

# HANDBOOK FOR PARENTS 2018 - 2019



# THE SIXTH FORM COLLEGE, SOLIHULL

## HANDBOOK FOR PARENTS

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## **Sections 1: Welcome and Introductions**

Welcome to The Sixth Form College, Solihull community. I am really excited to be working with you and your son/daughter as they tackle this crucial stage of their education.

Post-16 education can be a bit daunting because so much seems to hang on what students achieve at this level. However, we pride ourselves on the provision we offer to students and we are confident that if students work hard and take advantage of the many opportunities available to them at the College they will achieve success.

The strengths of this College come from our focus as a specialist, delivering exclusively to full-time 16-19 year olds. This means that our curriculum, staffing and resources are all targeted on getting the best for students in an environment designed especially for this age group. The range of courses we offer is outstanding and our track record of supporting students through university or training application is second to none.

We are small enough to ensure that everyone gets the individual attention they need to succeed, but big enough to offer a full range of truly specialist course options. Our results over recent years show that if a student really embraces their learning at the College, you can be very confident that they will do well and secure a good place at university, training or employment. We have a dedicated team of teachers and support staff, who are all geared towards helping your son/daughter achieve their potential.

We are part of the Ninestiles Academy Trust and this association enables us to build on our excellence, ambition and diversity to make the College an even better place to study and succeed.

**Dr Martin Sullivan**  
**Principal**

## Section 2. How to contact the College

### Phone lines / email

Reception	0121 704 2581	enquiries@solihullsfsc.ac.uk
Absence Line	0121 709 7808	or via Tyber

The telephone number of the Personal Assistant to the Assistant Principals is 0121 704 2581 ext 2105.

### Academic Coaches

The College has 17 Academic Coaches, one of whom has been allocated to your son or daughter and this information can be seen on Tyber. They are usually available during most of the College day (8.30am - 4.30pm) if you need to contact them.

#### Name

Alison Awome  
Natasha Borg  
Beverley Brigden  
Louise Dale-Barron  
Abigail Garner  
Anne Hall  
Tracey Hayden  
Trevor Irving  
Sarah Law  
Emma Podmore  
Clare Walsh  
Rebecca Parsons  
Kerrylee Richardson  
Karen Sherwood  
Sue Stowe  
Nancy Troman  
Nicola Ugochukwu  
Halyna Wheatley  
Gail Williams

#### Email

aawome@solihullsfsc.ac.uk  
nborg@solihullsfsc.ac.uk  
bbridgen@solihullsfsc.ac.uk  
ldale-barron@SolihullSFC.ac.uk  
agarner@solihullsfsc.ac.uk  
ahall@solihullsfsc.ac.uk  
thayden@solihullsfsc.ac.uk  
tirving@solihullsfsc.ac.uk  
slaw@solihullsfsc.ac.uk  
epodmore@solihullsfsc.ac.uk  
cwalsh@solihullsfsc.ac.uk  
rparsons@solihullsfsc.ac.uk  
krichardson@solihullsfsc.ac.uk  
ksherwood@solihullsfsc.ac.uk  
sstowe@solihullsfsc.ac.uk  
ntroman@solihullsfsc.ac.uk  
nugochukwu@solihullsfsc.ac.uk  
hwheatley@solihullsfsc.ac.uk  
gwilliams@solihullsfsc.ac.uk

Senior managers have overall responsibility for student welfare and progress. The senior managers are:

Louise Dale-Barron - Assistant Principal  
Trevor Irving - Assistant Principal  
Sarah Law - Progress Manager  
Halyna Wheatley - Progress Manager  
Sonia Wood - Assistant Principal

# Online Resources

## Website

We encourage parents to take note of Parent Zone on the College website ([www.solihullsfcs.ac.uk/parent-zone](http://www.solihullsfcs.ac.uk/parent-zone)). This includes lots of useful information and downloads. There is a *Dates for Your Diary* page and also a *Parent Bulletin*, on which reminders about key dates, staff training days, parents evenings and other events are posted. We will also keep parents informed of things that the students need to do such as deadlines for UCAS applications or exam re-sits. This Bulletin will be updated approximately once a week during term time and parents/guardians are advised to check it regularly.

## Social Media

The College has a presence on various social media mediums:

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

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

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

**Google+** - [plus.google.com/+TheSixthFormCollegeSolihull](https://plus.google.com/+TheSixthFormCollegeSolihull)

**YouTube** - [youtube.com/c/TheSixthFormCollegeSolihull](https://youtube.com/c/TheSixthFormCollegeSolihull)

These pages are regularly updated with news, photos, videos and announcements. We encourage student interactions on these pages. Parents are also free to contact us on social media for general enquiries, although specific questions relating to their son or daughter should be sent to the College directly so that they can be responded to by the most appropriate member of staff.

