

Sowing the seeds for your future



PARENTS' HANDBOOK 2019-20

Term and Holiday Dates

Autumn Term 2019

First Years Monday 2nd September - Friday 25th October 2019

Second Years Monday 9th September - Friday 25th October 2019

Half Term Monday 28th October - Friday 1st November 2019

Monday 4th November - Friday 20th December 2019

Staff Development Day: Friday 22nd November 2019

Spring Term 2020

Monday 6th January - Friday 14th February 2020

Half Term Monday 17th February - Friday 21st February 2020

Monday 24th February - Friday 3rd April 2020

Summer Term 2020

Monday 6th April - Friday 22nd May 2020

Bank Holiday Friday 8th May 2020

Half Term Monday 25th May - Friday 29th May 2020

Tuesday 2nd June - Friday 10th July 2020

Publication of Results

AS/A level : Thursday 13th August 2020

GCSE: Thursday 20th August 2020

Please note, students on second year courses have lessons after the May examinations in June and July. Attendance at all lessons is vital. Leave of absence for students is only granted under exceptional circumstances and holidays with family or friends should not be arranged during term time.

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Introduction

The College welcomes the involvement of all parents and we hope that we will have a successful partnership with you, working together in encouraging your son or daughter to achieve his/her potential.

We ask that parents read this handbook so that you know and understand what we expect of students in terms of behaviour and approach to work, as well as what students themselves can expect from the College. The College Prospectus and the website also provide much useful information of a general nature.

The College expects that students will accept responsibility for their own learning and academic progress. Nevertheless, there is a continuing role for parents to play in that process and the College will liaise with parents accordingly, taking into account the needs of individual students.

The College's Commitment to Parents

You can expect the College to provide:

- ▶ a personal link with the College via your son's or daughter's Personal Tutor and Director of Studies;
- ▶ an opportunity to meet the Principal and Deputy Principal at the Information Evenings for Parents of New Students early in the autumn term;
- ▶ Parents' Evenings with the opportunity to discuss your son's or daughter's progress with Subject Tutors and his/her Personal Tutor;
- ▶ a prompt response to any query or concern;
- ▶ contact from the College should we become concerned about your son's or daughter's attendance or progress;
- ▶ an appointment with the Personal Tutor or

Director of Studies if either you or we need to discuss an aspect of your son's or daughter's progress;

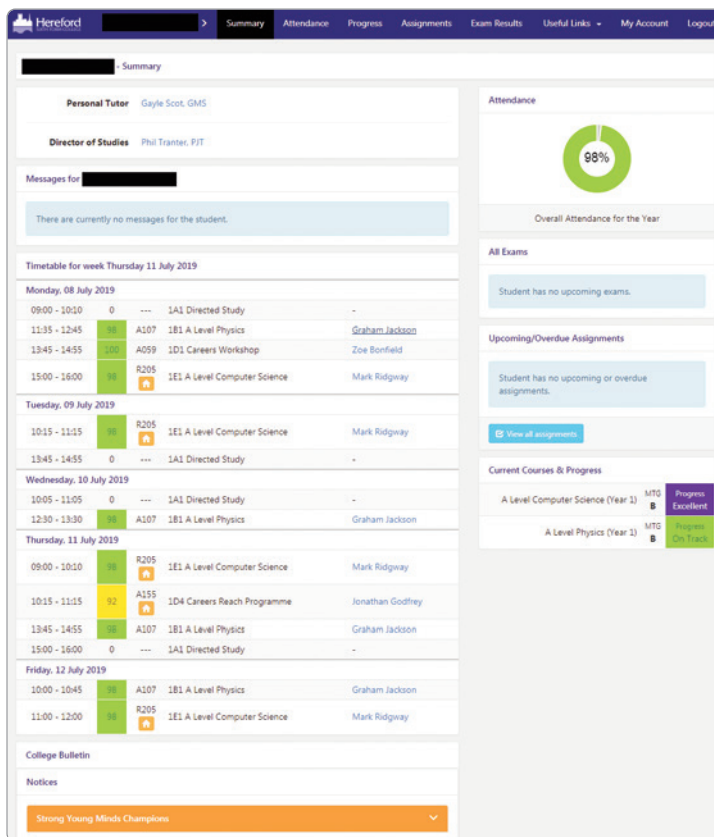
- ▶ representation on the College's Governing Body through the Parent Governors;
- ▶ a copy of the College's complaints procedure, on request (see summary on page 6).

