

St. Hilda's College

Parents' Handbook



0151 733 2709

www.st-hildascollege.co.uk

College Leadership Team Contact Details

College Telephone Number: 0151 733 2709

College Fax Number: 0151 735 0530

College Website: www.sthildascollege.co.uk

Head of College Mr Roy Bellmon	RBellmon@st.hildas-co.uk	0151 733 2709
Assistant Head of College Mr David Cain	DCain@st-hildas.co.uk	0151 733 2709
College Manager (Pastoral) Miss Maria Judge	MJudge@st-hildas.co.uk	0151 733 2709
Senior Tutor Mr Stephen Critchley	SCritchley@st-hildas.co.uk	0151 733 2709

Contact with the college

Reception is open from 8.00am to 4:30pm Monday to Friday; there is an answerphone so that messages may be left when reception is closed or when the phone lines are busy. A telephone message can only be delivered to a student if the message is from a parent or carer and is urgent.

Year 12 Tutors	Year 13 Tutors
12BM Dr E Meredith EMeredith@st-hildas.co.uk	13BR Mrs S Romat SRomat@st-hildas.co.uk
12AH Mrs J Hughes/Ms A Howard JHughes@st-hildas.co.uk AMHoward@st-hildas.co.uk	13AM Miss S McGowan/Ms H Collins SMcGowan@st-hildas.co.uk HCollins@st-hildas.co.uk
12GR Mrs K Roberts/Mrs V Lloyd KRoberts@st-hildas.co.uk VLloyd@st-hildas.co.uk	13RF Mr J Jenkins/Mrs R Norton JJenkins@st-hildas.co.uk RNorton@st-hildas.co.uk
12RM Mrs F McCann FMcCann@st-hildas.co.uk	13WSC Mr S Critchley SCritchley@st-hildas.co.uk
12WW Mrs L Williams/Mrs G Gilbert LWilliams@st-hildas.co.uk GGilbert@st-hildas.co.uk	

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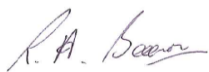
Welcome to our Parents' Handbook. Whether you are a new parent/carer to the college, or one whose links with the College and school are more established, I hope that you will find the information contained in this handbook helpful.

At St Hilda's College, we consider a successful partnership with parents/carers as vital to the success of our students and to our sense of community. Our aim is that each student has a happy, successful and fulfilling time at St Hilda's College before moving on with confidence to the next stage of their lives, whatever that may be. We know that this is your aim too, and we look forward to developing a strong partnership with you that will help us to support your daughter's and son's as individuals, and to recognise and develop their unique talents and potential.

Students have lots of opportunity to offer feedback on the college and I would encourage you to also take the opportunities to give us your feedback. We have a strong student leadership team who represent the views of our students.

I look forward to meeting you shortly and would encourage you to attend review days and progress evenings.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R. A. Bellmon', written in a cursive style.

Mr R. A. Bellmon

TERM DATES 2019 - 2020

Autumn Term

Open:

Year 12 5th September - close Friday 25th October

Year 13 6th September – close Friday 25th October

Open Monday 4th November – close Friday 20th December

Spring Term

Open Monday 6th Jan – close Friday 14th February

Open Monday 24th Feb – close Friday 3rd April

Summer Term

Open Monday 20th April – close Friday 22nd May

Open Monday 1st June – close Friday 17th July

Inset Days and Bank Holidays

Monday 2/9/19

Thursday 26/9/19

Friday 29/11/19

Friday 8/05/20

Thursday 25/06/20

KEY COLLEGE DATES

Year 12		Year 13	
17/09/19	Museum of Liverpool Induction Day	22/11/19	Reading Day
19/09/19	Steps to Success Evening	25/11/18	Mini Mocks commence
21/11/19	Prize Evening (for Y11 St Hilda's Students)	20/12/19	Reports Issued
22/11/19	Reading day	06/01/20	Mock exams Commence
		23/01/20	Parent's Evening
2-13/12/19	Assessments	06/02/20	Reports issued
20/01/20	Reports issued		
06/02/20	Parents Evening		
27/04/20	Mock Examinations begin		
03/06/20	Reports issued		
08/06/20	Post 18 Week		
09/06/20	Y12 Review Day		
6-10/07/20	Work Experience		