## Section 3. Studying at the College

### Our Learning Culture

We tell our students:

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

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

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

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

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

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

### The College Day

The College comes to life at 8.00am when the Learning Resource Centre and Refectory open. Classes begin at 9.00am. Classes finish at 4.00pm /4.05pm and all students are expected to be available until this time. Sometimes students may be asked to stay until 4.30pm for intervention sessions.

The Learning Resource Centre is open until 4.30pm Monday to Thursday and 4.00pm on Friday. Late opening/early closure may happen from time to time and will be announced in the Student Bulletin (on Tyber) and on the College Facebook page (during holiday periods, the Learning Resource Centre will be closed). Students are not allowed unsupervised in buildings after 4.30pm. See the next page for a copy of the timetable.

## 2018-19 Timetable

	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
<b>MONDAY</b>	<b>A</b>	10.30 10.45	<b>B</b>	Yr 1 C Yr 2 C Y1 Lunch 13.50 – 14.35 Y2 Lunch 12.20 – 13.00	<b>D</b>	
<b>TUESDAY</b>	<b>E</b>		<b>F</b>	Yr 1 A Yr 2 A Y1 Lunch 13.50 – 14.35 Y2 Lunch 12.20 – 13.00	<b>B</b>	
<b>WED</b>	<b>B</b>	<b>B Int</b>	<b>F</b> 11.15 – 12.45	<b>F Int</b> Lunch 1.15 – 2.00	<b>A</b> 14.30 – 16.00	
<b>THURS</b>	<b>E</b>	<b>E Int</b>	<b>D</b> 11.15 – 12.45	<b>D Int</b> Lunch 1.15 – 2.00	<b>C</b> 14.30 – 16.00	
<b>FRIDAY</b>	<b>C</b>		<b>D</b>	Yr 1 E Yr 2 E Y1 Lunch 13.50 – 14.35 Y2 Lunch 12.20 – 13.00	<b>F</b>	

## Attendance at College

There is a clear link between attendance and achievement on all courses. For your son/daughter to reach the highest academic standards, you will 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 day
- Be punctual to all timetabled commitments and appointments
- Contact the College to report illness (see below)
- Present documentary evidence for unavoidable appointments during the College day
- Not take holidays during the College terms
- Make routine dentist, doctor and optician appointments out of College time
- If students leave the premises for any reason e.g. feeling unwell, they must sign out via Tyber by clicking on “report absence”.

### Recording of Attendance and Punctuality

- We operate an electronic registration system. Attendance is recorded for every timetabled class and students and parents can view their attendance on Tyber.
- If a student arrives after the start of the lesson he/she will receive a late mark. If he/she is more than 15 minutes late he/she will receive a very late mark.
- If there are repeated issues with attendance and punctuality, teachers will discuss this with the student through a Commitment Interview. If the issues continue this may lead to a more formal Behaviour Contract and the involvement of parents/carers. The ultimate sanction is exclusion from College.
- There are also regular programme attendance checks; unacceptable levels of attendance and punctuality are discussed with Academic Coaches in one-to-one sessions and parents alerted.
- If there are extenuating reasons for absence, we encourage students to talk these through with their Academic Coach.

*Parents can help by:*

- Being aware of their son/daughter’s timetable and ensuring they arrive at College in good time.
- Ensuring the College is informed early on the first day of absence about illness or family circumstances, with an indication of how long the absence may last.
- Ensuring that routine appointments (visits to dentists, opticians, driving lessons etc) are not made at times when a student has timetabled commitments.

- If absence is known in advance (e.g. for a university visit or a driving test), notify the Academic Coach in good time.
- Not booking holidays in term time.

### **Reporting of Absence**

The College should be informed early on the first day of absence.

- We prefer absences to be reported using Tyber. Students or parents can do this by clicking on “report absence”, filling in the specified fields relating to reason for absence and giving an indication of how long they are likely to be off.
- Alternatively, telephone us on the absence line 0121 709 7808 or email us and provide: name, date of birth, coaching set 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.

## **The Study Commitment**

Successful students are actively committed to all aspects of their studies and are prepared to invest sufficient time to turn that commitment into success.

