



THE SIXTH FORM COLLEGE COLCHESTER
PARENTS HANDBOOK
2021 / 22

	Monday	Tuesday	Wednesday	Thursday	Friday	
Period 1	D (M1)	E (E1)	A (A1)	B (B1)	C (C1)	9:05 35 minutes 9:40 (70 minutes total)
Period 2	D (M2)	E (E2)	A (A2)	B (B2)		C (C2)
Break	Break	Break	Break	Break	Break	10:55-11:35 35 minutes 11:10 (70 minutes total)
Period 3	C (C1)	D (D1)	E (E1)	A (A1)	B (B1)	35 minutes 11:45 12:20
Period 4	C (C2)	D (D2)	E (E2)	A (A2)	B (B2)	35 minutes 12:00-12:40 40 minutes
Registration	Registration	Registration	Registration	Tutorial	Registration	11:50-12:00
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	12:00-12:40 40 minutes
	Extended Lunch Additional Studies	Extended Lunch Additional Studies	Extended Lunch Additional Studies	Lunch	Extended Lunch Additional Studies	12:45-13:20 40 minutes
Period 5	B (B1)	C (C1)	D (D1)	E (E1)	A (A1)	13:25 35 minutes 14:00 (70 minutes total)
Period 6	B (B2)	C (C2)	D (D2)	E (E2)	A (A2)	35 minutes 14:35 15:10
	Break	Break	Break	Break	Break	14:50 35 minutes 15:25 (70 minutes total)
Period 7	A (A1)	B (B1)	C (C1)	D (D1)	E (E1)	35 minutes 16:00 16:35
Period 8	A (A2)	B (B2)	C (C2)	D (D2)	E (E2)	35 minutes 16:00 16:35
Period 9	Some Additional Studies and extracurricular options	75 minutes 17:30				

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YOUR RESPONSIBILITIES

COLLEGE MISSION

The College's primary aim is to foster a supportive environment between school and adult life in which it provides high quality academic and general education programmes of study and strong pastoral support that meet the needs of 16 to 19 year olds living mainly in the Colchester area and leads to them acquiring the necessary qualifications, talents and skills vital for success in their adult lives.

Underlying Principles

The College will support these aims by providing the following "characteristic qualities" of education for all its 16 to 19 year old students:

- A structure of tutorial and pastoral support for the individual that encourages all students to realise their potential, cope with difficulties, and develop their talents fully.
- A high quality teaching and learning experience.
- A broad and balanced educational experience.
- A lively and stimulating student community with which students can identify and in which they are encouraged to participate.
- The provision of appropriate high quality accommodation and the maintenance of a well-kept environment specifically designed for sixth form study.
- High expectations from staff of all students.
- High expectations from students of all staff.
- The freedom to pursue educational activities within the College community unhindered by race, religious belief, gender, physical disability or social background.

COLLEGE EXPECTATIONS OF ALL STUDENTS

As well as appreciating your rights and opportunities, it is important that you have a clear understanding of our requirements and expectations, which will enable you to make a success of your time with us. We therefore expect that you will:

- Accept responsibility for your learning and academic progress with the support of your Personal Tutor and Subject Tutors.
- Complete all set work to your best ability and by the required date, as well as giving appropriate time to background study, wider research and examination revision.
- Attend punctually all designated activities and explain any absences.
- Maintain an acceptable, courteous standard of behaviour at College and while engaged in activities associated with the College.
- Ensure that your own behaviour and attitude never have a detrimental effect on the academic progress of other students.
- Follow the College Equal Opportunities Policy with regard to all students, members of staff and College visitors.
- Abide by the College policies including those on Health and Safety, Illegal Substances. Smoking and Consumption of Alcohol and never knowingly endanger the health and physical well-being of others.

- Respect and thus help to maintain the condition of the College buildings, property and general environment and accept your responsibility to help keep the College clean and tidy.
- Abide by any Code of Conduct issued during a College trip or visit.
- Follow any instructions and guidelines issued by the College. Including those within this Student Charter and Handbook and within the Learning Agreement students commit to upon Enrolment in September.

You should accept any appropriate actions taken by the College if the above conditions are not fulfilled. Such action will obviously depend on the nature of the transgression and is likely to involve discussion with your parents/carers. A severe breach of discipline may result in you being suspended pending investigation and possibly expelled from College. The Disciplinary Policy is available on the College website.

Absence

If you know in advance that you will be absent from College, you must notify your Personal Tutor. If you are absent without knowing in advance please telephone the College by 10am so that the message can be relayed to your Personal Tutor in time for registration. The College is a full time establishment and you are required to attend every week day for registration, all timetabled lessons including weekly tutorial and to attend exams. Absence must always be explained. Failure to attend without good reason will indicate a lack of commitment to study. Parents will be contacted and continued absenteeism can result in students being asked to leave programmes of study. If you leave the premises during your lesson time, you must complete an Exeat form at the General Office. If you have any problems locating a class or tutor group base, please go to the General Office.

Accepted Absences – foreseen in Advance

- Medical appointment which cannot be arranged outside College hours.
- Occasional care for a person if student has definite caring responsibilities
- A religious holiday
- Visit to a university to attend an open day/interview; a career related interview or audition
- Appointment with Careers Advisor (should avoid disruption to studies if possible)
- Unwaged work experience placement relevant to course
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions
- Attendance at a funeral
- Severe disruption to transport
- A driving test
- A College representatives' meeting
- Study Leave

Acceptable Unforeseen Absences – If College Notified on the Day

- An emergency family situation
- Transport problems with no alternative solution
- Isolated short periods of genuine sickness. Up to 3 days with details furnished by student or parents, between 3 and 7 days with parental or medical practitioner support.

Absences not Generally Acceptable

- Holidays
- Part or full time work which is not part of the student's programme of study (including staff training sessions)
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Driving Lessons

Accident or Serious Illness

If there is an accident or someone is suffering from illness, please call for any member of staff to attend. They will call trained staff or Emergency Services as they feel appropriate. If you are involved in an accident, even if it is relatively small, please fill in an accident report form, available from the General Office.