OUR PARTNERSHIP WITH PARENTS

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

To encourage your involvement we expect to provide:

- An early opportunity to visit the college to meet your son/daughter's tutor
- An online Parent's Handbook explaining how the college operates
- An online, up to date, calendar of college events
- Progress reports
- Annual progress evenings
- Annual review days
- Prompt consultation with you if we need to discuss your son/daughter's progress

To help us, we ask you to:

- Encourage your son or daughter to follow the 'Student Learning Agreement'
- Inform us if you become concerned about your son or daughter's progress
- Inform us of changes in personal circumstances (address/telephone number or domestic circumstances, etc.)
- Inform us of reasons for your daughter/son's absence from college as soon as possible and update us regularly
- Avoid booking holidays in term-time
- Respond promptly to college communications
- Attend progress/review days

*Please note we rely on the accuracy of the information input during enrolment – if you are not receiving email/texts from us, or your details change, please notify admin@sthildascollege.co.uk

REPORTING ABSENCES

Students are expected to maintain a **95%** attendance record throughout the year. Both authorised and unauthorised absences will impact on this figure.

Planned Absences

Examples:

- Known medical appointments
- Driving practical tests (please try to avoid the college day where possible)
- University open days

Students should use the college absence request 'yellow' form to report any planned absences. They will need to provide:

- Name
- Email address
- Reason for absence
- Start and end date/time
- Details of what lessons they will miss, which need to be authorised by subject teachers
- Evidence – e.g. copy of appointments

You will need to sign this form to show that you are aware of the absence.

The form must be completed and submitted at least 24 hours in advance of the absence. This allows us to ensure that the registration mark for the absence is correct.

The College Leadership Team will look at the request and notify the student as to whether their request is authorised or not.

Unplanned absences

Examples:

- Emergency medical appointment
- Illness

Parents should email admin@sthildascollege.co.uk or telephone the college to report absence as soon as possible on the day of absence. Please provide details of:

- Name of student
- Reason for absence
- Likely length of absence*

*If the absence is likely to be for an extended period and you require work to be sent to your daughter/son please provide this information.

Students can self-certify illness by calling Miss Judge on 0151 733 2709. **Students should not email to report illness.** Students should also, as a matter of courtesy email subject teachers to ask for details of work missed.

Students taking ill during the college day: students should report to the College Leadership Team in the college office. Students are then asked to phone the college to confirm that they have arrived home safely. In some cases it may be necessary for the student to be collected by a parent/guardian or sent home in a taxi if they have some distance to travel. On rare occasions, e.g. suspected fracture, a college first aider might accompany a student to the Accident and Emergency Department unless the student prefers to be accompanied by a friend. Parents/guardians would be contacted immediately.

MONITORING ATTENDANCE

How does college monitor attendance of students?

The College Leadership Team and your daughter/son's tutor will monitor attendance on a weekly basis. Any unauthorised absences (for whole days or individual lessons) will be highlighted and evidence of reasons behind this absence will be requested. Parents are informed that their son/daughter has missing marks on the register. If an acceptable reason (with evidence) is not provided the student will be required to attend a compulsory 'catch up session' with their subject teacher.

Persistent non-attendance

Where attendance issues become persistent (authorised or unauthorised) the college contract system will be used by subject teachers and/or your daughter/son's tutor. The contract system has three levels. When level 3 is reached your son/daughter's place at college will be in jeopardy and failure to meet the terms of the contract will be taken as a resignation of their place at college.

The college will send a summary of attendance for all students periodically throughout the academic year, but you may request an update at any time.