Teaching methods used in College are student-centred, with students being encouraged to exercise a considerable degree of responsibility for the organisation of their learning. This includes the making and maintaining of notes, meeting the clear deadlines that accompany all set work, constructive use of private study time and consultations with staff. An integral part of these consultations is the regular assessment of progress, a process requiring self-appraisal by the student.

Each A level/BTEC subject is organised in “columns” (see the timetable on page 6). Each column will involve a minimum of five hours private study each week, in addition to taught time.

In most subjects, members of staff are available for individual consultation. There are numerous areas of the College where students can study privately, e.g. the Learning Resource Centre. Students cannot find all of this time within the confines of the College day and work at home is, therefore, essential.

*Parents can help by:*

- Ensuring that adequate facilities for quiet study are available at home.
- Raising, with the student and College, concerns about the amount of study (whether too little or too much) occurring at home.
- Contacting College about any doubts they may have with regard to the student’s approach and attainment.

We hold “next of kin” information, which can be used in an emergency. It is important, therefore, that parents or students inform us of any change in contact details. Students can update this information themselves on Tyber or parents can write/email the College with this information.

The College also believes that parents have an important role to play in a student’s academic success. To this end, information about attendance and progress will regularly be made available for parents to see on Tyber. In addition, you will be invited to our Parents’ Evenings, some of which will give you the opportunity to be more closely involved in the College’s review and target-setting processes with your son/daughter.

Very occasionally, students who are over 18 years old ask that information about their progress is not shared with you and they are legally entitled to make this request. While we do our best to encourage students to allow us to communicate with you, there is little we can do if they insist otherwise. If this is the case, we ask students to put their request formally in writing to us and we will, in turn, contact you to confirm this. However, where a student’s life or health is threatened, this legal right can be overridden.

## **Examinations**

There will be progression exams in the Summer Term of Year 12 and in January of Year 13 with external exams at the end of Year 13. Students taking Core Maths and GCSE resit examinations will sit these external exams at the end end of Year 12.

**The results achieved in the Year 12 progression examinations are taken into account along with work completed** during the year when deciding the estimated grades for higher education applications and in deciding whether it is appropriate for a student to progress into Year 13. They are, therefore, very important

Mobile phones and other communication devices must not be taken into examination rooms, even if switched off. Failure to comply with this regulation can result in all examinations taken by a student being declared as null and void by the Examination Board.

Students taking BTEC qualifications in this cohort will not have examinations. Their work is assessed through coursework and can be tracked through their time at the College via Tyber.

## **Section 4: Academic Guidance and Student Support**

The College's Mission commits us to providing a supportive environment in which the needs of individual students are met in a way that helps them make the transition from pre-sixteen education into the educational and vocational opportunities beyond.

Our academic guidance and student support work centres on each student being allocated an Academic Coach. The Coach fulfils a variety of functions with regard to that student, the most important of which is to encourage the student to be aspirational and to fulfil his or her potential. The strategy for this we call ASPIRE.

Academic Coaches:

- gain an overview of the student's progress through involvement in the process by which we monitor students' attainment and attendance.
- act as the first point of contact in liaison with parents.
- offer help and advice to the student when necessary.
- offer guidance at key times of decision-making for the student.
- assist the student with the often complex task of applying for a place in employment, further or higher education.
- compile a reference for the student when job, further or higher education applications are made.
- act as someone to turn to in times of doubt or distress, and support the student in such times.
- refer the student to other support services in College if appropriate.
- oversee the delivery of our coaching programme.
- provide the main channel of communication between College and student.

Academic Coaches in turn are supported by Assistant Principals and Progress Managers, as well as the services of a Careers Co-ordinator, Counsellor, Additional Learning Co-ordinator, Student Development Officers and members of the Central Administrative Office.

## **Safeguarding & Prevent**

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

The College has policies for safeguarding, preventing students from being drawn into extremism and e-safety, which are available as downloads from the student zone of the College website. The **Safeguarding and Prevent team** is listed below and these staff are known as Designated Safeguarding Leads (often referred to as DSL) for Child Protection/Safeguarding.

Jamie Staddon (Lead DSL)  
Janice Hamilton  
Zoe Bereza  
Louise Dale-Barron  
Richard Hammond  
Trevor Irving  
Oona Stone  
Sonia Wood  
Caroline Sweeney

## **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.

## **Health and Welfare**

There is always someone available to help with all aspects of welfare. A Counsellor is available to talk through, in confidence, any personal problems a student may be encountering. The Counsellor's room is M105 in the Meriden Building. Advice on student finance and more general welfare issues are also available in the Meriden Building from members of the Central Administrative Office (Room 108).

