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# Student Handbook 2016-2017



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### **Opening Times**

College Day Monday - Friday: 8.30am - 4.00pm (lessons start at 9.30am)

Learning Resource Centre (Term time)

Monday - Thursday: 8.00am - 4.30pm \*

Friday: 8.00am - 4.00pm \*

\* Late opening/early closure will be announced in the Student Bulletin on Tyber and on social media.

### **2016/17 Term Dates**

#### **Autumn Term 2016**

Wednesday 7 September	Year 13 Lessons Start
8 & 9 September	Year 12 Induction
Monday 12 September	Year 12 Lessons Start
24 - 28 October	Half-Term
Friday 16 December	End of Term

#### **Spring Term 2017**

Tuesday 3 January	Start of Term
20 - 24 February	Half-Term
Friday 7 April	End of Term

#### **Summer Term 2017**

Monday 24 April	Start of Term
29 May - 2 June	Half-Term
Tuesday 18 July	End of Term

### **Stay in touch with College**

**Facebook** - [facebook.com/solihullsixthform](https://facebook.com/solihullsixthform)

**Twitter** – [twitter.com/sfcsapply](https://twitter.com/sfcsapply)

**Instagram** - [instagram.com/sfcsolihull](https://instagram.com/sfcsolihull)

**YouTube** – [youtube.com/user/solihull2581](https://youtube.com/user/solihull2581)

**Blogs** - <http://thesixthformcollegesolihull.blogspot.com>

**Podcasts** - <http://audioboo.fm/solihullsixthform>

**Official Website** - [www.solihullsfc.ac.uk](http://www.solihullsfc.ac.uk)

If you wish to contribute to any of the above, please see the Marketing Co-ordinator Bev Bishop in Room H426. Alternatively email her at [bbishop@solihullsfc.ac.uk](mailto:bbishop@solihullsfc.ac.uk) or message her via Tyber.



## Foreword from the Principal

Welcome to The Sixth Form College, Solihull.

I am very pleased that you have chosen to become a student with us, and I look forward to working with you to make sure that between us, we can realise your plans for the future. Whatever you want to do next, getting the best possible grades in the courses you are taking with us this year is vital. The Student Handbook is one tool that can help you do this. It includes lots of useful information on how the College runs and how you can get help. It can also help you to organise your time and to manage your coursework.

It is vital that you take responsibility for your own success right away. Our expectations and the support we can give you are explained fully in this handbook. If you keep up with the work we set, and access the help available when you have difficulty, you have an excellent chance of getting the grades you want. Decide now that you are aiming high and commit yourself to hard work. All the staff here will back you fully and help you to make sure that we stretch your potential to the full. I look forward to helping you make this a fantastic year.

**Paul Ashdown**  
**PRINCIPAL**

## Key Staff

Your Academic Coach should be your first point of contact, but all students are allocated to a senior manager as well. You can see who this is on the front page of your Tyber profile, but all these staff are listed below, with the room their office is in:

Elizabeth Baker	H115	Zoe Bereza	B722
Margaret Harrison	K303	Therese Down	B705
Trevor Irving	K320	Peter Grime	H305
Mike Padbury	H412		
Oona Stone	H116		
Sonia Wood	B722		

You can make an appointment to see your senior manager by going to Hampton Room H117. If you are contacted with an appointment to see your senior manager it is important that you keep the appointment. If you are unable to attend the meeting please see them beforehand or go to Room H117 in Hampton to re-arrange the appointment.



You have chosen to join a community focused on learning and development which is built on high achievement and ambition. Everyone in this community, including staff, students and parents, is committed to you doing as well as possible so that you can access fantastic opportunities after you finish at College. This might be an exciting university place, a fantastic job with high-flying prospects, or an apprenticeship with top quality training. Whatever you want to do, you will need to adopt the College ethos which is characterised by the three key words in our mission statement.

“Our College is for people who **ASPIRE**, **INVEST** & **RESPECT**.”



- We **ASPIRE** to be outstanding: academically, professionally and personally. All students should aim high and be ambitious for an exciting future. It doesn't matter what background you come from you should aim to stretch yourself and reach your full potential. Students at the College regularly secure some of the most competitive places going as their next step, and you can write your own success story whatever you are aiming for.

- To do this, you will need to **INVEST** in hard work and dedication. Ambition on its own will not secure success, you will need to commit yourself to study and to making the most of the other wider opportunities the College offers. Employers and universities are interested in you as a whole person, not just as a set of exam results, so make sure that your efforts embrace opportunities to develop wider skills through our enrichment, employability and personal development offer.

- All of this is delivered in a College with a fantastic atmosphere where everyone helps and supports each other, and our whole community works together. It is a clear expectation that we all **RESPECT** each other.

There is no room here for prejudice, unfairness or bullying. It is not enough to be passive about fairness and equality, we expect everyone to be an active agent for creating the kind of society we all want to live in.

The College is where you take control of your future. We are all looking forward to working with you, so get ready for a fantastic couple of years that should really set you up for the rest of your life.



Below is the College timetable for a Year 12 student. The timetable consists of 5 blocks, with morning and afternoon periods for each block.

Students studying a 3 A level programme or a BTEC programme will have lessons in 3 blocks, while students studying a 4 A level programme will have lessons in 4 blocks. In the blocks where you are not being taught, time will also be scheduled for academic coaching and enrichment activities.

Every students' timetable will be slightly different, depending on the courses they are enrolled on.

	Monday	Tuesday	Wednesday	Thursday	Friday
9.30	Period 1				
11.00		Period 1			
11.20	Standard Y12 Break				
12.20	Period 2				
12.35	Transition	Transition	Transition	Transition	Transition
13.35	Period 3				
14.30	Y12 LUNCH				
16.00	Period 4				

KEY:

<span style="background-color: #8050A0; width: 15px; height: 15px; display: inline-block;"></span>	Block A	<span style="background-color: #FFB703; width: 15px; height: 15px; display: inline-block;"></span>	Block B	<span style="background-color: #80C030; width: 15px; height: 15px; display: inline-block;"></span>	Block C	<span style="background-color: #E600A0; width: 15px; height: 15px; display: inline-block;"></span>	Block D	<span style="background-color: #F08080; width: 15px; height: 15px; display: inline-block;"></span>	Block E
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Year 13 students work to a slightly different timetable to avoid congestion in the Refectory and other public spaces.



## **College Commitment**

The College makes a full commitment to supporting your study with the best possible resources and teachers, and to working with you to secure your success. In particular, the College seeks to provide:

1. A broad curriculum offering a range of learning opportunities, including extension and enrichment courses;
2. High quality teaching and effective management of your learning which is subject to independent inspection;
3. Prompt and regular spoken or written feedback on work, marked against national Examination Board criteria;
4. Work returned to you within agreed deadlines;
5. Regular and on-going review of your progress, which will be discussed with you and where your progress will be monitored against agreed targets;
6. A planned academic guidance programme which provides individual support and advice;
7. An induction programme into College and for your chosen courses;
8. Suitably qualified staff;
9. A well-resourced, healthy and safe environment with suitable places for study, including access to computers;
10. Help with study skills and support for any areas where you encounter difficulties with your learning;
11. The opportunity to undertake work placements and fieldwork;
12. Where appropriate, the opportunity to participate in visits and/or residential courses both in the UK and abroad.

All members of the College community make a full commitment to working together in an atmosphere of mutual respect for each other and the College, and to following all College rules and procedures.

All members make a full commitment to be actively engaged in this community based on the power of education, democratic values, universal human rights and equality before the law.

## **Student Commitment**

By becoming a student at this College you agree to make a full commitment to your studies over the next two years. This means working to the best of your abilities, engaging fully and promptly in all the tasks you are set, and attending all your lessons, coaching sessions and other meetings on time.

The study commitment rules are:

- Work should be completed and submitted to deadlines set by staff.
- Students are expected at all times to work to the best of their ability in class work, independent study, coursework, tests and examinations.
- Students are expected to attend at least 600 hours of timetabled classes, exams, coaching sessions and other one-to-one work, and enrichment over the course of the year.
- Students are also expected to undertake at least 600 hours of independent study, revision and internship. This level of investment is a reflection of what is required to trigger funding as a full-time student, and is expected of all students at College. If you average 35 hours of work a week during term time, you will be able to meet this commitment. Study at this level is a full-time commitment.
- Students are expected to behave appropriately whenever studying on the College premises and to respect the authority of all College staff. Behaviour that disrupts the learning of others will not be tolerated; students should move in and around College buildings quietly.
- In order to progress into Year 13 students must demonstrate the ability and appropriate attitude to work, attendance and behaviour to enable them to succeed.
- Students must at all times produce work that is their own, not copying or submitting work that has been produced by others, nor by using unacknowledged sources from the Internet.