Term time holidays

Although we understand that sometimes families need to take holidays in term time, experience shows that missing more than a week of term can have a significant impact on student progress, so we ask that such visits are avoided or, if unavoidable, kept as short as possible. Under new legislation, all holiday absence is recorded as unauthorised. Please give at least one month's advance notice if you plan a holiday during term time. **Please note, students should NOT plan holidays with their friends during term time.**

Timetable

Your daughter/son's timetable has been created to give as much flexibility as possible in allowing them to develop their skillset. It will consist of their courses (A' level or BTEC) and any GCSE resits. In addition, they must attend Tutorials, Form time/Personal Development (Skills for Life), Enrichment, Directed Study and Work Experience.

Individual Learning Plan (ILP)

We recognise that every student is an individual. Each student will be given an Individual Learning Plan (ILP), which forms the basis of their time spent at college. Their ILP will show them the activities and the number of hours that make up their time for the forthcoming academic year. It will typically include their courses, study time, tutorial time, Skills for Life, University/Career days and Work Experience.

Core Time

Attendance is compulsory on the two mornings where students have either form or assemblies and they should be in college for 08:35. Other than this, students only need to be in college to attend one of their core activities (Lessons, Skills for Life, Tutorials and Enrichment). However, students are very welcome to be in college outside of their timetabled activities to make use of the study facilities and take part in any additional enrichment activities. Making best use of what they see as "free" time by studying is proven to raise attainment. Students have been issued with the academic year dates of all form/skills for life sessions along with dates of assemblies.

Tutorials

Structured tutorials will take place with their Form Tutor. The times of these will be agreed in advance with your daughter/son and will be part of their compulsory activities. Their tutorial session will allow them to discuss their progress, identify any problems and plan their next steps to maximise their potential for success. Tutorials are proven to help raise attainment.

College Assemblies

We will have a college assembly once a week. This will give us the opportunity to meet as a cohort and share any information with your daughter/son and explore various themes. Attendance at assemblies is compulsory. Students should come straight to assembly ready for it to start at 08:35.

Independent Study

Independent study is a very important part of your daughter/son's education. It gives them the opportunity to use the college facilities and reduce the workload they will have outside of the college. It is also a good habit to get into, as a lot of their learning at university will be through independent study. It can be carried out in the study room or one of the study areas outside the college office, outside English and the library. We ask that students work quietly so as not to disturb others.

Enrichment

Universities and employers are now looking for much more than solely academic skills. All Year 12 students should be enhancing their skills by undertaking a minimum of one hour of enrichment each week. This is a compulsory activity. Students will have a variety of activities to choose from. If they

would like to see an activity taking place that is not arranged, they should speak to one of the College Leadership Team.

College Day

Form/Skills for Life and Assembly (2 days per week)	8.35
Lesson 1	8.50
Lesson 2	9.50
Break	10.50
Lesson 3	11.05
Lunch	12.05
Lesson 4	12.45
Lesson 5	1.45
End of timetabled lessons	2.50

Lunchtime

Lunchtime starts at 12:05 and ends at 12:45. College students have exclusive use of the kiosk in addition to the main refectory. Hot food is not allowed to be delivered or brought into school from outside.

Student Pass

Students have their own pass. This is used for signing in and out of the building, printing and paying for lunch. They should not share their pass with anybody else.

Signing In and Out

To comply with the Health and Safety Regulations we have to know who is in the building in case of a fire or accident.

Your daughter/son must sign in whenever they enter the building and sign out whenever they leave the building. This applies even if they are only going to be out of the building for a few minutes.

To sign in, they place their student pass on the IN reader. To sign out, they place their student pass on the OUT reader. The readers can be found on the inside wall as they come in to the building via the student entrance and in the foyer near to the main door.