Students are also supported by the Student Development Team, who work informally with students of all faiths and of no faith. The team also helps promote co-operation and understanding and assists students in organising charitable and social events. The team is based in a room adjacent to the Refectory (H231).

## **First Aid**

High priority is given to the physical welfare of our students. Those who feel unwell during the day can report to Reception. The College has members of staff who are registered first-aiders and will give emergency help and assistance if required. If necessary, Reception will telephone parents to ask them to collect their son or daughter.

In exceptional circumstances, we will arrange for a taxi to take students home, providing there will be someone there to meet them. Taxi fares must be paid by the student. If parents cannot be contacted, the student will remain at College (or be sent to hospital via ambulance if serious) until contact can be made.

## **Financial Support for Students**

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.

To find out more about the criteria for Bursaries and Free Meals visit our website at [www.solihullsf.ac.uk/student-zone/financial-support](http://www.solihullsf.ac.uk/student-zone/financial-support). Michele Burke is the member of staff who deals with bursaries and she is available in the MIS Office by Main Reception.

## **Additional Learning Support**

We try to offer help to students who have any kind of learning difficulty or disability. If students are in any way disabled we can assess their needs and provide appropriate support. We can test students who have learning difficulties and give extra time in examinations or, if we think necessary, workshops or one-to-one support with specialised teachers. The College's Additional Support Co-ordinator is Caroline Sweeney, in Room M106 of the Meriden Building.

## **Moodle**

The College also utilises a system called Moodle, which is our online interactive learning centre. Teachers put many learning resources up on Moodle, which students can access in class and from home to aid their learning and support independent study.

## Careers Guidance and Advice

Within the framework of the coaching system is guidance and advice in preparation for future careers and students are given every encouragement to take full advantage of the range of services and facilities offered by the College.

In their first year, students are able to gather a great deal of information by participating in the following activities:

- discussing various courses in higher education with Careers Advisers and subject staff.
- using questionnaires provided via Moodle, the College Virtual Learning environment.
- taking part in higher education visits in order to get direct advice, experience the different environments and begin the planning and decision-making process.
- reading the College's Moodle pages, which advertise opportunities such as open days, conferences, conventions, job openings, etc, and include relevant advice features.
- attending the College's HE & Higher Apprenticeship Fair, usually held in June/July of Year 12 and meeting employers at presentations or shorter events. Students have the opportunity to talk to up to 80 representatives from higher education institutions and a variety of employers during these events. In addition, some thirty subject/progression talks are scheduled throughout the Higher Education event.
- using the Careers Resource Area, sited in the Learning Centre in Kitson Building, which contains a wide range of materials and software. Internet access is an important additional resource and students can get on-screen guidance to use this and all parts of the Careers service within College through the Careers Moodle page.
- taking advantage of the practical advice given by Academic Coaches and in the Careers Handbook on making future career and course choices and putting them into effect, which forms a major part of the coaching work in Year 12. There is an opportunity for parents to hear senior staff talk about the process of applying to higher education towards the end of the summer term.
- opting for work experience offered in the professions, industry and commerce, supported by the College.

Students wishing to see a Careers Adviser can book their own appointments in the Careers booking diary, located in the Careers area. Following a careers interview, the careers guidance notes (incorporating any action points) can be found on the student's Tyber record. A "drop-in" service for students is also run and visits can be arranged to meet students in their coaching sets.

In the second year, students can opt for practice interviews, which are offered by tutors of higher education courses in medicine, teaching and nursing. Those who are looking for employment at 18+ are advised to opt for a period of work experience. Direct employment seekers are also offered a programme of support, including practical help with finding vacancies, applying, CVs and interviews, as well as the events noted above. At any point during their time at College, students can use the Careers Resource Area and discuss their career plans with the Careers and Employability Team.

The College is well-known to many industrial and commercial companies operating in the West Midlands and vacancies are often notified directly to us. Strong links exist with local universities as well. The College encourages students to make well-informed choices and applications at the appropriate times for higher education courses and direct employment.

### **Application for admission to University**

The College and its staff are highly experienced and extremely successful in supporting students in their applications to universities and colleges of higher education. Further information on the applications procedure will be provided in the summer term. For students who are considering Oxbridge entry or entry to other very competitive courses, more support and guidance is provided through Enrichment, the Stretch & Challenge programme, and on Moodle.

## **Developing Employability Skills**

All students are encouraged to develop their employability skills and career readiness whilst at College, both in lessons and in academic coaching.