Alcohol and Illegal Substances

Students should not consume, possess or be under the influence of any alcohol on the College site during the College day or when involved in College activities. Where students have clearly consumed alcohol they will be sent home, parents will be informed as a minimum measure and a disciplinary warning will normally be given. If a repeat incident occurs or if there are severe abuses or if there are behavioural difficulties associated with consumption of alcohol, formal disciplinary procedures and permanent exclusion may result. No one is allowed to consume or possess or supply illegal substances on College premises, or at any stage during the College day or during any College organised activity whether on or off site this includes lunchtimes. Any student suspected of possessing or using or dealing in illegal substances will be suspended pending an investigation. Where students have been found to be involved they will be asked to leave the College and where appropriate the police will be informed to fulfil our legal obligations.

Appearance/Dress

Students are expected to wear clean, safe and functional clothing which is always appropriate to the study you are undertaking.

Bicycles

Racks are provided for student bicycles. You are strongly advised to security code and insure your bike before bringing it to College and to lock your bike securely using a **D-lock** and to remove easily detachable items

Books and Learning Resources, Information Learning Technology, Personal Accident Insurance

Books are issued on loan to students for use at College. Other specialist resources such as cameras and past papers are also issued on loan to students as appropriate. When loaned, these are your responsibility and they must be looked after with care. You will have to pay the replacement cost of any books or learning resources issued to you, which are lost, not adequately secured or excessively worn or damaged. College information and learning technology facilities are made available to all College students including workstations, networked software, and internet and email facilities. You will be asked to pay a contribution

of £50 for books, learning resources, Information Learning Technology and Accident Insurance when you join the College. £25 of this is refundable when you return books and other resources in good condition.

Care of the College and its Environment

We are very keen to maintain the excellent physical environment and pleasant atmosphere of the College for the benefit of all students and staff. A good physical environment promotes a positive approach and supports student development and success. You are asked to help keep the College and its grounds clean and tidy by placing litter in the litterbins provided. Please do not take cups and plates from the refectories to other parts of the College buildings and please do not eat or drink in Reception or carry hot drinks around College. Please do not chew or deposit chewing gum within College at any time. Card playing and other games should be limited to breaks and lunchtime. You are welcome to use your tutor base or general teaching rooms at break or lunchtime to consume snacks but please always place rubbish in the bins provided including recycling bins wherever possible. The College is implementing changes to become more environmentally friendly by recycling more and using less disposable material. We ask students to be mindful of their use of paper, plastics and other materials.

CCTV

CCTV is installed on the College site in order to safeguard both individuals and property. Images will be viewed by named individuals, who have been trained in their use; images will normally be retained for two weeks only and will not be shared with third parties, unless the College is legally required to share such images. Individuals have a right to access personal images (applications to view images should be made in writing and may require a payment of £10).

Examination Entries

It is your responsibility to ensure that you are entered for the correct public examinations and that you check the entries and supporting detail when distributed. Entries will be made by teaching departments and the examinations team. The College will pay the entry fees for you to take a public examination provided your attendance and commitment to study have been satisfactory. The College will, normally, only pay the cost of the first subject [or modular] entry. Students or their parents must pay any re-sit entry. If you withdraw from a subject after an entry has been made or fail to complete practical examinations or coursework or do not attend an examination, you will be required to pay the full cost of the entry.

Holidays/Leave of Absence in Term Time (please avoid!)

Sixth Form programmes of study are demanding and the teaching time available before exam commitments can be very short. Students should not take holidays in term time. Students who are unable to commit to full time attendance should not enrol at the College and would be advised to seek alternative means of completing sixth form qualifications, for example via an online provider. If students need 'leave of absence' during term time, parents need to contact the appropriate Senior Tutor.

All first year A level students will be required to attend College throughout the summer term, including days devoted to career and higher education progression in early June, followed by approximately 4 weeks of teaching for their A Level courses, through to the end of July. Holidays should not be taken at this time and absence during this time, which will involve covering about 15% of the A level syllabus, may prejudice a student's chances of progressing to Year 2. Term dates have been published in the Prospectus and are posted on the College website

Late Procedure

Punctuality at Registration, Tutorial and all timetabled lessons is essential. Lateness must always be explained and if known in advance communicated to the Personal Tutor and subject staff.

Persistent late arrival at lessons will be discussed with you by your relevant Subject Teacher, Personal Tutor or Senior Tutor and where an unsatisfactory pattern exists, disciplinary procedures will be initiated and parents will be contacted.

Mobile Phones

We recognise that most students will carry a mobile phone. We do, however, expect that phones are switched off during all lessons and we would also point out that under no circumstances should a mobile phone be taken into an examination room. Examination boards regard mobile phones as unauthorised material and as such a student can be disqualified from some or all of their examinations if they are found to be carrying a phone. We do provide storage for phones during examinations at the General Office.

Part-Time Employment

It may also be helpful for students/parents to be aware of the College's attitude to students taking up part-time employment during term time and working during holiday periods. If students are to make the most of their academic potential, it is important that they maintain sufficient time for their studies. In general, the College would support students working a few part-time hours in evenings or at weekends during term time, provided the number of hours involved is not excessive. Some part-time employment experience can help develop skills and levels of young adult maturity. However, it is important that levels of part-time work are considered carefully and excessive levels are not sustainable during a full time programme of academic study. (The College only provides for full time students).

The maximum number of hours of paid employment a student can realistically undertake while maintaining effective study may vary, since individual students differ in their ability to organise their time and have differing travel, family, social and recreational commitments. However, past experience has certainly shown that where students undertake more than 8-10 hours of part-time employment per week, their work and academic progress do suffer, sometimes very significantly. It is College policy, where students do not have teaching classes during the College timetabled framework, they should undertake academic study either in College or at home and should certainly not be engaged in paid employment Monday to Friday before 4.30pm at the earliest. Training linked to part-time employment must always be organised outside College timetabled time.

