and Year 13 pupils sharing their insights and advice, offering valuable peer-to-peer support.

Sixth Formers are expected to take ownership of their university applications, supported by the Sixth Form team and the Unifrog platform, which helps them explore options and manage the process. Each pupil also selects one referee and one advisor to support them through their individual application journey.

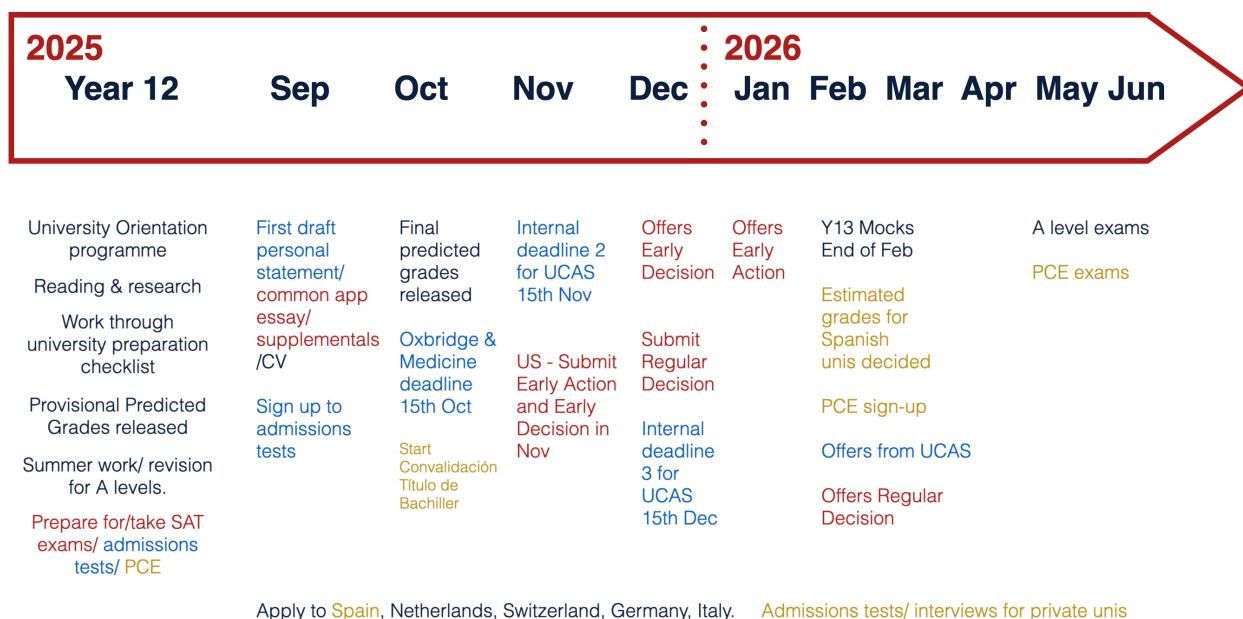
For applicants to Oxbridge and U.S. universities, weekly support sessions are provided to help pupils navigate the highly competitive process. In addition, mock admissions tests and interview practice are offered for those applying to specific courses in the UK that require them.

For those applying to Spanish universities, access to required documentation is co-ordinated through the Directora Tecnica, and transcripts for all applications are issued by the Exams Officer.

The Headmaster and Ms Powell also take an active role, regularly offering advice and insights during meetings and also at "Tea with the Headmaster".

### University Timeline

UK, US, Spain, Europe





## Sixth Form Opportunities

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Sixth Formers benefit from a range of bespoke experiences and privileges designed to enrich their academic journey and personal development.

### **Tea with the Headmaster**

Each week, a group of Sixth Formers is invited to “Tea with the Headmaster” to discuss school life, share ideas, and reflect on their future aspirations. This is a fantastic opportunity to speak to and get advice from Mr Powell.

### **Mixed Forms**

Form groups are vertical, with a mixture of Year 12 and Year 13 pupils in each group. This structure helps to facilitate relationships and create a strong sense of community. Year 12 pupils benefit from learning about the university application process and what to expect in Sixth Form from Year 13 pupils. Meanwhile, Year 13 pupils enhance their communication skills by offering support and guidance to their younger peers.

### **Sixth Form Summit**

At the start of the academic year, pupils participate in the Sixth Form Summit - a day of academic and creative team-building challenges. This event encourages collaboration, personal growth, and connections within tutor groups.

### **Speakers' Morning**

Each Sixth Former is expected to deliver a short talk during Speaker's Morning, which follows a rota and takes place during morning registration. This initiative aims to develop public speaking skills.

### **Sixth Form Dining**

Pupils enjoy the use of Sixth Form dining room and common room. These spaces promote social interaction and community among Sixth Formers.

### **Study Periods**

Sixth formers can study in the Frank Murphy library or in study spaces around the Founders' building. They can also use this time to speak to teachers or have meetings regarding co-curricular clubs or fundraising events.





## Careers and Work Experience

### Take a Runnymedian to Work

Pupils are given the opportunity to participate in work experience by visiting a workplace for a day. This provides valuable insight into the professional world and exposes them to diverse working environments.

### Internships

Sixth formers can apply for internships during school holidays, often arranged with the support of Old Runnymedians and parents. These placements, both in Spain and abroad, provide valuable work experience and help pupils build transferable skills.

### Panel Events

Throughout the year, guest speakers from various academic and professional backgrounds are invited to share their experiences. These interactive sessions give pupils direct insight into different industries and career paths.







## Leadership Opportunities

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### Pupil Leadership Team

Pupils can apply for key leadership roles including Head Pupils, Prefects, House Captains, and positions within the Community Committee. These roles come with meaningful responsibilities and offer opportunities to lead and represent the pupil body.

- **Head Pupils** act as spokespeople, communicate with the Senior Management Team, and represent the school at events such as Prize Giving and Graduation Ceremony.
- **Prefects** support the wider school community by mentoring younger pupils, visiting forms and helping with the smooth day-to-day running of the school.
- **House Captains** lead and organise house involvement in school events and competitions.
- The **Fundraising Committee** leads charitable efforts for Fundación Runnymede, with members taking on roles such as Presidents, Vice-Presidents, Secretaries, Event Organisers, Marketing Officers, and Treasurers.

## Fundación Runnymede

Fundación Runnymede College (FRC) was created with input from Sixth Formers and is committed to offering full scholarships to exceptional pupils from public schools in Alcobendas to study at leading universities in the UK and US. Sixth Formers continue to play an active role by contributing ideas, providing mentorship, and supporting fundraising events such as charity galas, auctions, and fairs.