Some students will complete work experience. For example, all BTEC students will complete work experience in both their first and second years as part of their course. Other students will opt to take part in volunteering activities. The College will also offer some opportunities for internships during the summer break. However, many students develop their career readiness primarily through part-time jobs.

*Parents can help by:*

- Ensuring that part-time work remains part-time, does not happen during the College day and does not force a student's College commitments into second place.

## **Section 5: Monitoring student progress**

### **Tyber**

This facility, developed by the College's own web design team, brings together all the information about each student. It includes contact details, GCSE and subsequent exam results, timetables, attendance records, progress reviews and records of meetings and contact with students and parents and provides an effective communication tool between students and staff.

Parents can also access Tyber to see this information and we will email parents in October with instructions of how to do this. Those parents for whom we have no email address will be sent a letter about it. However, parents will not be able to access Tyber unless we have an email contact for them. We urge those parents to ask their son/daughter to add this information to Tyber.

### **Monitoring Student Progress Progress Checkpoints**

There will be three Progress Checkpoints during a student's first year at the College, and two in the second year. At each Checkpoint, the College will send you an email showing your son or daughter's attendance at lessons; a grade for effort; and a performance grade, showing how they are achieving relative to their Target Grade (see below). The first Progress Checkpoint is in November. Parents may also view current information at any time by logging into Tyber.

### **Target Grades**

There are many factors which affect a student's performance at A level. One of the most influential of these is performance at GCSE. This is measured by a quantity called average GCSE score, which is found by assigning points for each grade.

We use this score in conjunction with a national database of A Level/BTEC results to inform conversations with subject teachers, in which we agree on Aspirational Target grades during the autumn term. This will support all stakeholders in aspiring to be better.

## Parents' Evenings

These events permit parents to speak directly to teachers. Apart from the introductory event in September, we prefer students to accompany parents for the discussions. This academic year, parents' evenings will be in December and March, as follows:

Tuesday 25 September	Year 12 Parents' Briefing 1
Wednesday 26 September	Year 12 Parents' Briefing 2
Thursday 27 September	Year 12 Parents' Briefing 3
Wednesday 5 December	Year 12 & Year 13 Parents' Evening
Thursday 13 December	Year 12 & Year 13 Parents' Evening
Thursday 20 June	Year 12 Parents' Evening

There are other evening events that parents will be invited to during the course of the year, as follows:

Wednesday 13 March	Parents' Evening for Medics/Dentistry/Vets (6.00pm)
Tuesday 21 May	Oxbridge Parents' Evening (6.30pm)
Thursday 20 June	HE Next Step Parents' Evening for Year 12 (4.30 and 6.30pm, by appointment)
Tuesday 2 July	HE Next Step Parents' Evening for Year 12 (4.30 and 6.30pm, by appointment)

## **Section 6: Standards for the Conduct of Students**

Students are required to meet certain standards, many of which have been detailed in the earlier section on “Information for Parents”. By enrolling at this College students agree to make a full commitment to their studies. This means working to the best of their abilities, engaging fully and promptly in all the tasks they are set, and attending all their lessons, coaching sessions and other obligations on time.

This information is also in the Student Handbook, which each student receives at the start of the year. Failure to follow these rules may result in any student being subject to College disciplinary procedures, ultimately leading to exclusion from College.

### **Fulfilment of Course Requirements**

This means observing the following rules concerning a student’s study commitment:

- Each A level subject or timetable column of BTEC courses requires a minimum 5 hrs/week private study in Year 12 and 6 hrs/week in Year 13;
- 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, homework, coursework, tests and examinations;
- Students are expected to behave appropriately at all times on the College premises and to respect the authority of all College staff. Behaviour that disrupts the learning of others will not be tolerated;
- In order to progress into Year 13 students must demonstrate the ability and appropriate attitude to work and behaviour to enable them to achieve pass standards on their programmes;
- Students must at all times produce work that is their own, not copying or submitting work that has been produced by others;
- Students must not attempt to circumvent the College’s IT security systems by any means, and software which may pose a risk to the College network should not be stored on any device or media that is used on College equipment.

## **Fulfilment of College Requirements**

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 and for printing.
3. Behaviour which causes offence will not be tolerated, e.g. verbal abuse or vandalism, and sexist, racist or homophobic actions.
4. Students should not behave in a way that endangers themselves or others. Abusive, violent or threatening behaviour will not be tolerated.
5. Students must observe the College's rules on driving and car parking. In particular, no car may be brought onto the site without a permit 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. We read everything that goes on our social media pages and students are expected to behave in an appropriate manner on this page. As such, inappropriate language, swearing or aggressive interactions will be deleted and are likely to result in disciplinary action
15. Students must report to a member of staff anyone who is on the premises and is not a member of the College or is not carrying a visitor's badge.
16. 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.