## Rules for Student Behaviour

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All students sign the College Enrolment Contract when they start with us, and all rules and regulations stem from the principles you agreed to in this important document. All our rules are designed to ensure that both staff and students can work together in a safe, productive and positive environment. If you do not follow these rules, the College will challenge you and follow the disciplinary process, which can, in extreme circumstances or with sustained failure to engage, lead to permanent exclusion (see 'What happens if you don't meet the expected standards?' section):

1. Students must not behave in any way on or off the premises which brings the College into disrepute. They should respect the authority of all staff and not disrupt the learning of others. Please note that the College works with the police and other local agencies to ensure behaviour in Solihull town centre and on local buses is monitored closely.
2. Students must carry their ID cards at all times to gain access to the College site and all facilities. ID cards will be required for entry to examination rooms and to the Learning Resource Centre, Library and Internet Café and for printing.
3. Behaviour which causes offence will not be tolerated, e.g. verbal abuse or vandalism, and sexist, racist or homophobic actions.
4. Students should not behave in a way that endangers themselves or others. Abusive, violent or threatening behaviour will not be tolerated.
5. Students must observe the College's rules on driving and car parking. In particular, no car may be brought onto the site without a permit (payment required) and students must not engage in reckless or unsafe driving on the site or the approach road. Students park at their own risk.
6. Students must not involve themselves in any illegal activities in College buildings and grounds, e.g. possessing, taking or supplying illegal drugs, stealing, misuse of Internet. The College will report illegal behaviour to the police.
7. Students must not possess or be under the influence of alcohol or illegal drugs either on College premises or on any College organised visits.
8. All areas of the College campus (both inside buildings and in the grounds) are 'no smoking' areas, in line with legislation.
9. Students must not gamble - with cards etc or electronically - either in College or on any College organised visits.
10. Students must abide by College policies, e.g. Equality and Diversity Policy, Health and Safety Policy, and any other policies agreed by College. They must observe health and safety codes as set out in College and subject documents.
11. Students must use equipment within the framework set out in this guide. Failure to follow these guidelines or to deliberately circumvent them is a serious disciplinary issue
12. Mobile phones must be switched off in lessons, unless instructed otherwise. Students must take full responsibility for the security of their phones and other mobile devices.
13. Students may not bring visitors on site unless they have a prior appointment and are properly booked in via Reception. Disciplinary action will be taken against students who break this rule.
14. Students must report to a member of staff anyone who is on the premises and is not a member of the College and is not carrying a visitor's badge.
15. Students are expected to dress appropriately during lessons and in the College generally. The College celebrates individuality and creativity but the final decision on acceptability rests with the Principal.



## Attendance and Punctuality

For you to reach the highest academic standards of achievement, you must recognise that all courses at the College require full and uninterrupted attendance. In order to do this students are expected to meet the following standards:

- Attend all timetabled commitments and appointments i.e. subject lessons, academic coaching sessions and enrichment classes throughout the academic day.
- Be punctual to all timetabled commitments and appointments.
- Contact the College to report if you are ill and unable to attend.
- Give a written explanation of any absence, including producing appointment letters for unavoidable appointments during the College day.
- Do not take holidays during the College terms.
- Make routine dentist, doctor and optician appointments out of College time and do not schedule driving tests during College time.
- If you leave the premises for any reason e.g. you are feeling unwell, you must sign out via Tyber and click on Report Absence.

## Recording of Attendance and Punctuality

This is how we record attendance, using Tyber.

- We operate an electronic registration system. Attendance is recorded for every timetabled class and you can view your attendance at any time on Tyber.
- If you arrive after the start of the lesson you will receive a late mark and be asked by the teacher to complete a late slip, explaining the reasons for lateness. If you are more than 15 minutes late you will receive a very late mark.
- If there are issues with your attendance and punctuality, your teachers will discuss this with you through a commitment interview. If the issues continue this may lead to a commitment contract and the involvement of parents/carers. The ultimate sanction is exclusion from College.
- There are also regular programme attendance checks and unacceptable levels of attendance and punctuality are communicated in writing to parents/carers and discussed with Academic Coaches in one-to-one sessions.
- If there are extenuating reasons for absence, we encourage you to talk these through with your Academic Coach.

## Reporting of Absence

These are the ways you can report yourself absent:

1. The College should be informed early on the first day of absence. We ask that you or your parents/carers contact us via Tyber. Click on Report Absence and fill in the specified fields relating to reason for absence and giving an indication of how long you are likely to be away from College.
2. If you are unable to register your absence via Tyber please telephone us on 0121 709 7808 and provide the following information: name, date of birth, coaching set group and reason for and length of absence. Where there is concern about the authenticity of a message, the College will seek confirmation of the absence by phone or mail.



## Identity Cards

You will be issued with your personal identity card at enrolment and it is very important that you keep and carry the card with you at all times. You will need it to access the College site and use all College facilities and must show your ID card if requested to do so by any member of staff.

The safety and security of our students and staff are paramount and we are committed to managing access to the site in a professional way that safeguards both students and staff and develops a sense of responsibility. Consequently we operate a zero tolerance policy and students without ID cards are not allowed onto site. If you lose your card you will be charged £10.00 per replacement card. Students will be required to use their identity cards to pay for printing from our computer systems. You will be given an initial allowance and may pay for extra printing.

## Part Time Employment

Part-time employment offers many personal and financial benefits; it helps develop employability skills and provides useful experience for future careers. However it can have detrimental effects upon College work, so we strongly recommend that:

- Students work no more than 10 hours/week, preferably at weekends;
- Students do not undertake work that is unduly tiring e.g. that involves working late at night, which may affect attendance or concentration the following day;
- Students are always available for timetabled or other commitments during normal College hours (9.30am - 4.00pm) plus any other evening and weekend commitments;
- Where a clash of interests occurs, College commitments take priority.

## Independent Study

You will hear a lot about independent study once you move on to your level 3 course. But, you may well ask, what is independent study? It is well documented that in order to achieve your potential grades at A level, BTEC and on CACHE you must do independent study, that is, study outside of your timetabled classes for each subject. You will have some free time incorporated into your timetable that you should dedicate to some subject related study, which will prevent you studying all night, every night and all weekend! Each A level subject or timetable block of other courses requires a minimum 5 hours/week independent study in Year 12 and 6 hours/week in Year 13. So, what counts as independent study? Independent study might consist of the following:

- Teacher set tasks, essays, research – what you might be familiar with as homework!
- Revisiting / rewriting your class notes, so that you don't forget them (consolidating your learning) and so that they are more easily accessible for that dreaded revision for your January / June examinations.
- Reading around the subject or topic you are learning about in class – ask your teacher for a reading list if you're not sure where to begin, although our well stocked library might be a good place to start!
- Reading ahead in your text book – yes, that's right, you don't have to wait until your teacher tells you to read chapter 5, just dip in.
- Watching a documentary or DVD related to your subject / topic
- Reading a newspaper article relevant to your subject – some of the broadsheet newspapers have sections dedicated to science, literature, sociology and media to name but a few. You will find copies of daily newspapers in the library and online.
- Visiting museums and galleries or trips to the theatre to enhance your understanding of your subjects.
- Undertaking private research.
- Flipped Learning – Your teacher sets preparation tasks needed to take a full and active part in a planned lesson.



Success on your course will depend largely on you. While your teachers and your academic coach will help as much as they can, your final results will depend on the amount of effort you make throughout the course. You will need to make the best use of the resources available, both your own and the College's.

To help you achieve the best results possible your subject teachers and academic coach will work with you, helping you to think about your goals, set targets to enable you to reach those goals and monitor your progress.

You will be set regular homework/independent study by your teachers. This enables you to reinforce your learning. It also allows staff to see how well you are getting on with your studies, and forms the basis of predicted grades, which are vital when making UCAS applications for university places.