Personal Property

The College cannot accept responsibility for the security of personal property brought on to the premises. If students choose to bring items of value to College, they should make their own adequate insurance and security arrangements. Bags, money and valuables should never be left unattended. Students should ask staff to secure those valuable items that they need to bring in if they cannot be kept on their person. This includes personal laptops, except in cases where these are supplied by College or are required in order to meet the students designated exam access arrangement.

Photographs and Results Data

Students should be aware that, during their participation in College activities, photographs may be taken and subsequently used online or in published form for various promotional purposes, alongside details of achievements in College.

Plagiarism and Malpractice

Copying of original sources, text books, web sites, etc. is expressly forbidden by examination boards and therefore by the College. Any student found to have plagiarised or copied from another student will be asked to withdraw this work and may forfeit all or some of the AL, IB, and Cert or GCSE modules. Exam boards take severe action against students identified as involved in plagiarism or any other form of malpractice. All students should familiarise themselves with the content of the College Assessment Malpractice Policy which can be found on the College website at <https://www.colchsfc.ac.uk/policies/>

Private Study Time

All students will have some time on their timetable for private study. All medical, dental and other appointments, driving lessons, etc. should be booked outside College hours and must not interfere with lessons, tutorial periods or other College commitments.

Progression from Year 1 to Year 2

Students studying the Advanced Foundation Programme (AFP) or A level subjects will not have automatic progression to Year 2. AFP students will be asked to re-apply to College for their second year of study and will need to meet A Level entry criteria if they wish to continue their studies. Year 1 students will need to satisfy their staff as to their commitment and to pass the internal spring assessment in their subjects in order to progress to the second year of A level.

Sickness

You should go to Reception or to the General Office if you are feeling unwell. A member of staff with first aid qualifications will be called to attend to you if necessary. The College has a room for students feeling unwell. They must be accompanied by a member of the College team of qualified first aid staff who will authorise the use of the room. If you need to leave College you will be asked to complete an Exeat form. Parents may be contacted depending on the nature of the medical issue.

Smoking

Students are strongly advised not to smoke as it is very harmful to their health. Also please recognise that there are potential risks to others from the effects of passive smoking. In the interests of hygiene and the health of all, smoking is only permitted in one external (red concrete) open section of the College, located in a designated area outside the back of main building. Smoking is not permitted within College buildings or any other part of the College site. Rolling or conspicuously carrying unlit cigarettes is also not permitted outside of the smoking area. Persistent failure to follow the rules of the smoking area will result in removal of the privilege. Any students choosing to use the College smoking area should bring an umbrella, as there is no covered area available to them during rainy or inclement weather.

Student Card/Library Membership Card

After enrolment you will be issued with a College Student Card for the period of study at College. The card will be used as a means of checking unauthorised entry. Students must

keep their card with them at all times and be ready to show it to any member of staff upon request. Also, this card may be required for examinations and purchase of tickets for social events. If you lose your College Student Card applications for replacements can be made at the Library Desk. A charge of £5 will be made.

STUDENTS – TIME ON SITE

Term Time

Students are permitted on site from 7:30pm to 5:30pm, unless involved in an authorised activity (e.g. Sports competition or performance) which extends beyond this deadline. In all other circumstances, students must leave the building immediately if still on site when the 5:45pm alarm bell sounds

Outside of Term Time

On a number of days the college is closed completely to students (even if the reception area is open for other visitors), but wherever possible, designated areas of the college (such as the library and some study areas) will be open for quiet study – usually 08:30-4:00pm. Students will be informed of opening times (including those relating to specific authorised activities) before each holiday period and should take careful note of these.

Summary of Key College Policies

Please see <https://www.colchsfc.ac.uk/policies/> for full details of a range of college policies

YOUR CARE

We aim to be a college of sanctuary, a place where everyone feels welcome, safe and supported throughout their studies. We all have difficulties and face challenges in our lives at times and any one of us may find we need to seek sanctuary. There are a number of ways you can find help. Your first port of call should be your Personal Tutor, but we have a range of help available to you. We also have Moodle pages that list lots of places in College where you can find support.

Please also let us know if your parents need help communicating with College or accessing parents' evenings. We will do the best we can to support them and make them feel comfortable and welcome here.

Personal Tutor

You will be well aware by now that you will be supported by a Personal Tutor in a particular tutor group. You meet with your Personal Tutor each day. If you have any queries or problems about your course or any other aspect of College life the first person to consult is normally your Personal Tutor. S/he will also review your progress regularly with you, based on assessments received from your subject tutors, and will guide you on course choices, Higher Education and progression matters. Your Personal Tutor will put you in touch with more specialist advice if it is needed.

Senior Tutor

You are also supported by a Senior Tutor. You may need to see your Senior Tutor about such matters as a change of course, applications for jobs or Higher Education or significant issues. You may be referred to your Senior Tutor for advice and guidance by your Personal Tutor. You can make an appointment to see your Senior Tutor via our Senior Tutor Support Staff. Their office is on the third floor (Room 337). Make sure that you know the name of your specific Senior Tutor and the location of his/her office. Each tutor group has a number and the first digit indicates your Division, e.g. Tutor group 209 is in Division 2.

