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Student Handbook 2018-2019



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Widney Manor Road
West Midlands
B91 3WR

Tel: 0121 704 2581
Email: admissions@solihullsfcs.ac.uk
Web: www.solihullsfcs.ac.uk

Opening Times

College Day Monday - Friday: 9.00am - 4.05pm (lessons)
 Learning Resource Centre (Term time)
 Monday - Thursday: 8.00am - 4.30pm
 Friday: 8.00am - 4.00pm

2018/19 Term Dates

Autumn Term 2018

Wednesday 5 September	Year 13 Lessons Start
6 & 7 September	Year 12 Induction
Tuesday 11 September	Year 12 Lessons Start
29 October - 2 November	Half-Term
Wednesday 19 December	End of Term (for students)

Spring Term 2019

Monday 7 January	Start of Term
18 - 22 February	Half-Term
Wednesday 10 April	End of Term (for students)

Summer Term 2019

Monday 29 April	Start of Term
27 - 31 May	Half-Term
Monday 15 July	End of Term (for students)

Stay in touch with College

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

Twitter – twitter.com/sfcsapply

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

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

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

Official Website - www.solihullsfcs.ac.uk

If you wish to contribute to any of the above, please see the Marketing Co-ordinator Bev Bishop in Malvern Room M208. Alternatively email her at bbishop@solihullsfcs.ac.uk or message her via Tyber.



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 - teachers, academic coaches and other support staff - 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.

Martin Sullivan
PRINCIPAL

Key Staff

The College is led by Principal Martin Sullivan and Vice Principals Janice Hamilton and Jamie Staddon. You will also be allocated an Academic Coach, who will guide you during your time at College. Your Academic Coach should be your first point of contact. Students are also allocated to a senior manager, who will be one of the staff listed below. You can see who your academic coach and senior manager (see list below) are on the front page of your Tyber profile.

Zoe Bereza
Louise Dale-Barron
Richard Hammond
Trevor Irving
Oona Stone
Sonia Wood

You can make an appointment to see your senior manager by going to Hampton Room H115. 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 go to Room H115 in Hampton beforehand 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**.”



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 the 2018/19 academic year. The timetable consists of 90-minute lessons, with lessons starting at 9.00am and going on until 4.05pm. A level students will have three 90-minute lessons per subject per week (nine lessons for three A levels or 12 lessons for 4 A levels), while BTEC students will have nine 90-minute lessons per week. Time will also be set aside for coaching and enrichment.

There will be a 15-minute break in the morning (at 10.30am on Mondays, Tuesdays and Fridays and at 11.00am on Wednesdays and Thursdays). The lunch break will be 40-minutes long and will be staggered for Year 12 and Year 13 to ensure the refectory is not over-crowded. In the afternoon, there will be an extra 5-minutes between lessons to allow students to move to their next classroom.

30-minute intervention slots have been added to the timetable on Wednesdays and Thursdays to allow teachers to provide one-to-one support for the students who need it at various times of the year. Students must make sure they are available at these time if called in by their teachers. They may also be asked to stay until 4.35pm on some days if further intervention is deemed necessary.

Every student’s timetable will be slightly different, depending on the courses they are enrolled on.

	9:00 - 10:30	Break	10:45- 12:15	12.20 – 14.35		14:35 – 16:05	Students can be called in till 16:30
MONDAY	A	10.30 10.45	B	Yr 1 C	Y1 Lunch 13.50 – 14.35	D	
				Y2 Lunch 12.20 – 13.00	Yr 2 C		
TUESDAY	E		F	Yr 1 A	Y1 Lunch 13.50 – 14.35	B	
				Y2 Lunch 12.20 – 13.00	Yr 2 A		
WED	B	B Int	11.00 11.15 F 11.15 – 12.45	F Int	Lunch 1.15 – 2.00	A Int	A 14.30 – 16.00
THURS	E	E Int	D 11.15 – 12.45	D Int	Lunch 1.15 – 2.00	C Int	C 14.30 – 16.00
FRIDAY	C		D	Yr 1 E	Y1 Lunch 13.50 – 14.35	F	
				Y2 Lunch 12.20 – 13.00	Yr 2 E		



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 group and 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 - all students are timetabled into the Learning Resource Centre for one class per week;
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.