## Action Planning and Target Setting

This process:-

- encourages you to take responsibility for planning your learning.
- helps you to make clearer and better informed decisions.
- enables you to identify your long/short term goals and reach them.
- helps you to self-evaluate, which means recognising your strengths and weaknesses.
- involves target setting to help you to tackle weaknesses and achieve short term goals.
- focuses on your achievements.

This is an ongoing process and you will work with your academic coach, regularly reviewing progress and updating your action plan with new targets.



The College operates a rewards and sanctions scheme in which excellence and exceptional effort are rewarded and behaviour below the expected standard is tackled. This policy exists to help motivate you and help you to stretch your potential.

Among the rewards that students can strive for are:

- **Governor's Award** - based on recommendations from your teachers and academic coaches. This is a financial contribution (usually £50) towards costs of participation in regional/national events, which bring prestige to the College such as sporting competitions, external drama productions or membership of orchestras.
- **College Colours** - students can apply for College Colours, which are awarded if you can demonstrate you have met published criteria and achieved an individualised 'Stretch and Challenge' target.
- **Ambassadors to the Future** - this award recognises special students chosen by the Principal each year, whose attitude, commitment and hard work have made them outstanding examples of what this College offers to the future.
- **Commendation** - any member of staff can put a student forward for a commendation for a variety of achievements including:
  - outstanding work in your course
  - exceptional achievement in sport
  - superb contribution in drama productions and music concerts
  - significant personal contributions to community and charity events
  - major improvement and/or significant personal effort which shows student commitment beyond the norm
- **Attendance Certificate** - 100% attendance over one term.
- **Attendance Commendation** - 100% attendance over two terms/year.
- **Subject Specific Awards** - subjects run their own celebration events, with individual criteria for success.
- **Annual Subject Awards** - small financial awards are made at the Celebration Evening in each subject area.
- **Tyber 'Cup'** - achievements are noted on Tyber with comments from staff (viewable by parents) for good marks, good performance, recognition of high personal commitment and engagement with work or other activities, support for College in a public forum, support for fellow students.
- **Staff/Student Interactions** - staff endeavour to provide you with feedback (both verbal and written) to praise you for good work and guide you on improvements you can make.

These rewards are aimed at motivating you to achieve success. Should you not approach your studies with appropriate commitment and as such fall below expected standards, sanctions can be imposed.



This section focuses on all aspects of IT at College, from the IT equipment College provides to your responsibilities when using your own IT equipment. It also encompasses e-safety and use of social networking.

### USB Drives

The College will give new students a basic USB stick when they enrol. This is intended to be a device to get you started and students should not rely solely on this device. We advise all students to follow some basic advice when using these (and any other USB devices).

1. Look after your USB devices – this means ensuring you insert them into USB ports the right way round, do not force them if they will not slot in easily, and safely eject the device on the computer before pulling it out of the USB port.
2. Do not rely solely on any USB device! No USB device is 100% reliable, so it is important you back up all your work (see Microsoft OneDrive information in this Handbook).
3. Abide by the IT policy of the College at all times.
4. Read our e-safety policy and stay safe online.
5. Behave responsibly when using the College's social networking pages.

### Introduction to Online Services

As a student at this College, you will receive an induction into the College's IT services at the start of the year. Visit <http://gateway.solihullsf.ac.uk> to see a list of the IT services currently available to you from home or within College. Two of the online services you will regularly use are as follows:

**Tyber** – This is an online platform linked to the College's information database. As such, your student record can be accessed via Tyber, detailing not only what you are studying and your timetable, but information on attendance, achievements, reviews and targets. Tyber also has a messaging system so you can contact teachers and they can contact you. You will see your exam timetable and get your exam results via Tyber too.

**Moodle** – This is the College's virtual learning environment. Teachers put many study aids up on Moodle, which you can access both in lessons and from home to assist your learning.



Tyber is unique to The Sixth Form College, Solihull – our Web Developers built it to enable easy sharing of information. Below are the main features of this service:

**Personal details** – these are your details, provided when you applied. If any contact information changes, it is important you let our MIS Office know (located by Main Reception). You can edit your personal data and add additional contacts.

**Timetable** – You can check what classes you have, when they are, what room they are in, and who your teacher is, at any time.

**Targets** – You will set targets with your teachers and academic coach and you can see these at any time. You can also set yourself targets to help you address what is needed to help you achieve success.

**Checkpoints** – Your teachers will monitor your progress at certain times of the year, based on effort, performance and attendance.

**Student Record** – Staff can add to this section, adding in achievements and concerns, notes and coaching logs. It is a chronological list of your time at College with the newest information at the top. You should aim to work hard, hand in your work on time and expect to see achievements added to this list.

**Messages** – You can send messages to any member of staff and receive messages from staff. It is not like email, so you will not receive an external notification that you have a new message, but a red number will appear against the Messages tab if you have unread messages. It is your responsibility to check Tyber regularly and respond if required. Staff can see if you have read a message or not.

**Appointments** – this section appears when you have a formal appointment with a member of staff.

**Attendance** – Teachers will take a register at the start of every lesson and mark it in Tyber. This section will show your attendance and whether you were late or not. Poor attendance will result in disciplinary action, unless there is good reason.

**Absence** – This section is where you can report an absence if you are off sick or absent for any other reason. You will be required to give a reason for absence.

To see a demo of how Tyber works visit <http://www.youtube.com/watch?v=QNIjAcFnONw>.



Moodle is our virtual learning resource. You enrol onto the courses you are studying in order to access learning resources that will aid your studies. Your teachers will explain this to you when you start your studies.

There are also many extra-curricular sections to Moodle and these are detailed below:

- Coaching
- Careers
- Exams
- Additional Learning
- Learning Resource Centre
- Bursary and Free Meals
- Wellbeing
- Counselling
- Student Handbook (All the information in this handbook is on Moodle too!)
- Student Council

Please make use of this information. There are so many ways that the College can assist you during your time at College, supporting you with your studies, helping your progression onto university, training or employment, and offering pastoral support. However, you need to make the first move – see what support is available and if you need help, ask for it!

## Advice on accessing College systems and using the Computer Network

### **Help:**

If you need help, please speak to your teacher, or a member of staff on the Helpdesk in the Learning Resource Centre. Tips and further information can be found on Moodle.

### **Logging on and changing your Password:**

Once you have successfully logged in you can change your password when required by using Ctrl+Alt+Del on your PC or reset your password via the College Gateway page ([gateway.solihullsfc.ac.uk](http://gateway.solihullsfc.ac.uk)).

### **Storing your work:**

Once logged on, double click the Computer icon on the desktop to display all your accessible drives. You can manage your files here.



Save or open work by using the Computer icon or clicking File, Open/Save in an application and selecting, either:

- H: drive – your personal user area on the College network. This is regularly backed up
- D: or E: drives – USB devices - remember to “eject” the stick before removing from the computer.
- Or using a cloud-based drive e.g. Microsoft

**Remember – Always SAVE regularly and keep a BACKUP of your work.**

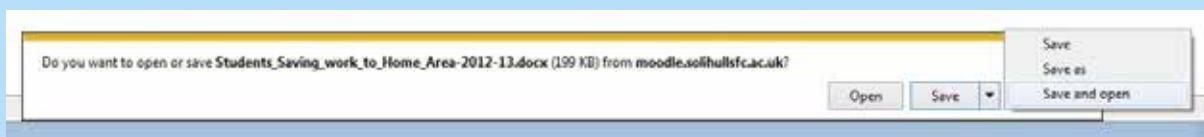
#### **Printing:**

You can use your Student ID card to register for printing at any “touch-screen” printer. Present your ID card to the reader attached to the printer. Login with your network user name and password to register your card for printing. Wave your ID card at the reader to log out.

Type “<http://printing>” into Internet Explorer’s address bar to view your pending documents and your print credit balance. If you use up all your print credit allowance, you will need to pay to “top-up” at the Helpdesk in the Learning Resource Centre.

#### **Working on Documents from Moodle:**

When opening a document you wish to work on from Moodle these options will appear.



Avoid clicking Open as this won’t save any changes you make to the document.

Click Save as to save in a folder of your choice on your home area.

Click Save and open to automatically save the document to the Downloads folder in your home area.