Your Contribution to Your Son's/ Daughter's Life at College

We ask parents to:

- ▶ encourage your son or daughter to understand and meet the obligations outlined in this handbook;
- ▶ inform us if you become concerned about any aspect of your son's or daughter's progress;
- ▶ discuss reports with your son or daughter;
- ▶ inform us of any changes in personal circumstances, for example change of address, telephone number or domestic situation;
- ▶ notify us via the Parent Portal or e-mail absence@hereford.ac.uk when your son or daughter is too unwell to come to College;
- ▶ avoid taking holidays in term-time, or to request leave of absence in writing from the Principal as far in advance as possible if such arrangements are absolutely unavoidable;
- ▶ continue to support your son or daughter in the work he/she does outside lessons - this should be at least 15-20 hours of study per week;
- ▶ provide, as far as possible, a suitable environment for studying at home.

Parent Portal



The Parent Portal allows you to access information about your son or daughter whilst they are at College.

This screenshot shows the homepage, which provides a summary of your son's/daughter's attendance and progress, alongside information about their tutors, their timetable and their examinations. There are also specific pages on **Attendance** and **Progress**, recording more detailed information about each course. The **Exam Results** page provides all of the information you need about external examinations.

You will receive an e-mail with instructions for accessing the portal.



ParentPay®

Pay online...
for peace of mind



Pay online for

- meals
- trips
- and more

A convenient way to pay

Parents can now book and pay securely online for a range of items using a debit/credit card or through PayPoint. Paying online gives you the peace of mind that comes with knowing that your money has reached the College safely and is used for its intended purpose.

How to pay online...

- Step 1 - Have your activation letter ready
- Step 2 - Login at www.parentpay.com
- Step 3 - Follow instructions to activate account
- Step 4 - Click on 'Items due for payment'
- Step 5 - Click on 'Alerts' to set text/e-mail alerts

**“No more having
to look for change
or writing cheques.
It's so easy now.”**

ParentPay Parent



www.parentpay.com

A-Z of Key Information

Attendance/Punctuality

Excellent attendance and punctuality are important factors in any student's success and we are very anxious that no work is missed. Students are expected to aim for 100% attendance. If a student is unwell or has another valid reason for absence, parents are asked to notify the College through the Parent Portal or e-mail absence@hereford.ac.uk as soon as possible. The College will not tolerate casual absence. Students should not make routine dental and medical appointments, or arrange for driving lessons or driving tests, during College time. Students with a poor record of unauthorised absence may be asked to pay for their examination fees or may not be permitted to enter for examinations. As with progress, the College will contact you if absence becomes a cause for concern. Non-attendance can result in loss of EMA or Bursary payments.

Bus/Rail Transport Passes

All students who live more than three miles from the College are eligible to apply for a transport pass. Applications should be made to Herefordshire Council. In all cases, there is a charge for a pass, which is set by Herefordshire Council, with concessions in financial hardship situations through the Bursary Fund. Most students will be entitled to a bus pass and rail passes are available on some routes. Application forms are available from College Reception and Herefordshire Council or can be downloaded via www.hereford.ac.uk/travelling-to-college/student-travel/. Students should collect their passes from College at the beginning of each term.

Careers and Options After Level 2/3 Programmes

The Careers Department's main purpose is to

support students with their option choices including higher education, employment, apprenticeships and gap year.

A team of internal Careers Tutors ensures that information and guidance is readily available when students need it, either as a member of a group or on an individual basis, through a programme of Careers education and guidance.

The Careers Department recognises the key role parents play in the education and employment decisions of their daughters and sons. With this in mind, evening meetings are held each year to keep parents fully informed. You will be notified of these in due course.

“ I have been very impressed with the support and guidance given by the Careers Department regarding university applications and work experience.”

Car Parking

Parking is available at Aylestone Park, at the bottom of Aylestone Hill as you enter Hereford from Worcester. Permits are available from the College Reception and these must be displayed when the vehicle is parked.

Owing to a shortage of car-parking space, there is no parking for students on the College site. Any cars parked improperly may receive a parking fine. The parking fine is strictly enforced and is currently £80. Parents visiting

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the College should park and report to Reception for a permit. Parking space is provided on campus for students' bicycles, mopeds and scooters.

Chaplaincy

Our Chaplain is readily available to all students, of all faiths and none, to offer help and advice, support and encouragement and to be a sounding board and a "friendly-ear". This may be especially helpful for students who have particular problems and concerns and who would welcome a confidential discussion with someone outside of their circle of family, friends or staff.

College Property

Students are expected to treat all College property with respect and will be asked to make good, or pay for making good, wilful or careless damage. All litter should be placed in the bins provided. If all students act in a responsible manner, the College remains a clean and tidy community for all. All books, equipment and other materials issued to students on loan become the responsibility of the student, who is expected to return them in good condition. Loss or damage, other than reasonable wear and tear, will be charged for at the actual cost of repair or replacement.

Complaints Procedure

We hope that your son or daughter will be happy and successful and that you will also be satisfied with the way the College works with you to achieve this. Nevertheless, we will listen carefully to any criticisms or complaints you may have about the College and particularly in relation to the commitments we make.