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

All the standards and expectations set out here and in a student's Enrolment Contract are designed to ensure that every student's time at College is safe and successful. If behaviour does not meet the standards that each student agrees to at enrolment and which are set out here in more detail, we would be letting both students and parents down if we did not challenge this and help students to deliver the commitment needed to secure good qualifications and prepare them for their next step at work or university.

If things do begin to go wrong in some way, you should expect that staff will address this and encourage students to get back on track. If this does not work, they will be required to sit down and formally review what is happening in a "Commitment Interview", where they will set and record targets for improvement which we will monitor with the student. These will normally be communicated to parents or carers and should help students to re-establish the level of commitment to study that is needed for success.

If the situation does not improve, the College has a formal disciplinary process which gives students a final chance to sort things out while they are closely monitored on a Disciplinary Contract. After this, if a student is not able to show that he or she can meet the level of commitment agreed at enrolment, then the student will be referred to the Disciplinary panel who can take a number of actions up to and including permanent exclusion from the College.

Examples of behaviour that might incur disciplinary procedures may include:

- A continuing pattern of poor attendance or poor punctuality.
- persistent failure to meet the clear guidelines that accompany work set.
- persistent behaviour in class that disrupts the learning of others.
- failure to behave appropriately on visits or work experience.
- persistently infringing rules on parking or bringing unauthorised visitors on site.
- abusive or threatening behaviour to a member of staff or a fellow student.

When Commitment Interviews do not re-establish appropriate behavior this will be identified by either the Academic Coach or by automated alerts on Tyber to an Assistant Principal. Further action will be required where:

- Students have multiple issues being addressed through the Commitment Interview process
- Student behaviour has not changed despite Commitment Interviews
- Student behaviour is so serious that a Commitment Interview is not appropriate.
- A student has refused to engage in the Commitment Interview process.

At this stage a senior manager will review the student's position and identify a lead person to manage the Disciplinary Process. This will normally be the member of the subject or management team in the best position to work with and monitor the student. This person becomes the central point of communication for staff and parents concerning management of the student, and will be clearly identified as such on Tyber.

**Step 1:** The Lead Manager will invite the student and his/her parents/carers to attend a meeting to agree a Behaviour Contract. This is a Disciplinary Interview. As far as possible, the appointment will be negotiated at the convenience of parents/carers.

At the meeting, a formal Contract will be agreed which clearly sets out the requirements for re-establishing the terms of the Learning Agreement. Where the terms of the Contract are clearly not met, the Lead Manager may invoke the next stage of the disciplinary procedure. Where progress has been made, but more is still required, the Contract can be extended. This will not normally happen more than once.

**Step 2 (Following failure to meet the terms of the Contract):** The Lead Manager will write to the student and his/her parents/carers setting out how the Learners' Agreement had been broken and the steps that have been taken to try and re-establish it including the Contract. The letter will ask the student and parents/carers to attend a formal Disciplinary Panel hearing at the College, giving notice of at least five working days or earlier by mutual consent. The letter will ask for immediate confirmation by telephone that the student and the parents/ carers will attend. If the original appointment is problematic, a further appointment will be negotiated within five working days.

**Step 3:** The Disciplinary Panel will be made up of two members of the College staff including at least one member of the Principalship. These members of staff will not have taken any previous part in the issues involved. At the hearing, the Lead Manager will present the reasons for taking disciplinary action. The student and/or the parents will then be able to present their view of the issues involved. The Panel members will ask questions as they see fit in order to ensure that they have as full an understanding of all views as possible. If the parents are not able to attend for any reason, a member of staff may attend as an observer to ensure that the student is treated fairly. The College would not expect any other parties to attend.

**Step 4:** Once the Panel is satisfied that it has as full an understanding of all views and issues as possible, the meeting will conclude. The Panel members will consider all of the information and decide if any disciplinary action is required. Their decision will be set out in a letter to the student within 24 hours and a copy will also be sent to the parents/carers and the Lead Manager. The Panel has the authority to take any appropriate disciplinary action up to and including permanent removal of the student from College.

## **Appeals**

If the student or the parents/carers do not accept the outcome of the Disciplinary Panel hearing they have the right of appeal. If they wish to appeal, they should write to the Principal within 48 hours of receipt of the letter from the Disciplinary Panel setting out the reasons for the appeal.