Part-Time Work

We recognise that many students fit part-time work around their studies and we have planned their timetable to try and accommodate this. Part-time work can help develop many valuable skills but in order to prevent it impacting negatively on their studies, they should aim to do **no more than 12 hours of part-time work per week**. School commitments must take priority over part-time work.

Work Experience

It is becoming increasingly important to employers and universities that students can demonstrate a commitment to a career and gain additional skills by undertaking work experience.

All students will undertake a compulsory one week work experience placement during Year 12.

They should try to organise additional experience when they have a full afternoon or morning with no timetabled events. This can then be fitted into their timetable. . They should complete a work experience form available from the College Office that needs to be signed by you and one of the College Leadership Team in advance of the work experience.

If students organise their own work experience, they should discuss their plans with Mr Bellmon.

Conditions for entry to external examinations

EXAMINATION START TIMES:

Morning Examinations start: 08:45

Afternoon Examinations start 1:00

Students should arrive in college at least 15 minutes before their examination is due to start. They will be issued with an examination timetable and must check this carefully. Occasionally, start times may change and students will be notified of this in advance.

Examinations Officer:

Ms A Pollock

Email: APollock@st-hildas.co.uk

Tel: 0151 733 2709

Note:

Entrance for any subject is dependent on:

- **Attendance at 95% or above.**
-
- **Acceptable performance in mock or preparatory tests.**

- **Completion of all coursework and set work to deadlines.**

A charge will be made for any re-sit. This must be paid in advance and by the entry deadline.

The final decision on all entries rests with the subject teachers and the Head Teacher.

Student Support & Guidance

Frequently asked questions

How does the tutorial system work?

Tutorial support is provided by our specialist team of tutors, led by the College Leadership Team. Wherever possible students will be allocated a tutor whose subject specialism fits with their core aim of study. It may therefore be the case that your son/daughter's tutor will also be a subject teacher of theirs.

Each tutor will arrange tutorials with your daughter/son to review progress and to give individualised post-18 information, advice and guidance. It is the tutor team, who monitor and support the university application and work related learning programme throughout the two years of study. Tutors will also see their tutor group on either a Monday/Wednesday to review attendance and are available at the start and end of the college day should students need to touch base.

How do you help students to organise their work?

Throughout the year, tutors will monitor students' organisation and will conduct 'File Checks'. Any student who needs further help with organisation will be identified and catered for. Student planners are available for those who require them.

What additional support is available?

As well as the additional support available in subject departments, the tutors play a valuable part in helping students achieve their potential, acting as their mentors. Many students have benefited over the years from the more specialist kind of help which the team can provide.

The college welcomes all students who meet the normal admissions criteria and is committed to ensuring that all reasonable adjustments are made to ensure that students with additional support needs are able to achieve their potential.

Wherever possible, we will discuss the resources and help that are appropriate with the student, parents or carers, and professionals who have previously provided support, before the student enrolls at the college. If your son or daughter has any additional needs, please contact our SENCO, Mrs Pritchard on KPritchard@st-hildas.co.uk.

How does college monitor the progress of students?

This is done through the progress review system.

Progress/Parents Evenings

Year 12 parents/carers will have the opportunity to meet with their daughter/son's subject teachers on an appointment basis in February. There is an additional review day in June for parents/carers.

Year 13 parents/carers will have the opportunity to meet with their daughter/son's subject teachers on an appointment basis in January.

Formal Assessment & Mock Examinations

Year 12 - In January and June, parents will receive a report to show attitude to learning and/or attainment grades.

Year 13 - In December and February, parents will receive a report to show attitude to learning and/or attainment grades.

As detailed on the 'key dates' section of this handbook, both year 12 and 13 have two periods of formal assessment.

Year 12 – In early December, students will undergo formal assessments within their subject areas. The results of these are shared with parents/carers and the parents evening will provide an opportunity to discuss these with subject teachers. In April, students will undergo mock examinations. The results of these will be shared with parents/carers.