If you should be dissatisfied, an informal approach to a tutor or to a Director of Studies may be sufficient to settle the matter. You can

also contact the Principal directly. If the matter is not settled by such an informal approach, you may pursue it through the formal complaints procedure. A copy of this can be obtained from the College Reception.

The Principal can exclude students, either temporarily or permanently, or prevent students from completing a course for which they have enrolled. Except in cases of serious breaches of discipline, parents are always given adequate warning of such a possibility so that the student has time to remedy matters. In the event of disagreement with actions taken by the Principal, there is a right of appeal to the Governing Body.

Contacting the College

The address, telephone number, e-mail address and website details for the College are on the back cover of this handbook. During term time the College Reception is open every day from 8.15am to 4.45pm apart from Wednesdays when it is open from 8.15am to 4.00pm - there is an answerphone for telephone messages received outside these hours. Please note that the switchboard does not give an engaged signal when the line is busy, but the incoming call is diverted to another phone in the College Reception and is answered as soon as someone is free to do so. Reception hours are limited to 9.00am to 4.00pm outside term time, but again the answer phone is available for messages.

It is useful for parents to know the name of their son's or daughter's Personal Tutor in case information needs to be passed to him/her. It may not be possible to speak to the tutor immediately because of teaching or other commitments. However, a message can be taken asking the tutor to contact you. Please note that a telephone message can only be delivered to a student if the message is from a

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parent or guardian and is urgent. Tutors can also be e-mailed.

Counselling

In most cases students are very happy at College, but in the event of personal difficulties, counselling support can be helpful. We have qualified and accredited counsellors available at the College during term time offering confidential counselling to students who wish to make use of the service.

Course Changes

Whilst we hope that students will settle well into their chosen courses, if a student wishes to change a course he/she should see his/her Director of Studies. Changes are not recommended after the first few weeks of term.

Disciplinary Procedures

The College has disciplinary procedures for dealing with students who break College rules. In some cases this involves a formal College Contract. The aim of such contracts is to prevent further problems by providing additional supervision and support. The College will treat any incidents involving alcohol or drugs as serious breaches of discipline. If a student is likely to fail courses through lack of effort, then he/she may not be entered for his/her examinations (or may be required to pay for them) or progression might not be allowed onto the second year of a programme; similarly, a student following a GCSE programme might not be offered a place on an advanced programme for the following year. Parents are always involved in such cases and sufficient warning is given so that the student has time to remedy matters. Serious breaches in discipline may be referred to in references supplied by the College.

Dress

There is no uniform. Students can choose what to wear provided that it is suitable for work in College and that it is not dirty, distracting or offensive. The Principal reserves the right to determine whether or not a student's clothing is suitable. Appropriate kit is required for participation in physical education sessions. For certain team sports, for example football and hockey, strip is provided by the College. For individual sports, it must be provided by the student. Students on work experience placements, community care placements or similar College-organised activities must be suitably dressed in accordance with the placement requirements.

Education for Life Programme

Alongside their academic courses, your son/daughter will be required to follow the *Education for Life* programme which is timetabled for one hour a week and is a compulsory part of their timetable.

The programme covers topics designed to promote their personal well-being including: *Equality & Diversity; Internet Safety; Safe Relationships; Sexual Health; Mental Health; Drugs & Alcohol Awareness* and *Healthy Living* as well as careers education and some preparation for tutorial work.

Education Maintenance Allowance (EMA)

Currently this is available to students **whose usual address is in Wales** and whose household income is £20,817 per annum or less if there is one dependent child or £23,077 per annum or less if there are two or more dependent children. Payments of up to £30 per week are paid fortnightly into the student's bank account and are dependant on

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attendance at all lessons. Full details of how to apply can be found at:

www.studentfinancewales.co.uk or a pack may be collected from the Student Finance Office, room A021.

The EMA scheme for students who live in England has now closed.

Equality & Diversity and Fundamental British Values

The College is a diverse community and we are proud of this. The College provides an inclusive, personalised learning and working environment in which students, staff and visitors are valued as individuals, according to their merits, abilities and potential.

Protected Characteristics

There are a number of characteristics that are protected by the law, through the Equality Act, 2010. These are **R**ace and ethnicity, **E**conomic or social background, **G**ender, transgender, pregnancy, parenting, marital status, **A**ge, **R**eligion or belief, **D**isability and **S**exual orientation. As detailed in the College's *Equality Objectives* (published on the College's website), we are fully committed to ensuring equality of opportunity for all. Two elected student members from the Student Representative Council (SRC), help to promote awareness of equality of opportunity amongst students and to assist with monitoring the implementation of the *Equality and Diversity Policy and Procedures*.

Our aim is to advance equality, tackle discrimination and foster good relations in the wider community. Our diverse, successful community works so well because we all support the four fundamental British Values.