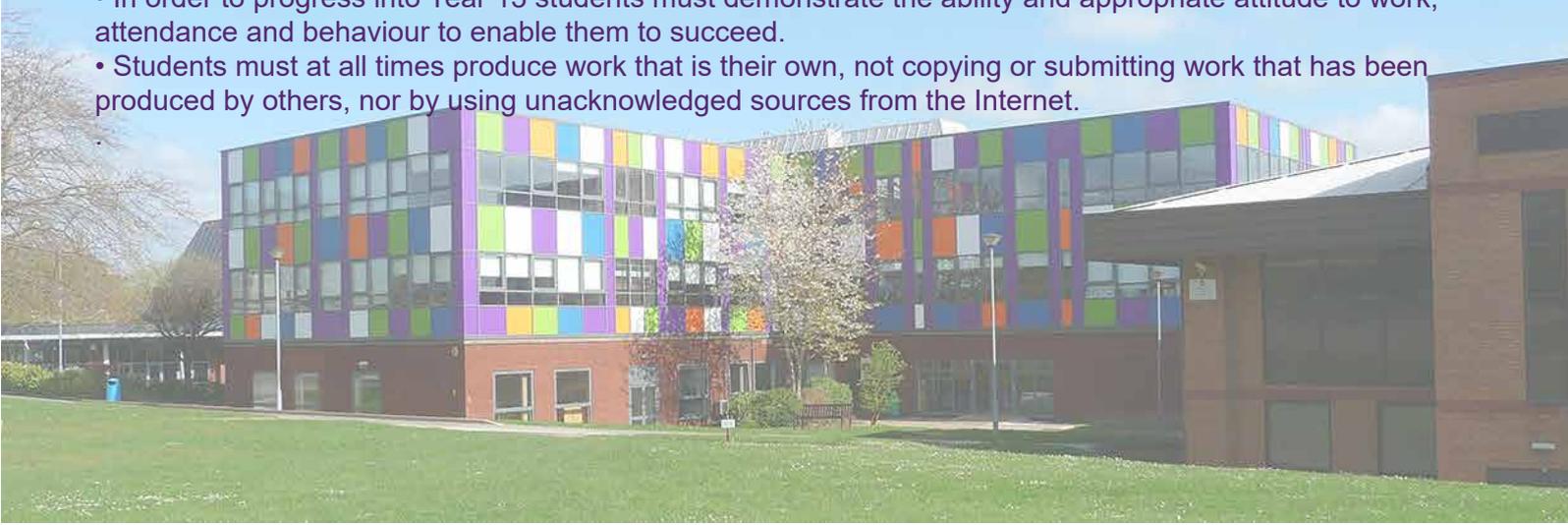
All members of the College community make a full commitment to working together in an atmosphere of mutual respect for each other and the College, and to following all College rules and procedures. All members make a full commitment to be actively engaged in this community based on the power of education, 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, supervised study sessions and enrichment over the course of the year.
- Students are also expected to undertake at least 600 hours of independent study, revision and employability activities. 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.



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 and Library, as well as 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.



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, supervised study sessions, 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 (usually through reporting absence on Tyber).
- 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

We operate an electronic registration system. Attendance is recorded for every timetabled class and you can view your attendance at any time on Tyber. The procedure regarding punctuality is also detailed on all classroom doors.

- If you arrive after the start of the lesson you will receive a late mark and be asked by the teacher to explain 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.
- In the event of an absence from College, automated email notifications will be sent to students and parents/guardians.
- 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.
- If you are unavailable for an agreed appointment, it is polite to let staff know in advance.

Reporting of Absence

Students are expected to report all absences. 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 (9.00am - 4.05pm) 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 a supervised study session and 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 4½ 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 revision for your 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, supervised study teacher 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

As Level 3 learners, you need to take an active approach to your learning. It is critical that you engage with the action planning and target setting process. 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 and teachers regularly reviewing progress and setting 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:

- **Principal'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:
 - exceptional effort
 - outstanding work
 - 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 celebrated 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.

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.solihullsfc.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.

Office 365 – This provides email, online storage and other online Microsoft applications.

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.

Introduction to Tyber

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. Reflective learners focus on what is required to maximise 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. 13

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. “Illness” is not considered sufficient detail.

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

Introduction to Moodle

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!



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.solihullsc.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:

- O: drive this is your personal OneDrive space that you can access from college or home.
- H: drive – your personal user area on the College network. This is regularly backed up, space on here is limited.
- D: or E: drives – USB devices - remember to “eject” the stick before removing from the computer.

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, e.g. 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.

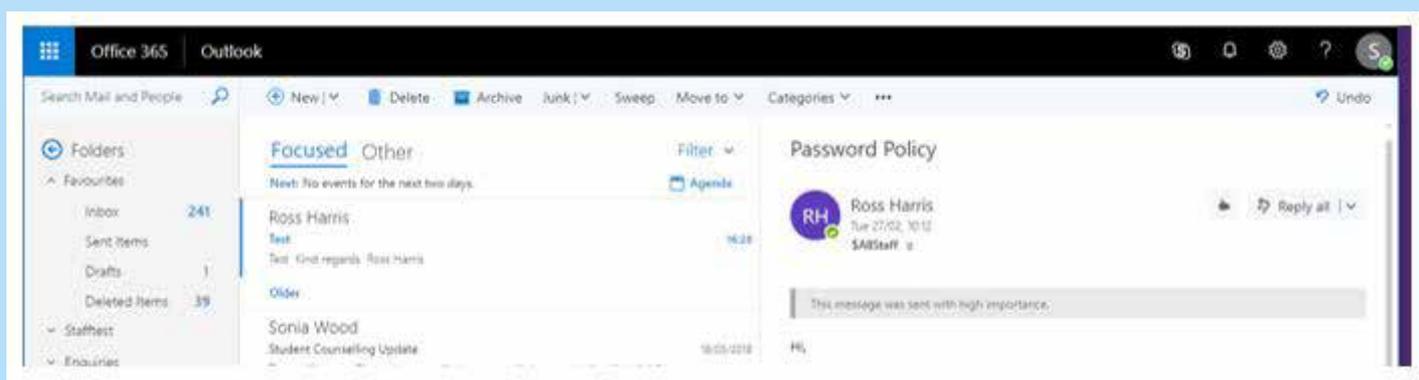
Introduction to Office 365 Email and OneDrive