Year 13 – In November, students will undertake mini mock examinations. The results of these will be shared with parents/carers in a report. In January, students will undergo formal assessments within their subject areas. The results of these will be shared with parents/carers.

The pastoral & subject concern form system

If the tutor team or subject teachers have any persistent concerns related to your son/daughter, they will contact you giving the details of the concern and any actions that have been taken at college. Such actions may include requesting a meeting with parents/carers or issuing a pastoral or departmental intervention contract. These contracts progress in levels from one to three and may relate to achievement and/or attendance. Adherence to the terms of the contract is essential to avoid progression to the next level. **We ask that the contract is signed by both student and parent and returned to the college office as soon as possible after receipt.**

Your daughter/son's tutor and Head of Year will be notified of all concerns and will meet with your daughter/son to discuss them and may request a meeting with parents/carers.

Should I contact college if I am worried about my son/daughter's progress?

Yes. Tutors are the main point of contact between the college and parents/carers and you should not hesitate to get in touch. The easiest way to make contact will be by email. Tutors will always endeavour to reply to email contact as quickly as possible, but this may not be within 24 hours, owing to other commitments. Tutors will also be pleased to arrange a meeting with you, if appropriate.

If your concern relates to a specific subject for example your son/daughter has been placed on a departmental intervention contract it is advisable that you first seek contact with the linked subject teacher.

You can also contact your son/daughter's College Leadership Team at any point. Again email is the easiest form of communication due to teaching timetables.

What about safeguarding and child protection?

The college takes student safety very seriously. We are committed to providing a safe environment in which students can learn, identifying students who are likely to suffer significant harm and taking appropriate action to help to ensure they are kept safe both at home and in College. The College has a designated person for child protection and a policy which explains our approach in more detail. The designated safeguarding lead is Mr Jonathan Jones. Deputy Designated Safeguarding Leads are Mrs Jo Code, Mr Roy Bellmon and Mrs Sue Goodrum; our policies can be found on the website.

What to do should things go wrong?

We hope that your son or daughter is very happy and successful at St Hilda's College and that you will also be satisfied with your own experience as a parent/carer. Nevertheless, we understand that there may be times when we don't get everything right and we shall listen carefully to any feedback which you may have about the College.

At regular intervals we shall ask students and others how successful we have been. The findings from surveys and the action that the College intends to take in response will be summarised and made available, usually on the College website.

If you feel dissatisfied about anything, you are invited to discuss the matter with an appropriate member of staff. For example, an informal approach to your daughter's/son's tutor may be sufficient to settle the matter.

Should you remain dissatisfied and wish to make a formal complaint, please refer to the procedure, details of which are available on the College website or from reception. You will receive an initial response within ten working days, explaining how your complaint is to be handled.

FINANCIAL MATTERS

Essential textbooks and materials are provided free of charge, unless they are kept by the student after the course. Students are expected to pay towards the cost of field trips and visits, although the charges for these are kept to a minimum. Examination fees are paid by the College for first-time entries, although students pay for re-sits. Students will also need to pay for any extra tests required for university entrance purposes (e.g. BMAT, UKCAT for medicine, STEP papers for Maths).

Financial help for students in the academic year 2018-2019

The College will receive an allocation of funds (the 16-19 Bursary Fund) from the Education Funding Agency to support students who face the greatest financial barriers to continuing in education or training post-16.

Guidelines about applying for the new 16-19 Bursary Fund will be provided to students at the start of the autumn term. These will indicate both the eligibility criteria, relating to household income, and also the range of activities for which an application can be made (e.g. transport, essential educational activities linked to chosen courses, extra tests required for university entrance purposes.)

The College will conduct an audit of likely demand for the 16-19 Bursary Fund at the start of the academic year, before finalising how much money can be distributed to the various categories of students applying for financial assistance.

If you have any concerns about financial support which you would like to discuss after reading the guidelines which will be provided, please contact Miss Maria Judge info@sthildascollege.co.uk

Are there any circumstances in which I might be asked to pay examination fees?