► Democracy

Once we are 18, we have the ability to vote

for our political representatives.

► Rule of Law

We are all bound by democratic laws and no one is above the law.

► Liberty

We are free to do or say anything that doesn't harm the liberty of others.

► Tolerance

We all need to help make good relationships between different groups in our community.

Examinations

All students have formal assessments in December, March and June to monitor progress and allow staff and students to target improvements and to prepare for the external examinations.

Most students starting an A Level programme will take three subjects. Students on a one-year GCSE programme normally take four or five subjects. All students will also follow the *Education for Life* programme - see page 7.

Students will be entered by the College for all appropriate examinations and examination fees will normally be paid by the College unless students fail to meet assessment deadlines or where attendance or work has been unsatisfactory. In such cases, the College reserves the right to refuse to enter students for the examination.

A student may be asked to pay examination fees if, through his/her own actions, it is impossible for a grade to be awarded by the examination board – for example, by failing to complete coursework or by missing an examination. The College can also require the payment of fees where attendance or work has

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been unsatisfactory. If a student resits an examination, then the fees are normally paid by the student.

Students are responsible for completing and checking examination entry forms as requested and for familiarising themselves with all examination regulations, procedures and timings. See *Overview of Examination Year* on page 18.

Cheating in any examination or assessment, internal or external, is regarded by the College as a most serious matter. Students should be aware that cheating in external examinations or assessments may result in penalties by the examination board concerned. Using the work of others with the intention to deceive will always be pursued under the College's disciplinary procedures.

Exceptional Weather Conditions

The College will expect to be open save in the most extreme weather conditions or circumstances. Up-to-date information will be posted on the College website and via Facebook and Twitter. Every attempt will also be made to alert local radio.

Feedback from Parents

It is important that you have the opportunity to give us your views on all aspects of College life. You can do this by:

- ▶ writing to or telephoning staff;
- ▶ responding to any questionnaire which may be sent to you.

Surveys are sent to parents from time to time. The results are used to inform planning.

You should also feel free to contact the Principal by phone or in writing at any time.

Fees and Expenses

Tuition fees are not payable by students ordinarily resident in the United Kingdom who are under the age of 19 at the commencement of their course.

For the music scholarships, sports academies, drama academies and the Duke of Edinburgh's Award a parental contribution is requested. Currently this is £350 per annum for the Duke of Edinburgh's Gold Award, £300 per annum for Music Scholarships, £300 per annum for Performing Arts and £300 in the first year and £175 for the second year of the Sports Academies.

Students aged 16-18 from the European Union or from other overseas countries who have, or whose parents have, rights of abode in the UK are currently usually exempt from fees. Other overseas students will normally be charged tuition fees in relation to the courses undertaken. These will normally be billed in advance of attendance at College.

Most essential textbooks and materials are provided free of charge, unless they are kept by the student after the course. In this case, books and materials obtained by the College will normally be charged to the student at cost.

Field trips and visits are chargeable at cost, with concessions being made on a discretionary basis.

Examination fees are normally borne by the College, but resit fees are chargeable to the student, as are examinations taken against tutor advice.

Parents are invited to contribute to the College Fund, which is a discretionary fund. Currently, this contribution is £75. The College reserves the right to bill parents for non-return of books.

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(Please note that all costs in this section were current at the time of going to press, but may be subject to change prior to the start of the academic year.)

Financial Assistance

The 16-19 Bursary Fund is administered by the Student Finance Officer, who deals with all cases in a confidential manner. If a student has difficulty in meeting costs relating to his/her studies, e.g. transport, trips, books, and equipment, he/she may apply for financial assistance. This fund may also be used in exceptional cases for providing assistance with living expenses. The fund is means-tested and students will be required to provide documentary evidence of household financial circumstances in order to qualify.

Students who are 'looked after', care leavers in receipt of Income Support or Universal Credit and disabled young people in receipt of both Employment Support and Disability Living Allowance qualify for the full Bursary (currently £1,200).

In addition to this, the Principal also has discretion to use College Fund monies to provide assistance to students in relevant situations.

First Aid/Health

If a student feels unwell during the College day, he/she is asked to go to the College Reception or to the Student Support Team Office. There is a medical room and a number of College staff are qualified first aiders. In the event of illness, parents will be contacted and will be responsible for taking the student for treatment. We ask that ill students do not attend College.

When urgent action is required students will

be taken to hospital by staff or ambulance and parents contacted.

The College Well-Being Centre also provides general health guidance and information.

Fitness to Study

Hereford Sixth Form College is committed to supporting students and recognises the importance of a student's health and well-being in relation to his or her academic progression. The College has a *Health, Well-Being and Fitness to Study* protocol which outlines the process and procedures which will be followed when a student's health, well-being and/or behaviour affects their ability to cope at College, to study or progress on their course or when their health, well-being or behaviour poses a risk to the health and safety of themselves and/or others. This protocol can be accessed on the College website.