The College uses a cloud based storage system, OneDrive. This offers more storage than your H:\ drive (up to 1 TB!), is very reliable and also allows you to access your files from anywhere (as long as you have an internet connection).

OneDrive is either accessible via your O:\ drive at College or by going online to Office 365.

If you visit the gateway page <http://gateway.solihullsfc.ac.uk> and click on the Office 365 link, this takes you to your email page. When outside the college you can login with your email address (this is your student number and then @solihullsfc.ac.uk) and then your network password.)

You will be taken from here into your email account.

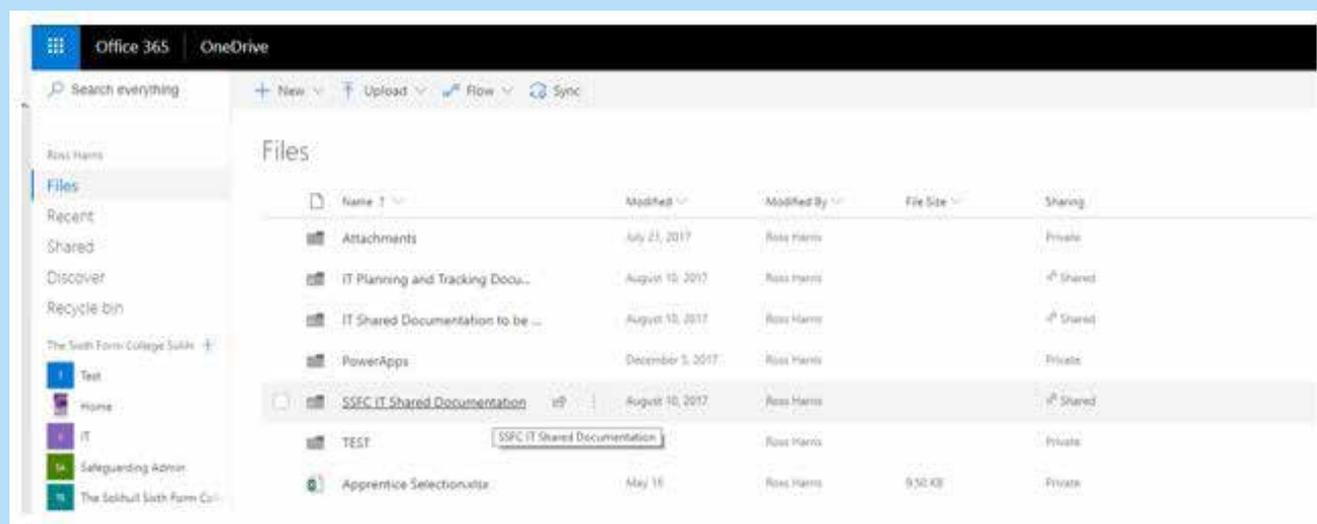


To access email, use the folder structure on the left hand side and click on emails to view them. You have the option to view or reply on the top right hand side of each email by pressing the small arrow.

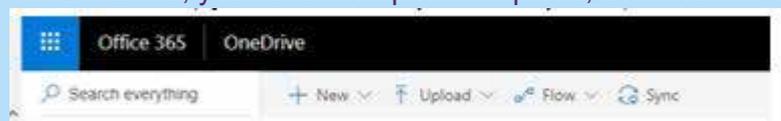
To create a new email select new from the top bar, enter email address or addresses to send to followed by a message and select send once done.

To use Onedrive if you select the 9 squares in the top left corner, this will bring up the selection of Office 365 applications. Here, you will find the link to OneDrive.

When you open OneDrive, this is the screen you will be presented with:



On OneDrive, you have the option to upload, download or create new files.