#### **Recovering Deleted Work:**

If you have accidentally deleted a file or folder from your College home area, you can use Previous Versions from within My Computer to retrieve it. Select the folder/file – right click – select Previous Versions and View the item you wish to recover before copying and pasting it into your home area.

Do NOT select the RESTORE button as this will over-write existing files.

#### **Screen Prints:**

To produce copies of the active window as evidence of work done on the computer, press Alt+Print Scrn key (to the right of the F12 key on the keyboard). This copies the active window as a picture ready for pasting into an application, eg. Word or Paint.

Alternatively, use the Snipping Tool, (under Start - Programs – Accessories) to drag and select any part of the screen display you require. NB – you can also highlight or draw over your image once copied into the snipping tool ready to be pasted into your application.

#### **College systems available from home:**

Type <http://gateway.solihullsfc.ac.uk> into your internet browser’s address bar to access Moodle and Tyber from outside College.



## Microsoft OneDrive – Cloud backup for computer files

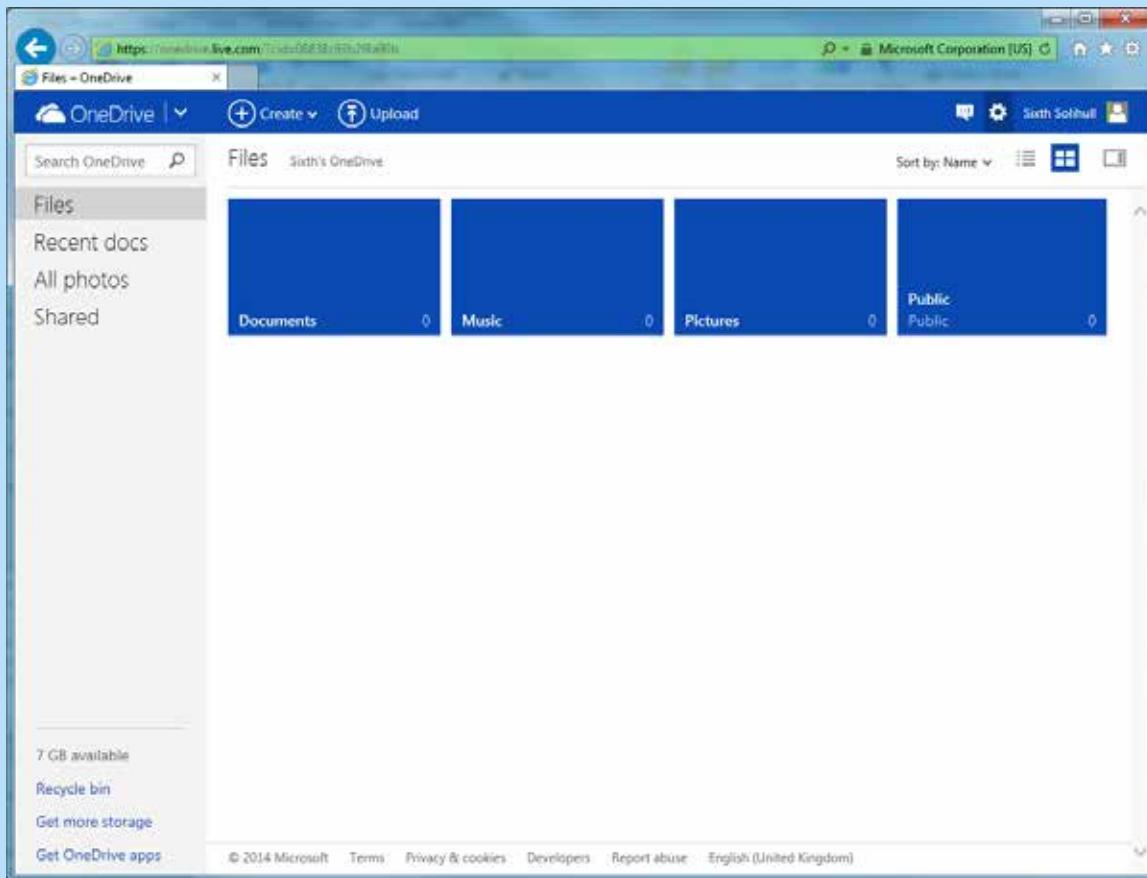
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In addition to storing files on your Network Home Area (H: drive) the College recommends you backup your data to Microsoft OneDrive. This will allow you to store and share documents and photos from anywhere. The first 15GB is free when you sign up at [www.onedrive.com](http://www.onedrive.com).

You will need a Microsoft account to use the service (click on “Sign up now” to get one). A new account can use Microsoft, Yahoo! or Gmail email addresses, it does not have to be a Microsoft one.

“Sign in” to OneDrive when you have a Microsoft account. You will see an opening screen that will step you through how to use OneDrive. There is no need to download any Apps in College; we are recommending it as a place to backup files. Click on the icon to the left of your name for Help.

You should see a screen similar to this after you are setup, click on Upload to save files to OneDrive, they will save to the currently selected folder. You can right click and select Move if you make a mistake. Click on your name to Sign out when you have finished.



## **Student Use of IT Policy**

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The College is committed to providing high quality IT resources to enhance the teaching and learning that students receive. We operate a series of Network Rules to ensure that everyone benefits. It is important that students understand the College's expectations as IT users. This is what is expected of students:

- a) to only use parts of the College network which have been developed for student use and for which students have been given access rights, for example Tyber and Moodle;
- b) to only use websites for academic reasons and for which the College has given access to students;
- c) to always communicate courteously and respectfully with other online users, both in or outside the College;
- d) to keep user names and passwords secure and not to disclose them to anyone;
- e) to ensure that files saved in a student's home area and/or materials printed out conform to copyright law and/or any other licences, and are used for academic purposes;
- f) to follow sensible precautions to ensure that IT equipment is not damaged. If it is noticed that IT equipment is either damaged or missing, students must report this immediately to a member of staff;
- g) to only use the printing facilities for academic work and to use these facilities responsibly;
- h) to follow guidance given by members of the IT Services team or by senior managers.

The following are regarded as unacceptable and not allowed by the College:

- a) attempting to undermine the security of the College's facilities by, for example, accessing or attempting to access the parts of the College's network that students do not have access rights for;
- b) accessing or attempting to access blocked non-academic websites
- c) communicating in a discourteous or disrespectful manner with other online users, either in or outside the College;
- d) any use of the College's facilities to bully, harass or otherwise cause alarm or distress to others;
- e) disclosing user names and passwords to others;
- f) providing access to facilities to anyone who is not entitled to access;
- g) storing software or data on home areas, eg games and music tracks, which break copyright laws or any other licences;
- h) storing software or data on home areas which are not used for academic purposes;
- i) creating, storing or transmitting any material which infringes copyright or which is defamatory or obscene;
- j) misrepresentation of identity, eg claiming to be another student, or a member of staff;
- k) physical damage to and/or theft of equipment, eg damage to screens, disk drives and keyboards, or theft of equipment;
- l) denial of a service, eg maliciously locking people out of the network;
- m) excessive printing, or printing of personal matters.

Unacceptable use of College IT facilities is regarded as misconduct. If students are discovered or suspected of doing any of the things above, the College will investigate and, if appropriate, take action against a student.



Making sure that you are safe on line and that you use the internet and social media responsibly is of fundamental importance in today's world. Discussion on your e-safety and cyberbullying takes place in your academic coaching sessions at the beginning of the academic year. Here are a few basic guidelines for safe use.

In College:

- Respect other users online
- Bullying - do not reply, save the evidence and report it to a member of staff.
- Do not upload/view inappropriate images or content.
- Do not share your log in details with anyone else.
- Report any concerns to a member of staff.

Our general advice:

- Do not share personal details online.
- Do not meet any unknown chat room/social networking friends in real life.
- Only add people you know to your friends on chat room/social networking sites.

You will find a full copy of the College's E-safety policy on the website [www.solihullsfc.ac.uk](http://www.solihullsfc.ac.uk). Please do not hesitate to contact any member of staff to report any e-safety issues. For general information on e-safety visit [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/) or [www.opencolleges.edu.au/informed/cyber-safety/](http://www.opencolleges.edu.au/informed/cyber-safety/).