Food

Our cafeteria, *The Bridge*, serves snacks and light meals throughout the day and is a social/study space. A range of snacks is also served in the PAC foyer.

Health & Safety

The Principal, Estates Manager, the College's Health & Safety Officer and all members of staff are responsible to the Governing Body for the enforcement of the College's *Health & Safety Policy*. Students are required to exercise personal responsibility for the safety of themselves and others, to observe standards of dress consistent with safety and hygiene and to use, and not wilfully misuse, neglect or interfere with, all items provided for safety reasons. Students must familiarise themselves with and observe those parts of the *Health and Safety Policy* which are drawn to their attention by

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way of verbal and/or written instructions, for example, notices warning of hazards arising from cleaning, maintenance and other operations, fire procedures, etc.

Holidays in Term Time

Students should not take holidays during the academic year either with family or with friends. In the exceptional case of a need to take holiday in term time, parents are asked to write to the Principal, as far in advance as possible, to request leave of absence for the student.

Homework and Coursework

At the beginning of the year students are given initial advice on study skills and on using time effectively and planning their workload. You may wish to discuss this with them. The amount of homework will vary from day to day and week to week but should involve at least 15-20 hours of study each week. It should be noted that most students have at least 8 hours private study time at College to do some of this.

Students are expected to plan their work ahead so that they can manage heavy workloads. Students are also expected to meet work deadlines required by Subject Tutors and to complete work to the best of their ability. All subjects provide students with a student handbook which includes the department's approach to assessment, coursework requirements and directed study.

Impact Programme

In addition to their main examination courses, students have the opportunity to participate in a wide range of activities including, for example: the debating society, drama, the Duke of Edinburgh's Gold Award Scheme, first aid, music, sports and Young Enterprise. Details of the Impact Programme activities are posted on

social media and on electronic noticeboards. Parents are asked to make a financial contribution to the College for certain activities which are not funded.

Insurance

The College will not accept liability for loss or damage to private property or personal belongings which occurs on College premises other than that which arises through the negligence of the College or its employees. Students should make their own provision for all their property, for example by "all risks" insurance. In particular, bicycles should be insured as well as padlocked. You may also need to add to your household insurance items of equipment which are loaned to students by the College (for example, laptops or musical instruments).

Internet and E-mail

On first logging-on, students accept the *IT Acceptable Use Policy* and agree to abide by the *E-Safety Policy for Students*. Copies of these policies can be found on the College VLE. The Internet is a valuable educational resource and the College has a commitment to develop students' familiarity with modern IT. Parents may be concerned about some of the material that might be accessed but student access to the Internet is supervised, monitored and filtered. The *IT Acceptable Use Policy* makes it clear how seriously the College would regard attempts to access unacceptable material.

Useful supporting information for parents about e-safety can be accessed on the College website.

IT Services

IT provision is expanding and becoming more flexible to meet the needs of students. Students have access to computers in dedicated drop-in

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rooms, the Library, classrooms throughout the College and laptops which can be loaned for the day for use on campus. College computer use is monitored for safeguarding and IT security purposes.

Students will gain access to *Office 365* applications and e-mail which also includes cloud storage for College work and the ability to download and install Microsoft Office on their own devices.

The Virtual Learning Environment (VLE) provides access to resources from both within College or at home. Students have access to multifunctional devices, situated in key locations in each building, in order to scan, copy or print. On first logging on, the student accepts the *IT Acceptable Use Policy* which they must abide by. Students responsible for any damage to equipment are required to cover repair or replacement costs.

Laptop Loans

If students wish to make use of this free service they should see a member of the Library staff to request access. Students are able to borrow a laptop for use within College. These laptops cannot be taken off campus and therefore must be returned to the self-service laptop lockers each day. The lockers are located in between A010 and A011 inside the main student entrance of the Aconbury building. Please note that any repair or replacement costs for any damage found to have occurred during the loan will be charged to the student.

Learning Support

The College welcomes students with a learning difficulty or disability. We offer learning support for students with a wide range of needs. We also carry out assessments for examination access arrangements such as extra time.

Further details of what is available can be found in *Supporting Your Learning*. If you would like a copy, please ring the College, ask for Ann Snee in Learning Support and request one to be sent.

“ I have been very impressed with the way my daughter has settled at sixth form and the fantastic support she has received for her Dyslexia. ”

Mobile Telephones

Students must ensure that their mobile telephones are switched off during lessons.

Newsletter

The news page of the College website is regularly updated and contains articles and features written by both staff and students. The College newsletter, *The ReView Online*, will be e-mailed to you each term.