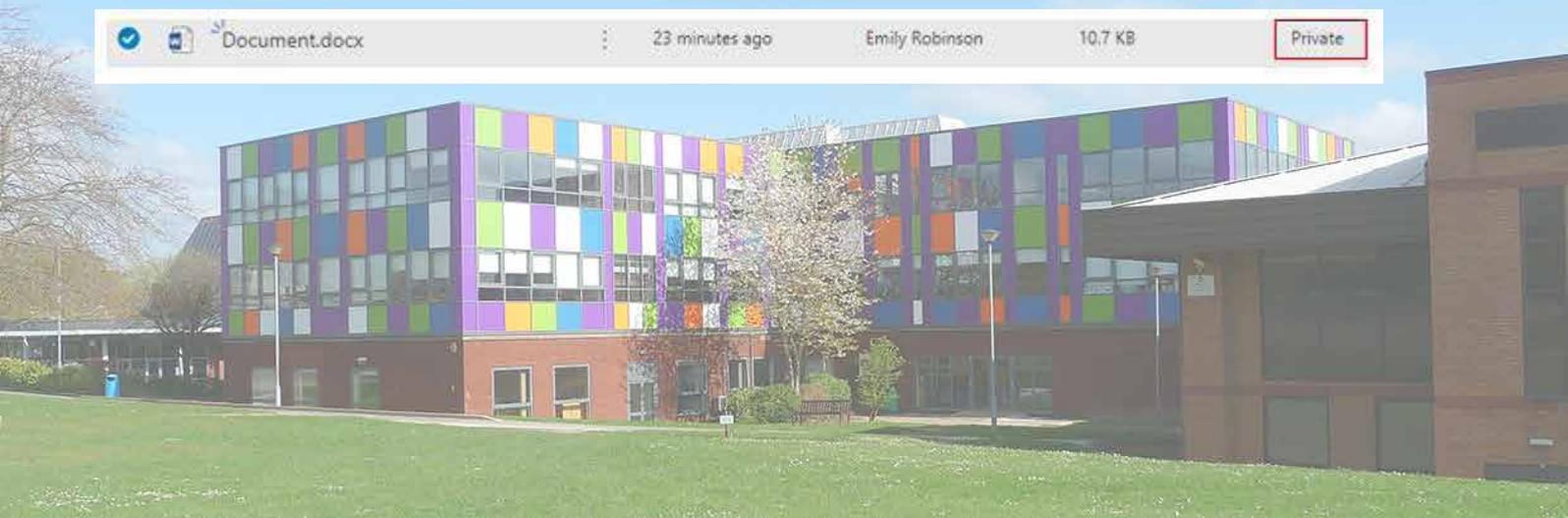
To save an existing document to OneDrive, click on 'Upload', they will save to the currently selected folder.

To create a new document, select 'New' and choose which type of file you want to create. You can either edit these within your browser, on the web based application, or on the grey ribbon towards the top there is an option to 'Edit in...' which will open a desktop application.

It is important to keep your files tidy and easy to find. To create a folder structure, you can right click, select 'New', then go to 'Folder', or use the 'New' button on the control ribbon.

To move files, you can either drag them into the necessary folders, or right click on the necessary file and select 'move to'.

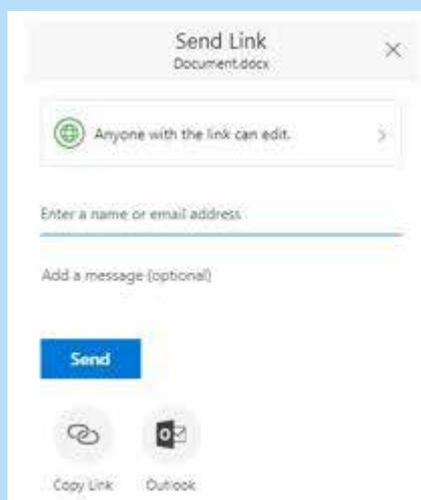
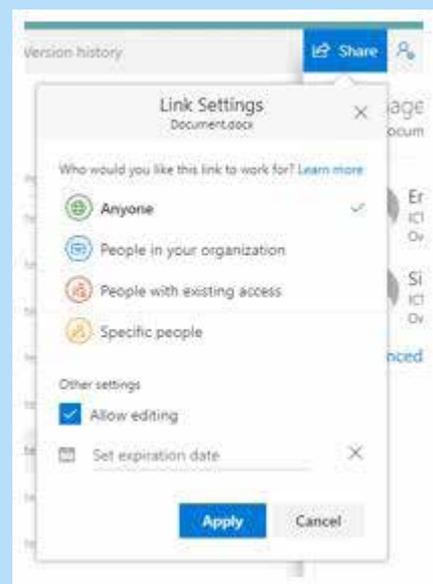
One Drive also allows for document sharing, so you can send a copy of your document to someone or collaborate with other students or your teachers.



To share a document or manage the access, select the document you want and click 'private'. This will present a list of anyone who can view or edit that document, and allows you to stop sharing your document too. 17

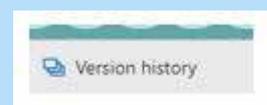
This menu will also allow you to 'Share' your documents. It brings up a list of options for sharing:

- 'Anyone' means that anyone with the link to your document can view it.
- 'People in your organization' means that anyone with a solihullsfc email address, that is part of our College can access the document if they receive a link or an email.
- 'People with existing access' means that it will not allow anyone else to view the document, but if you already have some people that you are sharing it with, they will still have access to it.
- 'Specific people' only allows select people that you choose to view the document.
- The 'Allow editing' tick box decides whether they receive a read only copy or not. If this option is selected, anyone who is sharing this document can contribute to it. If not, they can only view and read the document.