## Social Networking

The College has a number of social network accounts, as follows:

**Facebook:**

Main page – [www.facebook.com/solihullsixthform](http://www.facebook.com/solihullsixthform) (aimed at current students)

**Twitter:**

Main page - <http://twitter.com/sfcsapply> (aimed at current and prospective students)

Careers – <http://twitter.com/sfcscareers> (aimed at current students for careers news only)

**Instagram** – <http://instagram.com/sfcssolihull>

**YouTube** - [www.youtube.com/user/solihull2581](http://www.youtube.com/user/solihull2581)

**Google+** - <http://plus.google.com/+TheSixthFormCollegeSolihull>

These pages are regularly updated with news, photos, videos and announcements. We encourage student interactions on these pages. If you have questions about things related to College please post them on Facebook or Twitter - we read everything that goes on these pages and aim to respond as quickly as we can.

Please remember this is a public forum and we expect a certain level of behaviour from all who use it. As such, all comments must be made in a reasoned and mature way and inappropriate language, swearing or aggressive interactions will be deleted and is likely to result in disciplinary action.



## **What happens if you don't meet the expected standards?**

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All the standards and expectations set out here and in your Enrolment Contract are designed to ensure that your time at College is safe and successful. If your behaviour does not meet the standards you agreed to at enrolment and which are set out here in more detail, we would be letting you down if we did not challenge you and help you to deliver the commitment needed to secure good qualifications and prepare you for your next step at work or university.

If things do begin to go wrong in some way, you should expect staff to pick this up and encourage you to get back on track. Casual lateness, inattention and minor disruption, bad language amongst peers, one-off poor preparedness or substandard work and inconsiderate behaviour (such as being noisy near classes) are all examples of inappropriate behaviour and you can expect that staff will address this behaviour. Verbal warnings and concerns marked on Tyber are the first steps that staff will take to address this.

If this does not have the desired effect, you will be required to sit down with a member of staff and formally review what is happening in a "Commitment Interview", where you will set and record targets for improvement which we will monitor with you. These will normally be communicated to your parents or carers and should help you to re-establish the level of commitment to study that is needed for your success.

If things do not improve, the College has a formal disciplinary process, which gives you a final chance to sort things out while you are closely monitored on a Disciplinary Contract.

If, at this stage, you are still not able to show that you can meet the level of commitment agreed at enrolment, a Disciplinary Panel may be convened. This is the ultimate level of the College disciplinary process and action taken by the Panel can be permanent exclusion from the College. If this is the decision taken, any appeals against the decision must be made to the Board of Governors.

You should be aware that in the case of serious one-off misbehaviour such as Bursary fraud, violence, involvement with the Police, exam malpractice (including plagiarism of coursework), forgery of documentation or deceit within College processes, a Disciplinary Panel can be convened immediately. Students will normally be suspended if they fail to attend a disciplinary hearing.

## **Who to approach if you find yourself in difficulties - Your Academic Coach**

Whenever you are unsure about what you should do about something connected with College, your academic coach is the first person to talk to. As detailed on an earlier page, the College gives a commitment to all students that they will experience a well-planned programme of academic guidance and, in particular, your academic coach will:

- assist you in making the transfer from school to College.
- meet with you for a one-to-one discussion at least once every half term to review progress and attendance and agree an action plan.
- help you to review your progress regularly and set realistic targets for successful study.
- help you with individual needs/difficulties arising during your studies.
- help you to prepare your application to university, further training or employment.
- inform you about various College talks, visits and activities.
- ensure you are aware of the College news via the Student Bulletin on the front page of Tyber to keep up to date.
- advise you on what to do or who you should see if you have any problems or queries, particularly in relation to specialist support through staff such as the College Counsellor, Additional Learning Support or Careers Co-ordinator.



In addition to your Academic Coach and the senior managers listed on Moodle, the College also has a wide range of support services through Student Support. The following list shows the people who work within this area and their individual responsibilities (rooms they are based in are in brackets):

Sue Green - Counsellor (M105, Meriden)  
Michele Burke – Admissions – (in charge of Bursaries and Free Meals) (MIS, Hampton)  
Julie Maitland - Student Development Co-ordinator (Refectory)  
Kevin Doherty - Student Development Officer (Refectory)  
Kathryn Sainsbury-Wilkes - Student Development Officer (Refectory)  
Caroline Sweeney – StudyPlus Curriculum Leader – (in charge of ALS and Academic Coaching) (M106 in Meriden)  
Rosemary Holden - Additional Learning Administrator (Meriden)  
Emma Hurst - Careers Co-ordinator (K203)  
Rose Oliver – Career Passport Officer (K204)

## Dyslexia, Disability and Individual Needs

The College is committed to ensuring that students with a specific learning difficulty (eg dyslexia, dyspraxia, ADHD or autistic spectrum disorder), medical condition or disability are treated fairly and all reasonable adjustments to provision are made.

Students with an additional learning need are encouraged to disclose this at the earliest opportunity to allow appropriate support to be agreed and implemented and any appropriate risk assessments to be put in place.

Students with individual learning needs are offered specific support through our Additional Learning Team. For further information contact Caroline Sweeney, StudyPlus Curriculum Leader, in M106 in Meriden.

## English and Maths at College

As a College, it is important to us to ensure that you are as well prepared and supported as possible in terms of your general English and Maths skills to allow you to achieve your full potential.

During your Induction, you will take two short initial online assessments in English and Maths to identify any areas in which you may need to improve to perform at your best in your chosen A levels/BTEC Extended Diploma/CACHE course. The results of these assessments will not impact on your offer of a place at College as you have achieved the necessary entry criteria for this, but will help you identify any areas in which you need to improve your skills.

Following the assessments you will be required to take diagnostic tests in both English and Maths, at the level achieved in the initial assessment, to inform you of what you are already good at and what you need to practise to make improvements. You will also be able to access online resources to help you improve your skills in the areas identified.

If you want to brush up on your Maths and English skills in advance of the assessments, we suggest you try to read, write and use maths in your day-to-day life; you might also like to prepare using the BBC Skillswise website @ <http://www.bbc.co.uk/skillswise>.



The Bursary Fund is a discretionary means-tested award administered by the College to assist students in hardship so that they may continue with their studies. The fund is primarily for vulnerable students in care, care leavers, those in receipt of Income Support and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance. There will also be some funding available to help other students in hardship with course-related costs such as books and equipment as well as travel to College. These funds are limited and may only provide a contribution towards such costs.

### **College Bursaries - Key Points:**

1. Currently, the level of government funding allows the College to offer bursaries on a sliding scale for those whose household income is below £20,000.
2. We also offer a small number of exceptional bursaries for very vulnerable students and these awards are guaranteed to be a minimum of £1,200 per year.
3. All students are given information on how to apply for a bursary in their enrolment booklet. Application forms will be available at enrolment and students are advised to submit completed forms by no later than October half term in order to be eligible for the full number of awards during the academic year. Information and updates are also available on the Bursary page of Moodle.

### **Free Meals:**

The government also provides support for one meal a day for eligible students when they are in College. Eligibility is assessed alongside the Bursary as a combined application and is based on the student or their parent/guardian being in receipt of one or more particular benefits. All students are given information on how to apply for Free Meals and the Bursary in their enrolment booklet. Application forms will be available at enrolment and students are advised to submit completed forms by no later than October half-term in order to be eligible for the full number of awards during the academic year. Information and updates are also available on the Bursary page of Moodle.

## **Health Advice**

### **If you have an accident at College:**

- Report the incident to Reception so that injuries can be dealt with promptly.
- Complete an accident form with a first aider.

### **If you are unwell at College:**

- Report to Reception so that appropriate treatment can be given.
- If necessary you will be sent home and your parents will be contacted if you are unable to get home.

### **If you are unwell at College but do not need advice:**

- Report your absence via Tyber in the usual way.



Student Development Officers work to support students in a variety of ways, including charity fundraising events and student activities and societies. They also arrange for external agencies who offer information, guidance and wider opportunities to students, (for example, health promotion services and travel organisations) to come into College.

In addition, the Student Development Officers offer informal support to students who are experiencing a wide range of difficulties including exam stress, anxiety and relationships.

These staff, who are based in the Refectory are, Julie Maitland, Kevin Doherty and Kathryn Sainsbury-Wilkes.