Parent Governors

Two Parent Governors provide a parental perspective on the College's Governing Body.

Parent Portal

The Parent Portal (see page 3) allows you to access information about your son's or daughter's progress throughout the year.

Part-Time Employment

Part-time work can provide a useful educational experience in addition to the obvious financial gain, but the hours must not interfere with College work. We strongly

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recommend a maximum of 10 hours of part-time work per week.

Plagiarism

Students are advised on how to avoid plagiarism in assignments and coursework. Deliberate plagiarism is treated as a serious disciplinary issue and, in coursework, can lead to disqualification.

Prevent

The *Counter-Terrorist Act 2015* requires us all to be aware of the signs of people being drawn in to extremist or terrorist activity. If you are worried someone is being radicalised - perhaps online - please speak to a Director of Studies.

We live in a **DEMOCRACY** where we elect politicians to vote for **LAWS** to promote **TOLERANCE** and protect our **LIBERTY**, and these are our shared values.

Progress Review Evenings and Information Evenings

*Information Evenings for
Parents of New Students*
3rd - 5th September 2019

Progress/Consultation Evening
(by appointment)
Monday, 25th November 2019

Progress Review Evenings (all students)
Thursday, 23rd January 2020
Tuesday, 28th January 2020
Monday, 3rd February 2020

We will send you a letter before the appropriate evening and your son or daughter will make appointments for you with members of staff. We encourage both students and parents to attend Parents' Evenings.

Progress Reports

Reports are e-mailed to parents twice a year. They include a minimum target grade and a progress grade. The definition of the grades are as follows:

The **MTG (minimum target grade)** is the minimum most students are expected to gain based on national statistical data that compares GCSE results with performance at A Level (please also see the entry on value-added on page 16). For GCSE students the MTG will normally be grade C or 4 (or left blank if no data is available). In some resit GCSE subjects at a lower tier, a lower grade may be given.

The **progress grade** is a grade based on the impression the Subject Tutor has at the time of writing of the student's work, attitude, ability, skills and knowledge. It indicates the A Level/ GCSE grade which the tutor believes that the student is likely to gain on the basis of her or his overall performance in the subject to date.

The **Progress Traffic Light** status reflects attitude in class, attendance and homework completed as well as quality of work both inside and outside the classroom. The following key has been compiled as a guide for parents/ guardians to consider when reviewing a student's report and the Progress Traffic Light status:

- ▶ **Purple – Excellent**
The student is excelling academically in the subject.
- ▶ **Green – On Track**
The student is progressing as expected.
- ▶ **Yellow – Slight Concern**
Minor concerns have been raised by the subject tutor with the student directly, for example, slight concerns may arise when a

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student has failed to submit a piece of work or where punctuality is causing concern.

► **Orange – Concern**

An orange concern will be raised by the tutor if there have been several incidences of poor academic performance or progress which have not been resolved following discussions with the student directly, for example, continued failure to meet homework/coursework deadlines, incompleteness of class work, etc. The student may be working below their MTG grade or there may be concerns about effort or behaviour which have arisen and continue to be a concern.

► **Red – Serious Concern**

This will only be used in the most serious cases. It is expected that a student would be at high risk of failing the course or consistently seriously underperforming if they are on a red concern and that all remedial action taken by the subject tutor and through the personal tutor has failed to get them back on track.

Reports on progress will be sent each term.

Safeguarding/Child Protection

Hereford Sixth Form College is concerned that all students remain safe and free from harm and the College is committed to playing a full and active part in the multi-agency response to safeguarding and child protection concerns. (This complies with the Prevent duty.) The College has a *Safeguarding and Child Protection Policy* with accompanying procedures which is accessible via the College website. The policies are reviewed annually by the College's Governing Body.

Site Security

At the beginning of the year, students will be issued with an ID card which **they must carry with them at all times.**

CCTV cameras are operational across the campus.

Smoke-Free Campus

With the exception of the small designated smoking area, the entire College is smoke-free. Those students wishing to utilise the designated smoking area must wear their College ID in the lanyard provided. Students who break the no-smoking rule (including e-cigarettes) are subject to disciplinary action. On the first offence, students receive a written warning (a copy is sent home to parents). Should students re-offend, they will receive a penalty notice. This fine is strictly enforced and is currently £50.00, with a reduction to £20.00 if paid within five working days. Any subsequent offence is referred automatically to the Principal.

Staff Absence

In the event of staff absence, lessons will take place as normal either with a replacement Subject Tutor or with a member of staff setting work and monitoring the group. Work set in the case of staff absence must always be carried out in the usual classroom and at the usual time, unless specific permission is given for an alternative arrangement. Students who "hear" a Subject Tutor is absent should not assume lessons are cancelled but should always attend. Parents are always informed if a member of staff is likely to be away for a prolonged period and are made aware of the arrangements which the College is making to provide a replacement.