Once you have selected which option you would like to take when sharing, you can then insert an email address to send the link to and add a message. Alternatively, you can just copy a link to send yourself.

When you click on a document, a 'version history' option will appear on the ribbon. This will allow you to see when documents have been modified by yourself or other users so you can track the changes that have been made.



USB Drives

The College advises against use of USB sticks wherever possible

1. All USB devices will be READ ONLY unless you encrypt the stick or drive. This means you can only read documents on your USB, you cannot edit them or save to the device.
2. 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.
3. Abide by the IT policies 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.

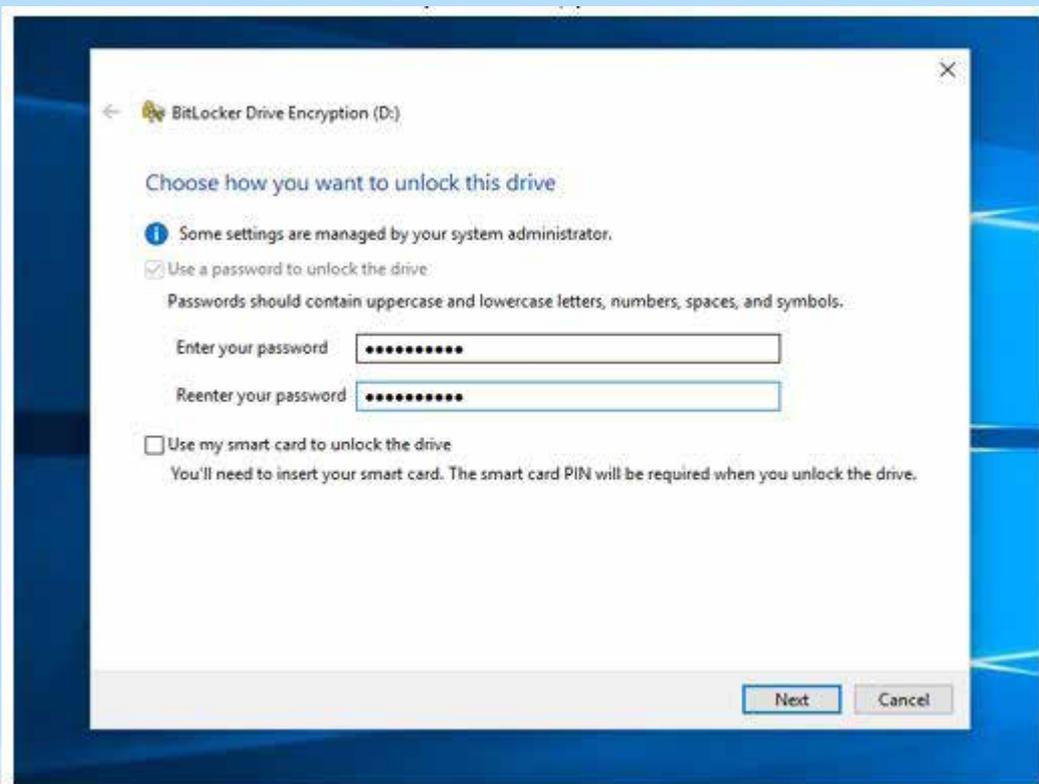


USB Drive Encryption

When you first insert a USB or external hard drive, you will be presented with a wizard that will allow you to set a password. This will then encrypt the device if you wish to write to the drive.



You will be asked to create a password, please make sure to remember.





The larger the drive the longer it will take to encrypt the first time. A very large hard drive, make take a substantial amount of time to encrypt.



Whenever you inset your drive into a computer it will ask you for your password. Please note a USB encrypted on a PC will not work on an Apple Mac computer.



A Introduction

A.1 The College is committed to providing high quality IT resources to enhance the teaching and learning that students receive.

A.2 Digital technologies have become integral to the lives of young adults whether inside or outside the College. These technologies are powerful tools, which open up new opportunities for everyone who can access them; they can be used to stimulate debate, conduct research, produce homework, coursework and assignments and can be used to access online resources and they can be used to enhance creativity and can stimulate awareness of context to promote effective learning.

B Personal Safety

B.1 Students may use the College's IT facilities and must do so in a responsible way ensuring that there is no risk to their own safety or the safety and security of other users of the College's facilities. These are detailed in the student acceptable use policy.

B.2 Students will only use devices that connect to the College wireless system and are not allowed to connect devices to the Colleges wired network.

B.3 Students are allowed to connect storage devices to the USB ports on the College's computers for the sole purpose of transferring their own work and research between their home computer and their home network. Students are encouraged to use more reliable forms of transferring data, including the use of cloud storage via Microsoft or google.

B.4 Students using College photographic and video facilities must ensure they have the permission of all students and staff featured in the material.