## **Safeguarding**

The College takes its responsibilities for safeguarding very seriously. If, for any reason, you have concerns for your own safety or well-being, or the safety or well-being of others, you should report these concerns to a member of staff. These concerns could be in relation to physical, emotional or sexual abuse, neglect, sexual exploitation, female genital mutilation, radicalisation, forced and honour-based violence, domestic violence or e-safety for example.

The College has policies for safeguarding and e-safety, which are available as downloads from the student zone of the College website. The Safeguarding team comprises 3 Designated Safeguarding Leads (often referred to as DSL) for Child Protection/Safeguarding:

- Janice Hamilton - Vice Principal (Room H217)
- Margaret Harrison - Assistant Principal (Room K303)
- Trevor Irving - Assistant Principal (Room K320)

## **Prevent**

Under the Counter Terrorism and Security Act 2015, the College has a legal duty to work to prevent young people from being drawn into terrorism and extremism. If you have any concerns, either in relation to your own situation, or that of other students, please speak to any member of staff, who will refer you to one of the Designated Safeguarding Leads.

## **Talking: The Counselling Service**

Sue Green and Julie Maitland (the counsellors) offer confidential support on any issues including work or exam stress, relationships with friends or family, anxiety or depression, or anything, however small, you would like to talk about.

A Counsellor will not tell you what to do, but listen with respect and help to make your own choices and decisions. The service is free and available to all students in the Meriden Building.

Appointments can be made via Tyber messages direct to Sue Green.



### Youth Groups, Clubs & Activities

Solihull Youth and Community Service - 0121 704 8074 or [childrensinfo@solihull.gov.uk](mailto:childrensinfo@solihull.gov.uk)  
Warwickshire Association of Youth Clubs - 01926 450 156 or [andy.morris@wayc.org.uk](mailto:andy.morris@wayc.org.uk)  
Solihull Conservation Volunteers - 0121 704 6537

### Housing & Benefit Advice

Birmingham City Council Youthline - 0300 303 0099  
Solihull Metropolitan Borough Council - 0121 704 6000  
Citizens Advice Bureau - 0844 826 9716  
Afro-Caribbean Millennium Centre - 0121 4556382 or [info@acmccentre.co.uk](mailto:info@acmccentre.co.uk)  
Birmingham Asian Resource Centre - 0121 523 0580 or [barc@asianresource.org.uk](mailto:barc@asianresource.org.uk)  
Shelterline (24hr helpline) - 0808 800 4444

### Sexual Health

Brook in Birmingham - 0121 643 5341 (contraception/STI testing)  
Family Support Centre, Shirley - 0121 744 8838 or [fscshirley@yahoo.co.uk](mailto:fscshirley@yahoo.co.uk)  
Just 4 You - 0121 705 8737 (contraception/pregnancy advice)  
Be Sure Be Tested - 0800 953 3399 (Chlamydia screening)  
Healthy Gay Life - 0121 440 6161  
Gay - Lesbian Switchboard - 0121 622 6589  
Terrence Higgins Trust - 0121 694 6440 or [info.birmingham@tth.org.uk](mailto:info.birmingham@tth.org.uk)  
BPAS – (British Pregnancy Advice Service) - 0845 730 4030  
NHS Advice - 111

### Mental Health & Counselling

Get Connected - 0808 808 4994  
Barnardo's (counselling) - 0121 733 2370  
Depression alliance - 0845 123 2320 or [information@depressionalliance.org](mailto:information@depressionalliance.org)  
B-eat (eating disorders) - 0845 634 1414 or [help@b-eat.co.uk](mailto:help@b-eat.co.uk)  
EDA – Youth Line - 0845 634 76 50  
Solihull Young Carers Support Service - 0121 788 1143 or [youngcarers@solihullcarers.org](mailto:youngcarers@solihullcarers.org)  
Open Door (youth counselling) - 0121 454 1116  
Samaritans Solihull - 0121 704 2255  
Solihull Bereavement Counselling Service - 0121 424 5103  
Solihull MIND (information & advice only) - 0121 742 4941  
Victim's Support - 0845 30 30 900  
Women's Aid – Birmingham and Solihull - 0121 685 8687  
Men's Advice Line - 0808 801 0327  
Hamara - 0121 544 1711 (domestic violence/emergency accomodation)  
MABLTS (domestic abuse helpline in Solihull) - 0121 733 5802  
Bharosa (domestic abuse unit) - 0121 464 3123  
Drug, Alcohol & Addiction Advice  
Str8 Up Drug and Alcohol Service - 0121 7885390 or [str8up@solihull.gov.uk](mailto:str8up@solihull.gov.uk)  
Frank Helpline - 0800 77 66 00 or [frank@talktofrank.com](mailto:frank@talktofrank.com)  
Gamcare (gambling) - 0808 8020 133  
Solihull Stop Smoking Service - 0800 015 8521



### The Student Council

The role of Student Council is to represent student views and to help the College be responsive to the needs of fellow students, making their time here happy and productive. Each year the Council will involve itself in charity work, will feed back student concerns and will organize social events.

Student Council also supports various student groups and societies including, for example, faith groups, the LGBT and Animé Manga. Every group will receive support and oversight from a designated member of staff. Any group or society may apply for financial support and there is more information on how to do this on the Student Council Moodle page. All student groups and societies must comply with all the College's policies and procedures including the College's e-safety Policy, Equality and Diversity Policy, Health and Safety Policy and the Student Groups and Societies Protocols.

All students are represented in the Student Council. Students who are elected as a Class Representative can put themselves forward to become a member of Student Council, representing their Course and Year Group. An Executive body is chosen by the whole student body. The Council has its own budget and meets at least three times a year whilst the Executive meets each week. The Principal and his team attend Student Council meetings to listen to students and to feedback on actions taken in response to Student Council suggestions.

The Student Council Chair and Vice Chair are also student governors on the College's Corporate Board and Student Council Members are involved in the appointment of new staff. Student Council is your chance to help the College to work with students for students.

### Learning Resource Centre

The Learning Resource Centre (LRC) is on the ground floor of Kitson Building and holds over 30,000 resources (books, magazines, DVDs etc.) and more than 120 computers. Help is always available from well-qualified and experienced staff. The many services available include;

- help with finding information from a wide range of sources
- help with presentation of work and IT skills development
- silent study spaces
- individual study rooms
- group study spaces
- printing/photocopying facilities
- advanced booking of computers using the myPC Booking System (available on the LRC Moodle page)
- support for the Extended Project Qualification (including help with research and correct citation of sources).

### Textbooks and Materials

Some textbooks will be provided on free loan by your teacher and in addition you may borrow / use learning materials from the Learning Resources Centre / Library.



Many courses include some off-site activities like field trips or theatre visits. The College subsidises some of the trips, but students are normally asked to contribute. If you need help with these costs please discuss with your academic coach as financial help may be available.

## Careers Guidance and Progression

At the College, careers guidance is a part of the education of all students. A key emphasis of sixth form life is "where next?" and getting there. In order to help you in this process, you can expect:

- Advice from professionally qualified careers staff via individual interviews.
- Up-to-date, relevant careers information in the Careers Area and from the Internet via Moodle Careers pages, on the College's Virtual Learning Environment.
- Subject and application advice for higher education.
- The opportunity to visit institutions of higher education.
- A Higher Education Fair and opportunities to meet employers, gap year and study abroad representatives.

## Career Passport

The College will also support you in developing your employability skills. All students work towards achieving their Career Passport by undertaking a range of Professional Development Activities, work experience or even paid employment. To support students there will be:

- An employability skills self-assessment
- A range of opportunities to take up Volunteering, activities and internship experiences
- A programme of support and information for employment seekers.
- Professional skills workshops to help in developing student interview skills and your curriculum vitae.

## Student References

Companies and organisations who request references relating to students at the College will receive a response within ten working days. References will accurately reflect the aptitudes and abilities of the student concerned and provide statistical information on punctuality and attendance. This should be sought from the student's Academic Coach.

The College will compile academic references in support of UCAS applications. Accurately completed UCAS forms submitted before the College deadline of 14th November 2016 will be sent to UCAS within 10 working days. The College will ensure that all forms submitted by the College internal deadline will be sent to UCAS before the UCAS deadline of 15th January. The College cannot guarantee the processing of late applications within the UCAS 15th January deadline.

Ex-students requesting an academic reference are advised that it is their responsibility to adhere to the College internal deadline for UCAS applications (14th November 2016). For quality purposes, ex-students are required to link their UCAS form to the College site prior to requesting an academic reference.