This would only apply if the student, through their own actions, made it impossible for a grade to be awarded by the examination board – for example by failing to complete coursework or by missing an examination. The College can also require the payment of fees where a student fails to observe the Code of Conduct, for example by not attending lessons. Parents would be invited to discuss the situation before any such action were taken. If a student resits an examination, then the fees are normally paid by the student.

CAREERS AND APPLICATIONS FOR FURTHER/HIGHER EDUCATION

In Year 12, we deliver a comprehensive programme covering higher education, gap year, and apprenticeship and employment options. All Tutors are trained in UCAS and applications. We have very strong links with Universities and employers. We host a Post 18 week in June, visit universities and UCAS conventions.

Making choices

An important part of our student guidance system involves helping students to make career choices. Help in this is available from College, tutors and subject staff. Students are advised to research career opportunities as soon as appropriate. A careers programme starts in the spring term of Year 12; by the end of Year 12, most students should have definite ideas of the options available and be researching particular higher education courses or employment routes in more detail. There may be some changes to tutor groups in the spring term to enable students to be in groups with peers who have similar post-18 aspirations and to enable an individualised programme of advice and guidance.

Work experience can be a very valuable activity, adding depth and credibility to either a personal statement for UCAS or a job application. Work experience should give students an insight into a future career or profession and can give them confidence that they are making the right choices for their future.

Staff will help students organise a placement for themselves. Placements are normally a week and take place in July. We encourage students to undertake work experience throughout their studies. Most students will have blocks of time in which it can be performed.

UCAS applications (Higher Education) and References

Applications to universities are normally made in the autumn term of Year 13 and students are strongly advised to have completed their application by October. Later applications are possible where students remain unsure of their choices.

Students applying for Dentistry, Medicine, Veterinary Science/Medicine, and Oxford or Cambridge Universities need to have completed their forms by early October for the October UCAS deadline. It is essential that students meet the deadline dates agreed with tutors for the submission of their application forms.

References will be written by tutors who will coordinate statements from subject staff. Predicted grades will be based on the professional judgement of staff, taking appropriate evidence into account, and are not negotiable.

Visit www.ucas.com for course search, a parents' guide with parental email update option and Course Finder – an online programme which will suggest possible course choices.

The High Achievers programme

The High Achievers' Programme is primarily aimed at those students who are aiming to achieve 9-7 grades at GCSE. The programme itself offers structured support for those students who:

- have aspirations to study Medicine, Dentistry or Veterinary Medicine
- have aspirations to study at Oxford or Cambridge
- have aspirations to study at a Russell Group or other prestigious universities

Details of the programme and the support available, together with the thoughts of current and past students will soon be on our website.

Employment after A levels

Mr Bellmon organises an employment group for students seeking employment (with or without training) after A levels. Employers are invited to speak to this group during the year. Help is also provided with CVs, letters of application and interview technique. The college tutor team will also deliver a programme of work related learning from the spring term of year 12 for those who have decided that they will not be applying to university. This programme will be split into 3 main areas:

- People skills
- Work Skills
- Money Skills

OUR CURRICULUM

Year 12

For most year 12 students joining us, the standard programme of study looks as follows per fortnight.

- 8-10 periods a fortnight for each subject
- 1 periods of enrichment
- 1-2 tutorial periods
- 8 independent learning periods

The Extended Project Qualification (EPQ)

At the heart of our Extended Curriculum is the opportunity for students to develop and realise an advanced level project entirely of their devising. Completed in Year 12, the AS Extended Project Qualification offers students the chance to gain real independence, resilience and maturity as an advanced level learner, while pursuing any topic of their choosing. From staging a fashion show to designing a carbon neutral house, from researching ground-breaking cancer therapies to beginning the novel they have always wanted to write, the Extended Project presents a fantastic opportunity for them both to pursue their interests and to spread their wings. Taught in a university style through seminars and 1:1 tutorials, it prepares students well for higher education and for employment. Best of all, the Extended Project Qualification is an AS level that is very well regarded by universities as evidence that the transition from College to University will be a smooth one for students who have successfully demonstrated their aptitude for independent learning.