B.5 Unacceptable use of College IT facilities is regarded as misconduct. If students are discovered or suspected of doing anything against the College's Acceptable Use Policy, the College will investigate and, if appropriate, take action using the College's disciplinary procedures. This will be set out in the College Acceptable Use Guidelines that students must adhere to if they are using any of the College facilities including through remote access and via mobile devices.

Student Acceptable Use Guidelines

A Introduction

A.1 These guidelines form part of the Information Security Policy and set out the responsibilities and required behaviour of all users of the College's information systems, networks and computers. The full set of these policies are available from the College.

A.2 All users of the network including students have the entitlement to safe internet access. Students must understand that the College facilities have content filtering and that it is against College policy to try and subvert the filtering systems in place. Please also be aware that student activity on the College facilities may be monitored for any reason including monitoring of safeguarding, bullying, e-safety and Prevent compliance as well as monitoring of compliance with various other College policies, and that all data on the College system belongs to the College.

A.3 All users of the network including students are expected to adhere to JISC/JANET guidelines and when using the wireless network should all also adhere to the EduRoam guidelines. These specific guidelines also apply if the College facilities are accessed through any remote connection, or use of any Cloud based system provided to students by the College.

A.4 These acceptable use guidelines are intended to ensure that:

- all students will be responsible users and stay safe while using the internet and other digital technologies for educational and personal use;



• the College facilities and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

A.5 The College endeavours to ensure that students have good access to digital technologies to enhance learning and will, in return, expect each student to agree to be a responsible user.

A.6 Access to the other college and university networks may be granted to students if the institution is registered with EduRoam. In using other institutions' networks, students must be compliant with the EduRoam policies and procedures, our 'Student Acceptable Use Guidelines' and all the policies and procedures of the network that are being used. By using the College facilities, students must accept that they will abide by all these guidelines.

B Acceptable Use Guidelines

B.1 Students must use the College's IT systems in a responsible way, to ensure that there is no risk to the students' safety or to the safety and security of others.

B.2 For students' own safety:

- they must understand that the College will monitor my use of all its systems, devices and communications;
- they will be issued with a unique identifier (userID). This userID should not be used by anyone other than the student it is issued to, and the student should not use any other person's userID. Students must not disclose passwords to anyone else and are expected to remember passwords and not to write them down. Students will also be required to change passwords if there is any suspicion that they may have been compromised, or when asked to do so by the Vice-Principal or IT Services;
- they should be aware of the dangers of communicating with strangers when online, and should not disclose or share personal information with others. This includes, but is not limited to, name, address, telephone numbers, email addresses, age, gender, educational details, financial details etc;
- if a student chooses to meet someone he/she met online, then he/she will meet in a public place and take someone with him/her and make sure an adult knows where he/she has gone and why;
- they will report any unpleasant or inappropriate material or messages or anything that they feel uncomfortable with when they see it online.

B.3 To ensure everyone including yourself has equal rights to use technology, a student will:

- use the College systems primarily for educational purposes and only use the wireless network for personal or recreational use when not in a class.
- release College equipment that the student is using, for students that require it to complete College work;
- not make large downloads or uploads unless the student has permission from a member of staff;
- only use the internet for research and other activities that are compliant with British values unless permission has been specifically gained from a member of staff and then this is only for the purposes of debating controversial issues in a supervised activity.

B.4 Students should act as they would expect others to act towards themselves:

- respect others' work and property and will not access, copy, remove or alter anyone else's files without the express permission of the other person;
- be polite and responsible when communicating with others; not use strong, aggressive, rude or other inappropriate language and recognise the right for other people to hold different opinions;
- not take or distribute images or other information about anyone else without their permission.

B.5 Students must recognise that the College has a responsibility to maintain the security and integrity of its facilities:

- students' equipment may only be connected to the College's wireless network and must not be connected to any network socket;
- USB storage devices may be connected to College equipment but otherwise, only College owned peripheral devices may be connected to College equipment unless explicit permission is obtained from IT Services;



- students must use IT equipment in accordance with all the rules laid out in this agreement and will comply in aiding the College in any investigation by allowing a senior member of staff to review personal devices;
- students must not access, download, distribute or otherwise use any material which is illegal, inappropriate, immoral or likely to cause others offence;
- students must not download or install any software onto any device owned by the College;
- students will not use any software on personal devices that can be used to circumvent filtering or security systems including the use of proxy addresses or VPN connections;
- any damage or faults involving College systems or software must be reported immediately, however this may have happened;
- hyperlinks in emails or email attachments must not be opened unless the person or organisation who sent the email is known and trusted, or if there are any concerns about the validity of that email. Students need to recognise the dangers - that attachments and links can contain viruses and malware that could destroy the student's and other's work;
- computers and other equipment used to access College facilities must not be left unattended and unlocked if logged in. Students must ensure that computers or other equipment is locked before being left unattended, eg by pressing Windows key + L

B.6 Students recognise that the Internet is a useful tool for research and recreation, but must understand that:

- they should ensure they have the requisite permissions to use any original work in personal work, that this work is referenced, and agree that any work submitted to the College can be checked using plagiarism software;
- they should check to see if any work is protected by copyright and will not download illegal copies of any files eg music, videos, books etc;
- they should check to see if the information is accurate and realise that the work may be biased and misleading and will treat it accordingly.