The College is committed to providing a well resourced, healthy and safe environment.

At the College you can expect:

- Learning resources, accommodation and facilities to be appropriate for effective, safe study.
- A well-resourced library offering a wide range of learning resources backed up by specialist staff who will provide expert advice and guidance.
- Open Access areas and workshops with 110 PCs and specialist staff to provide support for your learning.
- An internet café with 20 PCs and approximately 40 workspaces in an attractive area adjacent to the Refectory.
- Sports facilities for both subject based and recreational use, and the opportunity to participate in team games.
- Access to specialist equipment and facilities for the majority of your classes where this is appropriate to your course.
- Facilities which will be provided in line with the College's Property Strategy and Health and Safety Policy.
- A professionally prepared and planned maintenance programme to maintain the buildings and improve the site.
- Regular checks and risk assessments on equipment, facilities and work areas to ensure they are safe to use according to the activities that take place.
- The services of the College's first aiders.

The Health and Safety Committee will ensure that the Health & Safety policy is monitored and reviewed, but health and safety is the responsibility of everyone who comes onto the College site. In order to maintain a safe working environment, it is important that all students follow these guidelines, in particular:

- Follow College guidelines and rules laid down in the Student Handbook and behave appropriately at all times.
- In narrow corridors and on stairs, walk on the left.
- Make sure you are aware that every room in the College has a fire notice and that this indicates your nearest exits and the assembly points.
- Take care of equipment, facilities and the buildings, and show respect for the College's and other people's property.
- Co-operate with the College on health and safety matters.

## Health and Safety

Health and safety is the responsibility of every member of the College community.

### Fire

- Make sure that you read and are familiar with the procedure to be followed in the event of a fire. The procedure is summarised on a notice displayed prominently by the door in each room. These notices will lead you to the nearest fire exits and assembly point. In the event of a fire alarm you must leave the building as quickly as possible, without running and assemble as instructed. The fire alarm sound is a loud siren.
- Fire drills are held regularly in order that everyone is practiced in evacuating the building quickly and efficiently.



## Property

Books and other College equipment must be looked after. Loss or damage of these in the care of a student will need to be paid for. Students are responsible for their own mobile devices and personal belongings when in College and must ensure that any personal charging equipment they use in College meets EU safety standards. Students are liable for damage caused by substandard equipment and charging of such equipment should only be done where it is safe and responsible to do so.

## Security

We place importance on the security of people, premises and possessions. To ensure a secure environment:

- the site is surveyed by CCTV cameras that are linked to a recording system.
- all students and staff are issued with College ID cards, which should be carried at all times. You will not be able to gain access to the site without your card.
- we ask everyone to be vigilant and to report anyone or anything suspicious to a member of staff, at reception or to one of the security guards.
- everyone is asked to take care of their personal belongings by keeping valuables on their person and by locking bicycles and cars.
- if staff or students see anyone on site who is not a member of the College community they must report it to Reception and/or Security immediately.

## Refectory and Internet Café

The refectory is open from 8.00am – 3.00pm. The ‘Made your way’ (hot food counter) is open 9.00am - 2.00pm and the Costa Coffee bar 8.00am - 3.00pm. A range of hot and cold drinks, breakfast food and snacks are available, as well as a selection of hot meals and ‘meal deals’ at lunchtime. The weekly food menu is available to view on Tyber.

The Internet Café is open from 8.00am - 3.00pm every day. It is a working space for students wanting computer and printer access. Please do not eat or drink whilst you are working at the computer. Away from the computers students are encouraged to work collaboratively in pairs or groups of up to 4 people. Light snacks and drinks are permitted in this part of the internet café.

## Car Parking

Although car parking space is tight at the College, a limited number of parking permits are available to purchase. If you have a current blue disability badge, parking will be free of charge. Otherwise, parking will cost £2 per day (payable termly) and permits will be issued on a first come, first served basis.

Charges are made for the whole term based on the number of teaching days per term with the exception of term 3 where a reduced cost is applied to reflect the exam period. Students can choose to pay £326 to guarantee a space for three terms or choose to pay termly (Autumn Term: £150 ; Spring Term: £128; Summer Term: £48). Payment can be made by Parentpay, cash or cheque. Please contact the Central Admin Office (in Meriden) for further details.

There is a 5 mph limit on the College site and you must drive with due care and attention. Any instance of unacceptable driving behaviour will result in a permanent ban on bringing a vehicle to College. If you are involved or witness a traffic accident on the premises, you should report the matter to Reception immediately.



### Exams

The examination office is based in Room H223 in the Hampton Building. It is open from 8.30am - 4.30pm Monday - Thursday and from 8.30am - 4.00pm on Friday for information and guidance on examinations.

### Conduct during Examinations

- Students are required to observe the rules and regulations of external awarding bodies as laid down in awarding body regulations concerning completion, submission and ownership of coursework, attendance and conduct in examinations or tests. These can be found on Moodle and on the Exams Office notice board.
- In the case of internal examinations, students are required to observe the guidelines laid down by the College. These can be found on Moodle and on the Exams Office notice board.

### Working with your Parents

The College believes that parents, carers and guardians have an important role to play in your academic success. To this end, information about your attendance and progress will be made available on Tyber and your parents, carers and guardians will be invited to parents' evenings.

Parents will also be given access to parts of your Student Record on Tyber, although you have the right to request that this access is withdrawn.

### College Policies

The following documents are available online at [www.solihullsfc.ac.uk](http://www.solihullsfc.ac.uk):

- Equality & Diversity policy
- Safeguarding & Child Protection (including Prevent) policy & procedures
- e-Safety policy
- Student Use of IT policy
- Student Behaviour Management
- Attendance & Punctuality Protocols
- Anti-bullying guidelines
- Exams policy
- Complaints Procedure
- Bribery Policy
- Promoting Resilience: Preventing Vulnerability Statement



## Statement of Intent

Equality of opportunity is everybody's right and is a central aim of the College for all staff, students, Governors and others associated with the College. We are aware that there are many barriers to true equality and that people may be disadvantaged because of their race, class, age, gender, religious belief, disability or sexual orientation. We wish to foster a secure and favourable environment in the College, which is welcoming to all, and one which is free from prejudice and discrimination.

## Commitment

Every member of the College community has a responsibility for implementing the Equality & Diversity policy and for promoting equal opportunities and for acceptance of a code which declares as unacceptable action or belief which is prejudiced or which encourages prejudice in others.

All individuals should:

- encourage action to challenge prejudice.
- promote positive images and challenges to stereotyped images.
- promote the self-esteem of each individual.

## Values

The College promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs in all that we do and with particular regard to those with protected characteristics as set out in the Equality Act 2010.

## Bullying or harassment

Most of the bullying or harassment incidents we deal with in College start out as jokes... "I was only joking", "I didn't mean anything by it", "Loads of people were laughing" etc. are no defence – it's not a joke if it causes offence to anyone. Cases of harassment or bullying, face-to-face or online, which are considered to be related to issues of equality or diversity, regularly lead to serious disciplinary action and suspension against the offenders.

The College has an **Equality and Diversity Committee** of staff, governors and students. If you have a particular interest in Equality & Diversity, please contact Sonia Wood, Assistant Principal. The Equality and Diversity Policy is available to download from the College's website.



If the College has to close – for example, because of inclement weather – there are procedures in place that we will follow. The College seeks to remain open at all times. Every effort will be made to ensure that external examinations continue in the event of College closure subject to health and safety considerations. A decision made to close the College will be based on the following criteria:

- essential services are in operation
- access to car park
- public transport is in operation
- decisions taken by Solihull MBC.
- health and safety of students and staff.

In the event of the need for College closure, a notice on the College website, Moodle, Facebook and Twitter pages will go up. We aim to put up such a notice by 6.30am if possible. If there is no notice up by this time, staff and students should assume that the College is open as normal. The College's telephone number will also include a recorded message about any closure.

## Quality

The College is committed to providing a quality assurance system that ensures standards are improved. At the College we are constantly seeking to improve the quality of all our work. We actively seek the views of students and their parents/guardians, and encourage employers and the local community to make their views known.