	Senior Tutor	Office
Division 1	Adrian Frost	001 Main Building Ground Floor
Division 2	Andrew Hathaway	603 Mid Site Building 1st Floor
Division 3	Mark Griffin-Sherwood	322 Main Building 3rd Floor
Division 4	Graham Rayner	642 Mid Site Building 3rd Floor
Division 5	Sarah Prince	220 Main Building 2nd Floor
Division 6	Sarah Palmer	655 Mid Site Building 3rd Floor
Division 7	Jo Lawrence	611 Mid Site Building 2nd Floor
Division 8	Anne Johnson	319 Main Building 3rd Floor
Division 9	Emily Cheffin	602 Mid Site Building 1st Floor

If you have a problem relating to a course, remember you can talk to your subject tutor, your Personal Tutor or your Senior Tutor, the relevant Head of Department or the Assistant Principal in charge of pastoral support (Jo Cadman)

SUPPORT FOR STUDENTS

Child Benefit

Parents can continue to claim Child Benefit and possibly Child Tax Credit whilst students attend the College. If they have not already done so they can contact HMRC to report that you are continuing your studies by going to:

<https://www.gov.uk/child-benefit>

Child Benefit Helpline 0300 200 3100

8am to 8pm, Monday to Friday, 8am to 4pm Saturday.

Text phone 0300 200 3103

Outside UK +44 2890 538 192

<https://www.gov.uk/government/organisations/hm-revenuecustoms/contact/tax-credits-enquiries/>

Tax Credit Helpline 0345 300 3900

8am to 8pm, Monday to Friday. 8am to 4pm Saturday, 9am to

5pm Sunday. Text phone 0345 300 3909

Outside UK +44 2890 538 192

Child Protection and Safeguarding

The College has a legal duty of care. This duty includes ensuring that students have a safe environment and highlights a need to be aware of any possible 'child abuse' and take action to keep all our students safe. A child in this context is defined as any young person under the age of eighteen but we treat all our students equally, including our 18 and 19 year old students. "Safeguarding" involves not just protecting students from harm but also promoting wellbeing, giving students the ability to keep themselves safe as they reach adulthood. College also adheres to Government guidance on the Prevent strategy, as part of its Safeguarding (See section on Prevent below).

Please share any safeguarding concerns you may have, to help yourself, a friend or another student if you are worried about them. You should talk to your Personal Tutor, Senior Tutor or to the Designated Safeguarding Lead, Jo Cadman (room 126C).

Complaints Procedure

We hope that you will be happy and successful at the College. However, we wish to listen carefully to any criticisms or complaints which you may have about your experience at the College and particularly in relation to the commitments we make in the College Charter. Initially you should express your dissatisfaction to the member of staff concerned. It may be that the matter can be resolved relatively easily at this stage. If this is not possible, or your dissatisfaction remains, then you should contact your Personal or Senior Tutor who can look into the matter on your behalf. Hopefully this informal approach should be sufficient to settle the matter to your satisfaction. If it does not and you wish to take the matter further then the College does have a formal Complaints Procedure. You may like to discuss this course of action with your Personal or Senior Tutor or a member of senior staff.

Using the Formal Complaints Procedure is very simple. The procedure and a Complaints Form are available in Documents on the College website. Complete the form and return it by email or by hand in a sealed envelope to the Principal's PA.

This should normally be done within four College working weeks from the date of the incident which gives rise to the complaint. The College will treat your complaint with every seriousness and with due respect for confidentiality. Your complaint will be investigated and considered impartially by a senior member of staff, not directly involved in the issues to which the complaint relates. If the complaint concerns a member of the College staff, it is likely that the member of staff will, in all fairness, need to be informed of this.

Data Protection Act

A copy of the College Student Privacy Notice can be found at www.colchsfc.ac.uk/GDPR. This outlines the ways in which data about students is processed and distributed by the College.

Ensuring that the College is a fair and safe place

The College is committed to creating a teaching and learning environment that is free of harassment and which protects the dignity of all students, staff and visitors. We will respect each other and value the differences between us. The College will not necessarily treat everyone the same but instead we will meet people's needs in different ways to ensure fair outcomes for everyone. We all take responsibility for making sure that students, staff and visitors are protected from harm, including bullying and discrimination. Students and staff all contribute to making the College an enjoyable, inclusive and personalised learning environment.

We will treat students and staff fairly and solely on the basis of their merits, abilities and potential. The College values diversity in respect of race, ethnicity or national origin, gender, religion and belief or none, socio-economic background, gender variance, marital status or family circumstances, political opinions and affiliations, physical attributes or appearance, disability, sexual orientation, age, pregnancy and parenthood. The College is a diverse, international and multicultural community. We are developing a teaching and learning environment in which each and every member has an equal opportunity to participate. Supported by the public sector equality duty of the Equality Act (2010), the College is working to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Exam Access Arrangements

Where students have a learning support need or physical disability the College will endeavour to provide them with the resources and support appropriate to their needs. It is helpful if relevant information can be provided at the earliest possible stage to help us meet these needs. The College needs to be informed of any Exam Access Arrangements and be provided with the supporting documentation evidencing this need **BEFORE January 31st** of the Academic year in which you are taking the examination. Failure to meet this deadline will mean that access arrangements may not be provided.

Financial Support

The College operates a student bursary scheme for those on a low income. Eligibility for the bursary follows national guidelines. Further details of the scheme can be found in **Parents Information** on our website. The aim of the bursary is to allow you to access your education, for example by contributing to the costs of travelling to College, or to pay for books or essential fieldwork. The amount of the bursary is dependent on the number of students who apply and the resources allocated to us by the Government. It is likely to be £400-600 annually, split into 2 or 3 instalments. Students who are eligible for the bursary will also receive a financial contribution towards food costs, loaded onto WisePay, and accessed using their student card. The College also operates a discretionary award scheme, to assist students who are in need of extra financial assistance or who do not meet the criteria for the bursary scheme. Students should contact their Senior Tutor to discuss this. Senior Tutors can also arrange loans, for example to help parents pay for a more cost-effective, long-term bus or train ticket. Students in financial need can also receive support towards the costs of attending Higher Education or employment interviews.

Fire and Emergency Procedures

In the event of a fire or any other emergency, an alarm will sound and you should leave the building immediately, using the nearest exit. Evacuation practices will take place periodically. Evacuation notices with maps of fire assembly points are displayed in every room in College. Please ensure that you have read these carefully in each room you regularly use.