A–Z of Key Information

Student Handbook & Academic Diary

Students are provided with a Student Handbook and Academic Diary at the start of the academic year. They are advised to use this for recording details of coursework and dates when work is due. The Diary also includes useful information and some of the entries in this Parents' Handbook have been adapted from the Diary.

Student Representation

In order that students may share in the administration of student affairs, the Student Representative Council has been formed, with a Student Executive being elected by the student body as a whole. Every student on entry to the College automatically becomes a member of the student body and so has an opportunity to influence the conduct of matters to do with the student community. Two student governors are elected by the students and serve throughout their time at College.

Study and Social Space

The College provides a number of areas in which students can study or socialise. The Library offers a range of study environments to choose from. Students may need the complete silence of The Cloisters or the Silent Study Room or they may prefer the calming atmosphere of the quiet Reading Room or Study Space. The Library provides space to work with friends.

The Bridge cafeteria and Student Pavilion can be used as social and study space.

Study Skills – How You Can Help

We realise that you already have years of experience supporting your son or daughter through school. However, we recognise that it is often difficult, as a parent, to help 16-18 year olds without being made to feel you are

interfering. This said, there are certain things which you can do to help your son or daughter with his/her studies at the College:

- ▶ talk to him/her about progress and College life;
- ▶ help him/her to find a quiet place to work at home where he/she will not be frequently disturbed;
- ▶ be sensitive to periods of examinations when stress levels can rise and tensions mount - be as sympathetic as possible;
- ▶ discourage excessive part-time work and talk about how your son or daughter plans to study outside College.

Your support in this way would complement the College's programme of study skills which includes learning styles, time management, note taking and revision strategies.

Term and Holiday Dates

Please see the inside front cover of this handbook. Dates are also available to download on the College website.

Timetable

A timetable blank is included on page 20. Each first-year student will have about 16 periods on her or his timetable, but the exact pattern is determined by subject choices at enrolment. The remaining blocks are intended for private study. Students can choose to study at home if such blocks are at the beginning or end of the day, but many students choose to work in the Library and IT Centres or study areas. The Library is open from 8.15am-5.00pm. One study room remains open until 6.00pm and is popular with students waiting for transport or working to deadlines.

A–Z of Key Information

College hours are from 9.00am to 4.00pm and lesson times are shown on the timetable grid. Students may be able to use some facilities before 9.00am or after 4.00pm and such opportunities are advertised from time to time in the internal College bulletin. Please note that all College facilities are only open to students when staff are available to supervise. Sports clubs and drama rehearsals regularly take place after teaching hours and on Wednesday afternoons.

Transport

Please see Bus/Rail Transport Passes.

Tutorial Support

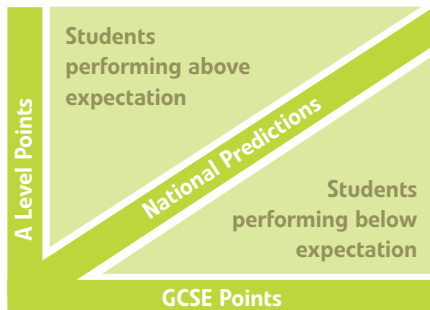
Each student is allocated to a Personal Tutor who is responsible for monitoring students' academic progress and welfare. The Personal Tutors are supervised by three Directors of Studies who coordinate the activities of the Personal Tutors.

If your son or daughter is experiencing a significant health, mental health or personal issue that may be having an impact on their academic and College life, please do not hesitate to contact the allocated Director of Studies. This allows the College to make adjustments and offer support to the student as appropriate. Any such information is treated sensitively and confidentially.

Value-Added

The College uses value-added data to monitor its own performance and to encourage individuals to achieve their own potential within each subject.

Value-added analysis examines a student's GCSE grades on entry to the College and, using national statistics, predicts future likely performance.



For example, a student with predominantly grade 4s at GCSE may have target grades of Ds at A Level (although clearly could do even better). A student with predominantly grade 7s or above, however, would have target grades for the same subjects of As or Bs at A Level.

Minimum target grades and progress grades for all subjects are discussed with students on a regular basis. (Please also see the entry on Progress Reports.)

Visits out of College

During class time it may be necessary for students to take part in day visits as part of their studies. Your permission will be sought in advance of any visit. For some subjects, visits are an essential part of the curriculum and all College visits have a clear educational purpose. Visits are arranged to a variety of venues, including exhibitions, conferences, theatres and businesses. The College expects students to adhere to the rules of each College visit.

Well-Being Adviser

Our Well-Being Adviser provides confidential information, advice and support on any personal issue including: keeping safe; sexual health and healthy relationships; housing; finance; benefits and legal rights. Health awareness is also promoted throughout the

A–Z of Key Information

College year with regular poster displays, information and events on a range of topics.