This means in practice that:

- As a student you will have the opportunity to participate in and/or to make your views known to the Student Council Executive. You will also be encouraged to give your views on your whole student experience from application and induction, and then throughout your courses, and including College services and facilities, and the academic coaching programme. Student views may be collected via Student Council and Course Representatives, via Student Conferences held at least twice a year and an annual Student Attitude Survey.
- All events which take place at the College, such as open days and parents' evenings, are reviewed and targets set for improvement.
- We produce an annual self-assessment report, which is linked directly to the College's strategic planning process, which is available for viewing.
- All courses have a systematic monitoring process. We welcome your opinions on the quality of teaching and learning and the support you get from your subject teachers and academic coaches.
- We obtain regular feedback on the quality of our work via external agencies such as senior and other staff from the five other Colleges with whom we work in a consortium, external verifiers, Ofsted etc.
- All enquiries and comments will receive a response within ten working days.

Further information concerning the College's Quality Procedures can be obtained on request. For information about Student Voice, please contact Sonia Wood (Assistant Principal, Quality Improvement).

In order to help us in our striving for continuous improvement, we would ask you to:

- Take part in student forums on College issues when requested.
- Complete appropriate questionnaires to help us obtain feedback about the College.
- Be honest and constructive in all the feedback that you give.



## Thinking of raising money for charitable causes at College?

The College is committed to supporting students who have the enthusiasm and social responsibility to raise money for charities and good causes. In order to help you do this we have drawn up the following guidelines:

1. Any student who is interested in organising a collection or an event in College (cake sale, raffle etc.) should first of all speak to one of the Staff Development Officers or to Oona Stone, Assistant Principal with responsibility for Student Engagement and gain approval. A tracker of all student fundraising events is kept by the Student Development Officers.
  2. We do not want to put students off from raising money for charities - they do really important work, helping those in the greatest need - but be vigilant and take sensible steps to make sure you are giving safely. The Charity Commission provide advice to the public on their website about giving safely: <https://www.gov.uk/government/news/safer-giving-advice-for-charities-and-the-public>. All students must adhere to the College's Fundraising & Giving Safely Guidelines.
  3. To gain approval for your fundraising activity, we will want to know that you are raising money for a registered charity. The Charity Commission also holds a register on their website so you can check this out: <https://www.gov.uk/government/organisations/charity-commission>.
  4. Organisers should also speak to the Student Council, they may be willing to help.
  5. Students will be allocated a link member of staff to liaise with regarding the organisation of the event. Depending on the complexity of the event, a risk assessment may be required.
  6. The Marketing Officer, Bev Bishop, should be contacted once approval is granted. Bev is always happy to help with publicising the event, taking photographs and drafting press releases.
  7. All monies raised should be counted and banked in the finance office by the student organiser and the lead member of staff and the Finance department are happy to raise a cheque for the chosen charities.
- Every year a summary of student fundraising will be displayed in the College refectory for all to see.

## Academic Coaching on Moodle

The resources that our academic coaching team has added to Moodle are there for your benefit. Please make use of them. The topics covered include:

- Study Skills Resources
- Time Management
- Goal/Target Setting
- Motivation
- Revision Tips
- UCAS Applications & Personal Statements

Coaches will also be running workshops at key points in the year and you will be encouraged, and in some cases expected, to sign up to these. Check the schedule on the Coaching pages on Moodle, but topics are likely to include:

- Motivation
- Time Management & Organisation Skills
- Independent Study Skills
- Target Setting
- UCAS Applications
- UCAS Personal Statements

Coaches are also available to help you apply for the following extra-curricular awards and courses:

- College Colours
- Terry Kitson Award
- Duke of Edinburgh Gold Award



This section should help answer the mostly commonly asked questions that students have. If what you want to know is not written down here, please ask your academic coach or post a question on the College's Facebook or Twitter pages.

### If I start course and don't like it can I drop it?

You are advised to think carefully about your choice because subject change is not usually advisable and may not be possible once lessons have started. In any event, you must continue to study a full programme, as we do not have any part-time students at the College.

### Is there somewhere to leave my books and equipment?

There are lockers available on a first-come-first-serve basis, although priority is given to students with disabilities, and/or have a long journey to College and/or have to bring bulky equipment to College. If you would like a locker, please email [jmitchell@solihullsfc.ac.uk](mailto:jmitchell@solihullsfc.ac.uk) and pay your £15 refundable deposit for a locker key at [www.parentpay.com](http://www.parentpay.com).

### Can I apply for a bus pass?

Yes. If you didn't do this at enrolment, it's not too late. Centro provide term passes for students at a reduced rate. In order to qualify for this reduced price, you will first need to apply for a 16-18 Centro card. This can be done online via the Network West Midlands 16-18 web portal, but you will need a Unique Validation Code to do this. This code will be available on Tyber once you have enroled. Each code is valid for one application only. It is linked to the specific school/college and confirms the student's educational eligibility.

### Can I bring my bike into College?

Yes. There is space available for students to secure their bikes while they are in College in our bike shed in front of the Sports Centre and Dance Studio and, given the restrictions on the number of car parking spaces available, this is a good alternative for students.

### Is car parking available?

Car parking space is tight at the College, but a limited number of parking permits are available to purchase. If you have a current blue disability badge, parking will be free of charge. Otherwise, parking will cost £2 per day (payable termly) and permits will be issued on a first come, first served basis. Charges are made for the whole term based on the number of teaching days per term with the exception of term 3 where a reduced cost is applied to reflect the exam period. Students can choose to pay £326 to guarantee a space for three terms or choose to pay termly (Autumn Term: £150 ; Spring Term: £128; Summer Term: £48). Payment can be made by Parentpay, cash or cheque. Please contact the Central Admin Office (in Meriden) for further details.

### Is there any financial support available?

The College operates a Bursary Fund, which is a discretionary means-tested award administered by the College to assist students in hardship so that they may continue with their studies. The fund is primarily for vulnerable students in care, care leavers, those in receipt of Income Support and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance. There will also be some funding available to help other students in hardship with course-related costs such as books and equipment as well as travel to College. These funds are limited and may only provide a contribution towards such costs. Free Meals may also be available as well to students who meet certain criteria. More information, including the criteria students must meet to apply for a bursary, will be sent to you in your enrolment guide over the summer.



## **Who should I speak to if I have questions?**

Your Academic Coach should be your first point of contact. He/she will be able to guide you on a range of issues. The best way to book a one-to-one appointment with your coach is by sending them a message on Tyber. If you need to speak to a senior manager, appointments can be booked by going to Hampton Room H117. You can also post questions on the College's Facebook ([www.facebook.com/solihullsixthform](http://www.facebook.com/solihullsixthform)) and Twitter (<http://twitter.com/sfcapply>) pages too. We will endeavour to answer your questions as quickly as possible. Remember, staff on Main Reception in Hampton building are always available to help with information and queries as well.

## **Where can I go for Careers advice?**

Your Academic Coach will provide lots of guidance if you ask for it, but you can also book appointments to see specialist Careers staff in the Careers Office in the Learning Resource Centre, Kitson building or send a Tyber message to Emma Hurst. Rose Oliver is also available in the Learning Resource Centre (or via Tyber) to help students with volunteering and work experience via the College's Career Passport scheme.

## **How do I find out more about College Colours?**

Please see your Academic Coach for further information, including how to apply for this prestigious award, which will boost your university and job applications.

## **How do I find out what my exam timetable is?**

All the important exam information you need is on Tyber and Moodle. The Exams Office will work on room availability and seating plans for exams and once this work is done a timetable personalised to you will appear on Tyber under your Exams tab. We will update you via Facebook as to when timetables are ready to view on Tyber. Rules and regulations for the taking of exams are found on the Exams page of the Student Services section of Moodle.

## **How do I arrange exam re-sits, order re-marks or get copies of scripts?**

As with exam timetables, information about ordering copies of scripts or resits is all available on the Exams page on Moodle. Please note, the exams boards set strict deadlines for applying for both and do charge fees. The earlier you make applications, the cheaper it will be (£25 for resits if paid online through [www.parentpay.com](http://www.parentpay.com) or £30 if paid by cash or cheque). However, two later deadlines each incur higher fees, so it pays to be organised. The detailed information is on Moodle. Staff in the Exams Office will also be happy to answer your questions. Their office is located on the ground floor of Hampton, down the corridor leading to the Refectory.