The Appeals Panel will consist of at least one Trustee or Governor (who will chair the Panel), who is not an employee or student of the College, a senior member of the College's staff and a third member who may be another Trustee/Governor or senior leader within the Trust or an independent person invited by the Chair. None of the members of the Appeal Panel will have had any previous involvement in the issues being examined so that they can give a fresh and independent view.

The Appeals Panel will operate following the same process and guidelines set out above for the Disciplinary Panel. The Appeals Panel can confirm the outcome of the original Disciplinary Panel, or it can reduce or remove disciplinary action as it sees fit. The Appeals Panel is the final action available within the College's processes. If the student or parents/carers feel that the disciplinary process has not been properly or fairly operated, they have a right to complain to the Local Authority, which will be set out in the letter informing all parties of their decision.

This process has been designed to ensure fairness for everyone involved. If, at any stage, the Chair of a Panel feels that alterations to the procedures are required to maintain fairness, they have the authority to adapt them as necessary. The details of any such changes, and the reasons for them, must be provided in writing to all parties.

## **Emergency Disciplinary Action**

In some cases, it may be necessary to suspend students from College with immediate effect pending an investigation and disciplinary hearing. Such a suspension is not itself a disciplinary action and will only be taken when it is needed to protect students, staff or College property. Only the Principal or a senior member of staff, formally deputising for the Principal, has the authority to issue such a suspension. If such action is taken, the Principal or member of staff acting as Principal must immediately telephone parents/carers and write to the student and parents/carers setting out the reasons for the suspension and setting up a Disciplinary Panel as set out above (Step 2). Where a student is suspended from College pending an investigation, the College will endeavour to complete the investigation as early as possible and within five working days. If this is not possible, parents will be informed and the fastest possible time scales will be adopted.

In some less serious situations a senior member of staff may insist that a student or students leave College for the rest of a working day. This is not a disciplinary action itself, and is taken to protect students and the College from the consequences of any further escalation of an incident. When this happens parents will be informed immediately and a Return to College interview set up, ideally the following working day. The student must not return to College before this meeting where an appropriate level of disciplinary action will be discussed. Failure to accept the instruction to leave College is itself a breach of the student's commitment to co-operate with the College, and will lead to formal suspension.

## **Failure to Attend Disciplinary Meetings**

The College will take every reasonable step to involve parents in disciplinary meetings to set up Contracts, Return to College Interviews, and Disciplinary Panels. When such a meeting has to be cancelled because of unexplained non-attendance by the student, the student will be deemed to have shown that s/he is not co-operating with the College and has suspended him/herself until the relevant meeting is attended. This applies even if the student has been in a position to attend the College in the period before the relevant meeting.

Sustained failure to attend such a meeting is a withdrawal from College. The College may decide to hold a Disciplinary Panel without the student after all reasonable steps have been taken. In both these situations the College will inform the student and their parents/carers immediately.

# **Expectations of Students in Class**

## **BE ASPIRATIONAL**

Research shows that with commitment and good study habits there is no ceiling to what you can achieve.

## **BE HERE**

Maximise your learning. Attend all of your lessons and arrive in good time.

## **BE READY TO LEARN**

Get your pens out, put phones and headphones away, take off your outdoor clothing and stow bags safely. Only water is allowed in lessons.

## **BE PREPARED TO STUDY**

Make sure you have completed all independent study tasks in advance of the lesson (approximately 15 hours a week across your programme). Get your resources out ready for the start of class and be ready to hand in homework.

## **BE ENGAGED**

Take a full part in your lessons and stay focussed. Ask questions, join in group work and discussions and develop good academic language. Present your work well and make sure it is organised.

## **BE CURIOUS**

Ask questions. Don't be afraid of getting things wrong, Seek help, enjoy learning new things and be willing to learn.

## **BE RESPECTFUL**

Understand and practise the British Values of tolerance and respect in class. Treat others as you would expect to be treated yourself and respect your learning environment.

## **Expectations of Students around College**

### **BE PRESENT**

Make the most of this opportunity. Attend and be punctual to all of your subject lessons, coaching sessions and supervised study periods. Check out the bus timetables to ensure you arrive on time and remember it takes about an hour to go to Solihull and back.

### **BE RESPECTFUL**

Treat others as you would like to be treated yourself. Contribute to the life of the College and celebrate and enjoy the fantastic diversity of our community.

### **BE INVOLVED**

Join a specialist academy or student society, play sport or music, and enjoy trips/visits and talks from outside speakers.

### **BE SELF AWARE**

You represent the College in the wider community. Behave as respectfully outside of the College as you do inside – especially when in the park and Solihull town centre and when on College trips.