Health and Safety

Health and Safety is very important. Everyone should help to establish and maintain a safe environment. Students are expected to take responsibility for their own safety and the safety of others. You are asked to bring any hazard to the attention of staff. College safety rules and procedures should be observed at all times, including procedures established for specialist activities e.g. Sport, Science, and staff instructions must be followed at all times. You must not wilfully misuse, neglect or interfere with any item provided for safety. If you have an accident or a near miss in College, no matter how trivial and even if it was your fault, please see any member of staff who will help you complete an Accident Form so that the College can monitor accidents and investigate causes.

The College Health and Safety policy is issued to all members of staff and is available from Graham Rayner (Assistant Principal) or the Health and Safety Officer, both of whom have roles to support students on Health and Safety matters. Students who are not willing to cooperate with Health and Safety requirements established by staff will be immediately excluded from activities.

Health, Wellbeing and Mental Health

The College works to make the health and wellbeing of staff and students an integral part of all aspects of life in the College.

The Welfare Hub, room 124, provides a variety of support services to help with health, welfare and well-being. You can drop in to access services or ask for information; you can also request appointments for one to one help from the Welfare Coordinator or one of the Welfare Assistants. We can help you to get support from outside agencies when that is appropriate. We also have a counselling service, which you can access via your Senior Tutor or Jo Cadman or via email: counsellor@colchshc.ac.uk. Our Chaplain offers help and advice on a wide range of matters. We have a mental health support team (employed by

Mind) available on site. Drop into the Welfare Hub to find out more about the support on offer.

There are healthy food options in the College refectories; water is available from water fountains around College and there is a broad range of facilities and activities to increase physical fitness.

Prevent

Section 26 of the Counter-Terrorism and Security Act (2015) places a duty on schools and Colleges to have “due regard to the need to prevent people from being drawn into terrorism”, otherwise known as the Prevent duty.

Key to this is to ensure that young people become valuable and fully rounded members of society and treat others with respect and tolerance, regardless of background. We promote the “British Values” of democracy, the rule of law, individual liberty and mutual respect and tolerance. These values are also College values. We promote them in many different ways including our work on equality, diversity and opportunity; College elections and Student Voice; a classroom culture of intellectual curiosity, questioning, freedom of expression, tolerance and respect; and enrichment activities that promote the development of positive character traits, such as resilience, determination, self-esteem, and confidence.

Protection from Bullying, Victimisation and Harassment

The College is committed to providing a safe and secure environment for all members of the College. We do not tolerate bullying, victimisation and harassment, including hate speech. Our Protection from Harassment and Bullying Policy can be found on the College website.

Quality Assurance

In order to ensure that we remain a very successful College, it is important that you have the opportunity to provide feedback on all aspects of College life.

We hope that you feel sufficiently confident to inform us of your feelings about, and experiences of, College. You have a number of ways in which your views can be heard:

- through a tutor group representative on the College Council.
- through direct access to your Subject Tutors, Personal Tutor and to senior staff to discuss issues of concern.
- through the College Governors either directly or through elected Student, Staff or Parent Governors.
- through the annual student questionnaires and department surveys.

Over the next year we shall continue to monitor our performance in these areas and ensure that we meet our commitments outlined in this Charter. Government organisations also monitor the quality of the College and actively seek the views of students. A copy of the latest OFSTED Inspection report is available in the College Library or on our website or from www.ofsted.gov.uk/inspsect/index.htm.

College Council Executive

The work of the College Council is supported by the following staff:

Chris Throup -Responsibility for promoting representation and participation with the College Council and Liaison with the Social Committee

Michele Perrin – Liaison with Charities Committee

Keith Ellis - Liaison with the Environment and Science Committee

Olivia Browne – Liaison with the Culture Committee

Bel Hathaway - Liaison with the Arts Committee

The Social Committee organises a number of events every year. The Arts Committee also puts on events in College such as Henna workshops, Karaoke, photography exhibitions and trips to places such as Harry Potter Studio tours. The Charities Committee works to raise money to support a variety of charities and every year the Charities Committee also organises activities for Children in Need, Red Nose Day and Pink Day. The Culture Committee is keen to reflect the diversity of students at College and add a cultural and international dimension to social events in the College calendar, for example Black History Month and Chinese New Year and the world heritage quiz. The Culture Committee works alongside the Arts Committee to co-ordinate the summer Arts and Culture Festival.

Student Representation

The College is very keen that students have the opportunity to play a full part in determining how the College is run. The College ensures that students have their own organisation, the College Council, to represent student views and ensure that students' needs are met. You have the right to vote in the elections for the College Council Executive Committee roles: Chairperson, Vice Chairperson, Treasurer, Secretary, Public Relations Officer, Social, Arts, Sports, Culture, Environment and Charities Committee Chairpersons. You are represented by your Tutor Group representative on the College Council, which holds the Executive to account and meets about five times each academic year. To keep you informed of its work, an agenda is published at least one week prior to the meeting and copies of the minutes from that meeting are circulated to Tutor Group reps. The Chairperson of the College Council joins the Governing Body of the College as a member and is supported by the Vice-Chairperson who is an observer. Members of the Executive also sit on other committees such as the Healthy College Committee and Library Committee to ensure that your views are being properly aired. They report back regularly to College Council meetings and answer any of your questions.

If you have any queries about the role of Tutor Group representatives, the College Council, the College Council Executive, or any Committees, then please refer to the College Council Constitution, or its Code of Practice, or see the Head of Student Services, Chris Throup (room 209)

College Council Executive members until November 2021 are:

Chairperson	Matthew Hyslop
Vice Chairperson	Micah Waring
Treasurer	Max Davies
Secretary	Lucia Fortunato
Culture Chairperson	Dylan Nyathi
Social Committee Chairperson	Ben Minter
Arts Committee Chairperson	Genesis Smith
Charities Committee Chairperson	TBC

Students with Additional Learning Support Needs or Disabilities including Fitness to Study

The College welcomes all students including those with a disability or learning support need providing that you meet the normal admissions criteria and that we can offer an appropriate programme of study, for which you are qualified, together with the right facilities and support. It should be noted that the College is an open site in a town-centre location. An offer of a College place is based upon the understanding that the student can cope with working in an independent manner and is able to manage their own non-contact time without staff supervision; the offer will therefore be based upon whether the College is an appropriate learning environment for the individual concerned. At times it may be necessary for us to meet with students and parents/carers to ensure, through our Fitness to Study protocols, that we are fully aware of the needs of the individual, and can take appropriate steps to support and safeguard the student.