Well-Being Centre

The Well-Being Centre on the first floor of Aconbury Building offers a range of confidential services to help students get the most out of their time at College and to support their health and well-being.

The support services housed in the Well-Being Centre include: the College Chaplain, the College Counsellors and the Student Well-Being Adviser.

There is a Sanctuary within the Well-Being Centre for those students needing some time and space for quiet reflection during College hours.

Work Experience

Jenny Marsh is the College's Work Experience Co-ordinator. Jenny can help students find work experience placements which will be vetted and risk-assessed. Parents who organise work experience privately should inform Jenny (jem@hereford.ac.uk) of the placement and proposed dates. Jenny can also help find voluntary placements.

Overview of Examination Year

Date	Action
September	Entries made for November GCSE Mathematics and English re-sits, Functional Skills and University Entrance Examinations
October	Certificates arrive from summer examinations. Students will be notified when certificates are available for collection.
30 October (half term week)	University Entrance Examinations take place.
Early November	GCSE Mathematics and English re-sit examinations, Mathematics Functional Skills.
December	Formal Assessments Entries made for summer examinations. Provisional timetables will show on student portal pages. Students sign-up for examination re-sits in classes. See below for details of payment.
Mid December	Deadline for referrals to Learning Support for Assessment for examination access arrangements.
January	BTEC and Cambridge Technical external examinations.
9th January	Electronic bills for re-sits will appear on student portal pages for payment via <i>ParentPay</i> by 18th January. No paper bills will be issued.
16th January	Results of November GCSE examinations.
20th January onwards	£10.00 late fee penalty on unpaid re-sit bills.
March	Formal Assessments Paper copies of final examination timetables and statements of entry MUST be collected and signed for to enable any amendments to be made without incurring a charge. Students will be informed about collection date and where to collect timetables from via the student portal/tutors. Results of BTEC and Cambridge Technical external examinations.
11th May	Written external examinations start.
23rd June	Last day of external examinations.
24th June	JCQ Examination Contingency Day - all students must be available to sit examinations up to and including this date should it be necessary.
June/July	Year 1 end of year Formal Assessments.
13th August	AS/A Level, BTEC and Cambridge Technical results issued
22nd August	GCSE results issued

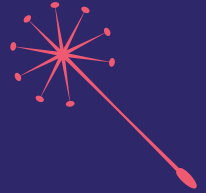
Note: If on the day of the examination you feel that your son or daughter's work has been affected by ill health or any other reason, speak to someone in the Examinations Office immediately as we can contact the awarding body.

Guidelines to follow if you have a concern

Concern	Contact
Progress in a subject Teaching methods Marking of work Need for individual advice or guidance, e.g. how to organise study time Difficulties with another member of the College	Subject or Personal Tutor Director of Studies Head of Department
A personal problem requiring a confidential interview	Well-Being Adviser, Chaplain or the College Counsellor
Change of subject or course	Director of Studies - who will possibly involve the Careers Department
Equality of Opportunity - if you feel you have been discriminated against as REGARDS Race, E conomic or social background, G ender, transgender, pregnancy, parenting, marital status, A ge, R eligion or belief, D isability, S exual orientation	Elected student Equality of Opportunity Officers (see details in the Student Handbook & Academic Diary) Director of Studies
Any form of bullying or harrassment	Personal Tutor Director of Studies
Learning difficulties and/or disabilities e.g. dyslexia, wheelchair access	Head of Learning Support
Difficulties in relating to a member of staff	Subject or Personal Tutor Director of Studies
Safeguarding - personal welfare issues, concerns about safety or concerns which may be impacting on College life and student well-being	Personal Tutor Director of Studies

Timetable

Monday	9.00	10.10	10.15	11.15	BREAK	11.35	12.45	12.45 – 1.15 Lunch	Workshop	1.45	2.55	3.00	4.00	Monday
	A		C			B				D		E		
Tuesday	9.00	10.10	10.15	11.15	BREAK	11.35	12.45	12.45 – 1.15 Lunch	Workshop	1.45	2.55	3.00	4.00	Tuesday
	F		E			C				A		D		
Wednesday	9.00	10.00	10.05	11.05	BREAK	11.25	12.25	12.30	Lunch	2.00	3.00	Enrichment and Meetings	Enrichment	Wednesday
	C		A			F		B						
Thursday	9.00	10.10	10.15	11.15	BREAK	11.35	12.45	12.45 – 1.15 Lunch	Workshop	1.45	2.55	3.00	4.00	Thursday
	E		D			F				B		A		
Friday	9.00	10.10	10.15	11.15	BREAK	11.35	12.45	12.45 – 1.15 Lunch	Workshop	1.45	2.55	3.00	4.00	Friday
	D		B			E				C		F		



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