### **BE SAFE AND TIDY**

Keep to the left in walkways and keep the stairs and corridors free of obstruction. Hot food should be consumed in the refectory and hot drinks covered. Look after our environment and use the bins in the refectory and around College.

# Appendices

## College Policies

Copies of the following, as listed below, are on the College website:

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

## Property

College property is for the benefit of everyone and we ask that students keep the College grounds clean, tidy and free from litter. Students must accept responsibility for their own belongings on College premises and are advised not to bring large sums of money or valuables with them.

## Fire

Students are asked to make sure that they are familiar with the procedure to be followed in the event of a fire. This is summarised on a notice displayed prominently in every room. Fire procedure practices are held regularly.

## Inclement Weather Procedure

The College seeks to remain open at all times. Every effort will be made to ensure that external exams continue in the event of closure, subject to health and safety considerations. If we need to close, a message will be programmed onto voicemail and notices will be put on the College website, Moodle, Facebook and Twitter. We aim to show this information by 6.30am. If no message is displayed by this time you should assume that the College is open.

## **Equality & Diversity Policy (Summary)**

**Statement of Intent:** Equality of opportunity is everybody's right and is a central aim of the College for all staff, students, trustees, 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 implementing the Equality & Diversity policy and for promoting equal opportunities and for acceptance of a code which declares as unacceptable action or belief which is prejudiced or which encourages prejudice in others. All individuals should:-

- encourage action to challenge prejudice.
- promote positive images and challenges to stereotyped images.

## **Year 12 - Key Dates**

### **Autumn Term 2018**

Monday 10 September	Staff Development Day 1 – no lessons
Tuesday 11 September	Lessons begins
Monday 17 September	Enrichment classes begin
Tuesday 25 September	Year 12 Parents' Briefing 1
Wednesday 26 September	Year 12 Parents' Briefing 2
Thursday 27 September	Year 12 Parents' Briefing 3
Tuesday 2 October	Ninestiles Academy Trust Awards Evening
Wednesday 24 October	Heartfield Wharam Concert (7.00pm)

### **Monday 29 October - Friday 2 November - Half-term Holiday**

Thursday 15 November	Interview Day - no lessons
Wednesday 5 December	Year 12 & Year 13 Parents' Evening
Thursday 13 December	Year 12 & Year 13 Parents' Evening
Wednesday 12 December	Christmas Music Concert (7.00pm)
Wednesday 19 December	Term ends for students at 2.35pm

### **Thursday 20 December - Friday 4 January - Christmas Holiday**

### **Spring Term 2019**

Monday 7 January	Lessons resume
Friday 25 January	Staff Development Day 2 - no lessons
Monday 28 January	Interview Day - no lessons
Thursday 14 February	Year 12 Drama Showcase (7.00pm)

### **Monday 18 - Friday 22 February - Half-term Holiday**

Monday 25 February	Parent/Carer Survey opens
Wednesday 13 March	Parents' Evening for Medics/Dentistry/Vets (6.00pm)
Friday 15 March	Parent/Carer Survey closes
Wednesday 27 March	Dance Showcase (7.00pm)
Wednesday 10 April	Easter Concert (7.00pm)
	End of term for students (4.00pm)
Thursday 11 April	Staff Development Day 3 – no lessons
Friday 12 April	Interview Day 3 - no lessons

### **Friday 15 - Friday 26 April - Easter Holiday**

## **Summer Term 2019**

Monday 29 April	Lessons resume
Thursday 2 May	Progression exams start
Monday 6 May	May Day - College closed
Friday 10 May	Progression exams end

## **Monday 27 - Friday 31 May - Half-term Holiday**

Tuesday 21 May	Oxbridge Parents Evening
Tuesday 18 June	Stretch & Challenge Summer School
Wednesday 19 June	Stretch & Challenge Summer School
Thursday 20 June	Year 12 Parents' Evening
	HE Next Step Parents' Evening for Year 12 (4.30 and 6.30pm, by appointment)
Friday 21 June	HE & Higher Apprenticeships Fair (am)
Monday 24 June	College Awards Evening (7.00pm, Renewal Centre)
Wednesday 26 June	Welcome to College Day 1 - no lessons
Thursday 27 June	Welcome to College Day 2 - no lessons
Tuesday 2 July	HE Next Step Parents' Evening for Year 12 (4.30 and 6.30pm, by appointment)
Friday 12 July	End of term for students (4.00pm)
Monday 15 July	Staff Development Day 4 – no lessons