The Learning Support Department is based in Number 58, which includes student independent study facilities. We offer a range of additional support options including:

- Drop-in Study Skills Support – available every lunchtime in Number 58 (Learning Support Centre)
- Mentoring
- One-to-one support
- Support groups
- Assessment for Exam Access Arrangements

Visitor Procedure

All visitors must sign in at Reception and display a visitor's lanyard. Visitors must be introduced to a senior member of staff and all visitors should have a "business" reason for coming to the College. We particularly ask that students do not invite friends to visit them at the College for social purposes. Students should be aware that as a town centre establishment we must have particular procedures to protect all College students. Everyone has a role in ensuring the site are safe, which means not inviting friends on site if they are not College students and reporting any unwelcome visitors to a member of staff as soon as possible. Any legitimate visitors who have signed in will be clearly visible by their red visitor's lanyard.

What to do if things go wrong

If you feel that you have experienced unfair treatment, discrimination, harassment, bullying, intimidation or abuse then please raise the matter with a member of staff e.g. your Personal Tutor, Senior Tutor, or Mark Griffin-Sherwood (Equality and Diversity Officer) room 322

YOUR COLLEGE

SENIOR STAFF

The Principal, Assistant Principals and Senior Tutors are always very willing to help you or talk to you should you wish to discuss anything with them. Photographs of all staff are to be found in College – ask at Reception for details. The senior staff are as follows:

The Principal – Ian MacNaughton

If you wish to see the Principal, please go to his office on the Concourse (1st Floor) in the Main Building. If he is not immediately available, you can make an appointment via Fiona Weston, his PA, located in the adjoining office or on extension (01206) 500754.

Jan Harker (Assistant Principal/Acting Principal)

Adrian Frost (Assistant Principal) – ST for Division 1, and responsibilities include Admissions, Schools Liaison and Marketing

Anne Johnson (Assistant Principal) – ST for Division 8, and responsibilities include 'Inspection Nominee' and 'Quality Assurance, Quality and Curriculum and Information Systems,

Jo Cadman (Assistant Principal) Responsible for Pastoral support, Mental Health and Student Welfare, College Counsellor, Financial Support, Learning Support and Tutorial Programme, Designated Safeguarding Lead.

Graham Rayner Assistant Principal (ST for Division 4) Responsible for Curriculum, Examinations and Assessment, Health and Safety, Deputy Designated Safeguarding Lead, and Communications

Scott Townshend (Assistant Principal) responsible for Teaching and Learning, Moodle

Mark Griffin-Sherwood (Senior Curriculum Manager) – Senior Tutor for Division 3, and responsibilities include Timetable and Rooming, Equality and Diversity.

Sarah Prince (Senior Tutor) Division 5 and Director of Learning Support

Sarah Palmer (Senior Tutor) Division 6

Andy Hathaway (Senior Tutor) Division 2

Emily Cheffins. (Senior Tutor) Division 9

Jo Lawrence (Senior Tutor) Division 7

Evette Hawkins - Head of Careers and HE Guidance

Tim Harrison (Senior Manager) Director of Premises, Equipment, Estates, MIS/ICT Systems

Sarah Williams (Senior Manager) Human Resources and Administration Manager

Elizabeth Gibson (Finance Manager) Financial Management Systems and Procedures,

MEMBERS OF THE CORPORATION (Governing Body)

Members (governors) can be contacted via the Clerk to the Corporation Johnsont@colchesfc.ac.uk or by leaving a message at the College office.

Community Governors	Parent Governor – Joanna Tallentire
Mike Atherton	
Peter Barker	Principal – Ian MacNaughton
Andy Beatty	
Susan Codling	Teaching Staff Governor – Dan Stebbings
Kevin Finnigan	
Nick Gerrard	Support Staff Governor – Hayley Hallsworth
Chris Goldsworthy	
Joanna Johnson (Safeguarding)	Student Governors
June Leslie	Matthew Hyslop - Student Council Chairperson
David Morran	Micah Waring - Student Council Vice Chairperson
John Owens	
Ian Vipond	Clerk to the Corporation – Tina Johnson
Hannah Skeggs	
Ian Vipond	

Chair: Kevin Finnigan
 Co Vice-Chair Mike Atherton & David Morran

Committee Chairs

Audit Committee : Mike Atherton
 Remuneration Committee : Nick Gerrard
 Search & Governance Committee : Chair of the Corporation

ROOMS IN THE COLLEGE

The number denotes the first digit of room numbers in each location; please ask if you cannot

Main Building	
Ground Floor (0..)	First Floor (1..)
Admissions Office Drama Rehearsal Area Examinations Office First Aid Room General Office Main Refectory Adrian Frost's Office Assistant Principal (ST Div 1) Reception Premises and Facilities Office	Evette Hawkins (Head of Careers) Careers Department Jo Cadman's Office Assistant Principal Library Storm Radio Station Human Resources Department Office Principal's Office PA to the Principal Reprographics (Room 135) Karen Burns' Office (IB Co-ordinator) Welfare Hub
Second Floor (2..)	Third Floor (3..)
Finance Office IT Technicians Jan Harker's Office - Assistant Principal Lecture Theatre (219) Sarah Prince (Director of Learning Support and ST Div 5) Staff Room Russ Shop – Student Coffee Bar	Anne Johnson's Office Assistant Principal (ST Div 8) Database Office Mark Griffin-Sherwood's Office (ST Div 3) Senior Tutor Support Office
The Drive	Cock and Pye Building (5..)
Performance Studio & Stage	Psychology Department
Mid Site Building (6..)	
Level 1	Level 2
Andrew Hathaway's Office (ST Div 2) Emily Cheffins (ST Div 9) Roman Bath Restaurant	Lecture Theatre (610) ...Jo Lawrence (ST Div 7) Fitness Centre Multi-Purpose Hall (Sports Hall)