Year 13

Due to A levels now being linear qualifications, students continue the same study programme from Year 12 into year 13

College Dress Code

The College dress code at St. Hilda's was originally chosen by students at the school and has recently been modified based on student feedback. The College dress code promotes equality between students and models the expectations .

College students are expected to set a good example to the rest of the school in their appearance which should be smart at all times.

The College Dress Code consists of:

- A grey blazer with embroidered school badge purchased from **Trutex, 298 St Mary's Road, Liverpool 19**
- A **plain** white shirt that is suitable for wearing with a tie
- Black straight leg tailored trousers. These should be suitable for wearing in an office environment
- A plain black sweater, cardigan or sleeveless pullover without trimming or logo. Hooded tops are not permitted
- College tie; purchased from **Trutex, 298 St Mary's Road, Liverpool 19**
- Plain black or navy headscarf (if worn)
- Black shoes without trimming or logo.
- Belts – black, plain and simple in design. No chains, studs etc

In addition, for girls:

- A plain black skirt of approximate knee length. This should be suitable for wearing in an office environment.
- Plain black or flesh coloured tights

For both boys and girls:

- Jewellery, make up, hairstyles and hair colours should be modest, not extravagant.
- Facial piercings, with the exception of those in the ears and a small nose stud, are not allowed under **any** circumstances. If a student has a tattoo, it **must** remain covered at **all** times.

Coats and scarves should not be worn around school and should be placed in a locker on arrival to school.

Students who do not comply with the uniform code may be sent home to change. The final decision about the suitability of any item is at the discretion of the Headteacher.

Parents and students are expected to support this uniform policy as part of the student/school agreement

CODE OF CONDUCT FOR FULL-TIME STUDENTS

The College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the College community, all students are asked to abide by its code of conduct. The key points are

All student are expected to:

- Show consideration and respect for others and for the College environment
- Help to ensure a safe and secure learning environment:
- Accept responsibility for your own learning
- Promote good communications
- Promote the good reputation of the College
- Abide by all College policies and expectations, including those relating to:
 - admission
 - child protection
 - careers guidance
 - health and safety, including lanyards
 - anti-bullying
 - acceptable use of IT
 - coursework and plagiarism

College Policies

College policies are available on the College Website.

Pupils' ICT Acceptable Use Policy Agreement

All students will have signed this agreement in order to have access to the ICT Network and peripherals. This was included in the Policies and Agreements booklet that was signed and returned at the start of the new academic term. The policy can also be found on the Website.

Coursework

Coursework refers to work that is completed independently and not under examination conditions.

Coursework marks contribute to the final grade of the subject concerned.

Departments ensure that students are aware at the beginning of each academic year of major coursework requirements, including dates, deadlines and the Joint Council for Qualifications (JCQ) guidelines.

Coursework must be the independent work of the student concerned. The College's Plagiarism Policy explains the procedures to be followed in the event of suspected malpractice.

Students must meet coursework deadlines.

Plagiarism

- Plagiarism occurs when a person uses other people's thoughts, writing or creative work **and presents them as his or her own** that is without clearly acknowledging the source of the information. It can take several forms, including
- Directly copying another person's work, for example from the internet, a book, another student's assignment; the work may include text, statistics, figures, photographs, pictures, diagrams etc.
- Paraphrasing another person's work
- Cutting and pasting together sections of the work of others into a new whole
- Receiving material help from other people while producing an assignment, without express permission or instruction from a teacher

Plagiarism is a serious breach of discipline and students are responsible for informing themselves about this policy. The College will make students aware of this policy early in the course.