B.7 Students must understand that they are responsible for their actions both in and out of College. In addition, students must understand that:

- the College has the right to take appropriate action against a student if he/she is involved in incidents of inappropriate behaviour whether inside the College or not;
- that if students fail to comply with this agreement and associated policies they will be subject to disciplinary action by a member of staff at the College. The outcome of any investigation to any serious breach of these guideline and its associated policies will be carried out by a senior member of staff and any illegal activity will be reported to the police or other legal authority.

C. Summary

C.1 By being a member of the College, students accept and agree to follow these guidelines when:

- using any of the College's facilities;
- using personal devices connected to any of the College's facilities, eg wireless network, USB port, charging point etc;
- using personal equipment outside of College in any way that is related to being a member of this College, eg communicating with other members of the College (whether or not they were friends prior to coming to the College), using College email, Moodle, Tyber, website or any other facility.



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 throughout the year and in your lessons. 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.solihullsf.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/.

Social Networking

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

Facebook – www.facebook.com/solihullsixthform

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/sfcsolihull>

YouTube - 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.

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 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 Tyber, 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):

Sonia Ngetu – Counsellor (M105, Meriden)

Michele Burke – Admissions – (in charge of Bursaries and Free Meals) (MIS, Hampton)

Julie Maitland – Student Development Co-ordinator (Refectory)

Tina Champion – Student Development Officer (Refectory)

James Wild – Student Development Officer Intern (Refectory)

Caroline Sweeney – Study Plus Curriculum Leader, in charge of Additional Learning Support (M106 in Meriden)

Sandra Edwards – Special Educational Needs & Disabilities (SEND) Administrator (Meriden)

Emma Hurst – Careers Co-ordinator (K203)

Academic Coaches – Careers and Employability

Special Educational Needs and Disabilities

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 reasonable adjustments to provision are made as necessary.

Students with a special educational need or disability are encouraged to disclose this at the earliest opportunity to allow appropriate support to be agreed and implemented and any necessary 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 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 can 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. Some BTEC students may also be taking GCSE English or Mathematics and these are as valuable as your Level 3 programme of study.

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, Tina Champion and James Wild.

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, peer-to-peer abuse, domestic violence or e-safety for example.

The College has policies for safeguarding and Prevent and e-safety, which are available as downloads from the student zone of the College website. The Designated Safeguarding Leads for Child Protection/ Safeguarding are:

Zoe Bereza – Assistant Principal (Room H412 Hampton)
Louise Dale-Barron – Assistant Principal (Room B706 Blythe)
Janice Hamilton - Vice Principal (Room H217 Hampton)
Richard Hammond - Assistant Principal (Room K303 Kitson)
Trevor Irving - Assistant Principal (Room K320)
Jamie Staddon – Vice Principal (Room H117 Hampton)
Oona Stone – Assistant Principal (Room H116 Hampton)
Sonia Wood – Assistant Principal (Room B722 Blythe)

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

Sonia Ngetu 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 you 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 Sonia Ngetu.



Youth Groups, Clubs & Activities

Solihull Youth and Community Service - 0121 704 8074 or childrensinfo@solihull.gov.uk

Warwickshire Association of Youth Clubs - 01926 450 156 or info@wayc.org.uk

Solihull Conservation Volunteers - www.solihullcv.org.uk/

Housing & Benefit Advice

Solihull Metropolitan Borough Council Youth Hub - 0121 704 6000

Citizens Advice Bureau - www.citizensadvice.org.uk or 03444 111 444

Afro-Caribbean Millennium Centre - 0121 455 6382 or info@acmccentre.co.uk

Birmingham Asian Resource Centre - 0121 523 0580 or 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 admin@yahoo.co.uk

Umbrella @ Boots (Mell Square) - 0121 237 5700 (STI testing/treatment)

Birmingham LGBT - 0121 643 0821 or hello@blgbt.org

Terrence Higgins Trust - 0808 802 1221 or info@tht.org.uk

Out Central Birmingham - 0121 460 5870 or outcentral@birmingham.gov.uk

BPAS – (British Pregnancy Advice Service) - 03457 30 40 30 or info@bpas.org

NHS Advice - 111

Mental Health & Counselling

The Mix - 0808 808 4994

Barnardo's (counselling) - 0121 733 2370

Mind - 0300 123 3393 or text 86463 or info@mind.org.uk

Beat Youthline (eating disorders) - 0808 801 0711 or fyp@b-eat.co.uk

Solihull Young Carers Support Service - 0121 788 1143 or centre@solihullcarers.org