Level 3	Level 4
Lecture Theatre (630) Graham Rayner's Office Assistant Principal (ST Div 4)	Sarah Palmer's Office (ST Div 6)
IT Centre (7..)	Learning Support Department
Tim Harrison / IT Systems Office	58 North Hill (8..)
The Languages Centre (9..)	The Syd Kent Pavilion

Room Numbers

Maps of the College campus are issued at Induction and Enrolment; however, the following gives a quick guide:

All rooms in College have three figure numbers and are individually numbered. The 'Main Building' (entered from the drive) is numbered by floors, the first number denoting the floor; for example Room 213 is on the second floor.

The 'Performance Studio' and 'Stage' on the drive are numbered 516 and 517 and other performance room are numbered 510 and 511

The 'Cock & Pye' buildings just inside the College gates on the left of the drive have room numbers starting with a '5' as well.

All the rooms in the 'Mid Site' building start with a '6' and the rooms in the 'IT Centre' on the lower (North) part of the site start with a '7'.

The Learning Resource Centre (58 North Hill) is the building to the left of the Cock and Pye has room numbers starting with an '8'.

The 'Language Centre' at the far north of the site contains rooms beginning with the number '9'.

There are also student and social facilities available in The Syd Kent Pavilion

COLLEGE RESOURCES AND FACILITIES

Car Parking in College

There is no student car parking on the College site, with the exception of disabled students where arrangements will be made on a case by case basis. The College advises students to use public transport although the College Council can give advice on local offsite parking if required.

Food and Drink

Food and drink are available from the Refectory on the ground floor in the Main Building, from 8.00am to 2.45pm and the Roman Bath Restaurant in the Mid Site Building, from 8.00am to 2.00pm, including a sandwich bar operating throughout the morning and lunchtime period. Meals and snacks are of a high quality, with much 'home cooking' using fresh, locally-sourced ingredients wherever possible, and offer exceptional choice and value for money. Vending machines for drinks and snacks are also available in the College Refectories and elsewhere across the campus.

Drinking water is available throughout the College. Students are advised to keep well hydrated and it is a good idea to bring your own bottle into College and fill-up from the facilities available.

Refectory opening times are posted at their entrances and students will be advised of any changes to these times via the daily bulletin.

Lifts

These are not for general use by students. The four College lifts (two in the Main Building and two in the Mid-Site Building) enable those with permanent or temporary disabilities, and technicians moving equipment to access all levels of the main College buildings. Students with permanent or temporary physical disabilities needing to use the lifts should obtain permission and a lift pass from their Senior Tutor

Location of Computers and IT Facilities

Machines are located throughout the College and laptops are available for loan from the Library. Students are free to use the machines in any of the rooms, between 8.00am and 5.00pm from Monday to Thursday and between 8.00am and 4.30pm on Friday unless they are being used for teaching purposes. Students who wish to arrange to use machines outside these times can do so by consulting their Senior Tutor. Room 637 (mid-site building) is an open access computer room for students to use on a first-come-first-served basis and there are many open access computer facilities at other points throughout the College, including in the Library and the student Pavilion.

Lockers

Lockers are available for the storage of inexpensive property. A charge of £10 is required for the use of a locker for a 2 year period. Lockers are of light construction and you are advised not to leave expensive items in them. Should you have any problems with your locker, please contact the General Office in the main building. Students must clear their lockers before leaving College, any belongings left will be disposed of.

Moodle - Virtual Learning Environment

Moodle gives you access to a variety of resources, including Library and Careers information, study materials, as well as an excellent range of academic subject materials and general information about your life at College. Moodle is available to all students and you should access it every day to check the current notices. Within College you will automatically log onto Moodle when you go to the site. From outside the College, you can log in via a link at the bottom of the College's main web site. The same logon and password are used as for the College Network, allowing remote access from any location where you have access to the internet.

Multi-Faith Prayer Room

The Multi-Faith Prayer Room is a College space dedicated for prayer and quiet reflection. It is intended to be a welcoming and accessible space for all people regardless of what their faith may be, and is situated in the Performing Arts Building in Room 520 on the second floor, above the performance stage. The Multi-Faith Prayer Room is a bookable room; to use the room and obtain the key to the door please ask at reception. We would ask people to familiarise themselves with the guidelines for use of the room and to remember that at certain points in the year some religious groups may need more use of the room than others. More information can be found on the Chaplaincy site on Moodle, however if you have any further questions or queries please feel free to contact the College chaplain on chaplains@colchsfc.ac.uk or Helen Tucker.

Photocopying and other services

A photocopier for student use is situated outside Reprographics. Copying and printing can be paid for via Wisepay (see below). Reprographics also provides facilities for colour copying, scanning, binding and laminating

Resources and Facilities

Academic departments within the College have various resources, which are available for students to borrow or to use in College or at home. All departments are willing to lend subject related reference materials such as books, videos, etc. Each department has its own system and you should ask subject teachers if you need help. The College has very good links with the University of Essex and arrangements can be made for you to use the University Library. You can also use Inter Library Loans.

Stationery

Stationery items can be purchased from the General Office from 8.30am – 4.00pm. We stock a small variety of basic items..

The College Library

The College Library is available to meet a wide variety of student study needs and offer you access to free academic resources. There are a variety of study areas, including a silent study space and access to student computers. There is the opportunity to borrow physical books, eBooks and audio books, as well as access to utilise a wide variety of online resources. The Library subscribes to a number of regular issue newspapers and magazines which can be found in the Reading Room. Library staff are available throughout the day to assist you, just ask for help at the front desk.