Open Door (youth counselling) - 0121 454 1116 or opendoor01@btconnect.com

Samaritans Solihull - 0121 704 2255 or jo@samaritans.org

Solihull Bereavement Counselling Service - www.solihullbereavement.org or 0121 424 5103

Victim Support - www.victimsupport.org.uk or 0808 1689 111

Women's Aid – Birmingham and Solihull - bswaid.org or 0808 800 0028

Men's Advice Line - 0808 801 0327 or info@mensadviceline.org.uk

Bharosa (domestic abuse unit) - 0121 303 0368/0369 or bharosa@birmingham.gov.uk

Drug, Alcohol & Addiction Advice

Str8 Up Drug and Alcohol Service - 0121 788 5390 or str8up@solihull.gov.uk

Frank Helpline - 0300 123 6600 or frank@talktofrank.com

Gamcare (gambling) - 0808 8020 133 or info@gamcare.org.uk

Solihull Stop Smoking Service - 0121 704 6000 or bhs-tr.solihullstopsmoking@nhs.net



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 to College management 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 automatically members of the Student Council and therefore entitled to vote for the Student Council Executive. Any student can put themselves forward to become a member of Student Council Executive. Members are elected by the whole student body through a demographic vote. The Council has its own budget and meets at least three times a year whilst the Executive meets each week. The Principal and their 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 members of the College's local governing body. 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
- advance 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 and employability 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.
- 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 that 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 12th November 2018 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 (12th November 2018). 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.
- A spacious refectory and coffee bar.
- 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. Health or safety hazards should be reported promptly to the main reception in Hampton.

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

The Refectory is open for breakfast, through break time and at lunchtime. 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.

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. We regularly check for permits on the cars parked on campus.

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 £324 to guarantee a space for three terms or choose to pay termly (Autumn Term: £152; Spring Term: £130; Summer Term: £38). 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 behaviour in relation to driving or parking 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:

- 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 Inclusion

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 foster a welcoming and inclusive College environment by celebrating and valuing diversity, advancing equality and through eliminating unlawful prejudice, harassment, victimisation and discrimination.

We are aware that there are many barriers to true equality and that individuals may be disadvantaged because of their race, age, sex, gender assignment, religion or belief (including lack of belief), disability or sexual orientation. The College is also mindful of the socio-economic, cultural, psychological and experiential factors which can affect our students including those who are 'looked after' or who are carers themselves.

Commitment

Every member of the College community has a responsibility for promoting equality and diversity in all aspects of College life.

- Staff and governors are committed to listening to and valuing each individual in its care.
- The College will continuously strive to create an environment which develops the resilience and critical awareness of students so that their vulnerability to emotional manipulation in all its forms is minimised.
- The College is committed to a learning culture which is open and dynamic, and positively encourages the exploration of controversy including providing opportunities to explore equality issues and celebrate diversity in coaching seminars, lessons and through cross-college events and student groups and societies.
- 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.
- We proactively use student voice to understand and advance equality issues in the College.

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 through social media, are not tolerated and will lead to serious disciplinary action and/or police action.

The College has an Equality and Diversity Committee of staff, governors and students. If you have a particular interest in Equality & Diversity, please contact Louise Dale-Barron, Assistant Principal. The Equality and Diversity Policy and other documents are available to download from the College's website.



The College seeks to remain open at all times. If the College has to close – for example, because of inclement weather – there are procedures in place that we will follow. 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 and carers, 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 an annual Student Conference and 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 Louise Dale-Barron (Assistant Principal).

In order to help us in our strive 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 provides advice to the public on its 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 Office is 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 are also available to help you apply for the following extra-curricular awards and courses:

- College Colours
- Terry Kitson 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. If you would like a locker, please pay your £15 refundable deposit for a locker key at www.parentpay.com and then come along to Central Administration in the Meriden Building (between 09:15 – 14:30 Monday – Thursday or 09:15 – 14:00 Friday).

Can I apply for a bus pass?

Yes. If you didn't do this at enrolment, it's not too late. Network West Midlands provide bus travel for students at a reduced rate. In order to qualify for this reduced price, you will first need to apply for a 16-18 photocard, which proves you are in full-time education and thus entitled to this reduced rate. You can then pay in cash every time you use the bus or apply for a term pass. The 16-18 card and term passes can be purchased online via the Network West Midlands 16-18 web portal. The method for applying for a photocard is changing and at the time of going to print, Network West Midlands had not yet confirmed details. However, we know that a Unique Validation Code is no longer needed and that all new 16-18 photocards will be Swift enabled, allowing season tickets to be loaded onto the card. This will remove the previous requirement for card holders to carry the photocard as well as a separate ticket. Further details will be published on the College's social media (Facebook and Twitter) platforms when it is known.

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 £324 to guarantee a space for three terms or choose to pay termly (Autumn Term: £152; Spring Term: £130; Summer Term: £38). 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.

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 H115. You can also post questions on the College's Facebook (www.facebook.com/solihullsixthform) and Twitter (<http://twitter.com/sfcsapply>) 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.

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 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 (Hampton Room H223) 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.