The Library also manages the issue of your Student Card which will be issued after enrolment. This card serves a number of functions, including your Library card and Wisepay card, and it is important to carry it with you at all times. It can also be used as photo ID in your exams and on various transport schemes. There is the opportunity to volunteer in the Library via the Library Champion scheme, which is open to all College students.

The Internet and Wi-fi

The College Network is connected to the internet and students can connect their phones and other devices to College wi-fi. These facilities are provided to aid your studies. All students have a College email account and email is an important means of communication between College staff and students, so students must check their email frequently. All students should be aware that abuse of e-mail or internet systems can lead to College disciplinary action or even criminal prosecution. Students are required at all times to act in a way that does not compromise the comfort and wellbeing of fellow students and staff at the college and this includes online activity, whether accessed via college systems or in some other fashion. Students are wholly accountable for their 'online behaviour', for example, cyber-bullying and harassment or illegal, immoral or intimidating behaviour such as the posting of inappropriate messages, images or video content on social media. Students should also be aware that unauthorised filming or photography within lessons is strictly forbidden. In such circumstances the College will take strong and appropriate action, which can include withdrawal of facilities, suspension or exclusion. Students are expected to use the College systems for their academic studies only. The College E-safety Guidelines and Acceptable Use Policy can be found in the Student Information block on the Moodle front page

Use of the College Network

At Enrolment, you will be given a “User ID” and password that will allow you to access the College network. You should change your password as soon as possible. It should be noted that this password is secret and should not be revealed to anyone; this is the only way that your work can remain totally protected. Once you have been given a User ID you will be able to use any machine in College. Students are reminded that food and drink are not permitted in computer areas and that students who break this rule will have their access to such facilities withdrawn without notice.

What to do if you have problems using IT

If a machine will not work or you are having problems with your user identity or e-mail, please contact the IT Support Officers based in Room 224. More significant problems and issues should be referred to Tim Harrison, Director of Information Systems.

Wisepay

The College has introduced the “Wisepay” payment system to facilitate cashless payment for meals, trips and other College expenses. Instructions for signing up to the system will be available at enrolment.

Toilets/Accessible Toilets

There are female, male and gender neutral toilets situated on every level of all the College buildings. There are accessible toilets located throughout the campus.

COLLEGE COMMUNICATIONS

The main sources of information and channels of communication are listed below.

College External Website

The College Home Page address is <http://www.colchsfc.ac.uk>. A large amount of information, relating to the College and updated regularly, is posted on the web pages, including student briefing information, The ‘Parents’ Page’ and ‘College in the News’. Other communications are sent to parents and/or students, usually via email. These include communications regarding residential and non-residential fieldwork, expeditions, trips and visits, parents’ evenings, HE briefings and other opportunities including music lessons, performances, arts activities and health issues. It is therefore important to ensure that you inform College if your parents’ email address changes. In exceptional circumstances e.g. severe weather, updates will be posted on the College Website and Moodle

Principal’s Termly Newsletter

Produced in the first half of every term, this newsletter will be emailed to the parents of all students, published on the College Website and paper copies can be obtained from the General Office. The newsletter aims to keep students and their parents informed about what is going on in the College and provides key dates, advice and guidance.

Storm Radio

Storm Radio is run by students and broadcasts daily. To find out how to get involved or to request a song, visit the radio station on the Concourse.

Student Bulletin – Daily

The Student Bulletin contains important notices and is updated daily. It is emailed to students and may be located on Moodle so you can access it on your phone or computer. You must make sure you check it daily. Your Personal Tutor will also draw your attention to it in registration and key message are displayed on information screens.

Use of College Notice Boards

Numerous notice boards are located around the College. You are asked to see Graham Rayner (Assistant Principal) in room 642 before putting any poster on a notice board. Posters are not permitted anywhere other than on display boards.

Weekly and Daily Calendar of Events

These are notified in the daily bulletin and the notice board in Reception. A Careerscope bulletin is produced by the Careers Department, containing news and help for your future plans. A regular College Sports News Bulletin and Library bulletins are also published.

YOUR COURSE

COURSES AT COLLEGE

Choices from A Level, GCSE and Additional Studies courses allow students to develop a programme and timetable which best suits their needs, interests and aspirations.

Advanced Foundation Programme students will normally be studying 4 academic courses plus one Additional Study or Activity, alongside Registration and Thursday tutorial requirements.

A Level will normally be studying 3 academic courses plus one Additional Study or Activity, alongside Registration and Thursday tutorial requirements.

All students will normally be expected to continue with each of their courses, chosen at Enrolment, for their entire time at college. It is therefore important that students do their best to make the right choices by the end of Enrolment. The College system of Open Evenings, Initial Interviews, Induction Days and Enrolment Interviews should help students enrol for appropriate courses. After Enrolment and subject to availability, slight changes to programmes may be considered until the end of September but any change of course must be discussed with academic staff and Personal and Senior Tutors. After this, any change will be strongly discouraged as this may jeopardise a student's College programme and his/her potential for further progression. Where consideration of a change of course is necessary, students should consult with their Senior Tutor.

Some minor adjustments to course choices can sometimes be considered for year 2. This is first considered in January, reports referral in June and then finalised in late August.

All students attend daily Registration each Thursday and on some other days undertake the Tutorial Programme.

Generally, teaching periods per week are as follows:

A Level/AG courses - 8 periods (4 "doubles, 70 minutes in length)

Other Academic Courses (vary) 1 or 2 or 3 or 4 periods

GCSE/L2 courses – usually 5 or 6 periods

Additional Studies – (varies) 1 or 2 or 3 or 4 periods

Please note that A Level/AG and GCSE/L2 programmes will also have set a broadly equivalent amount of 'personal study' time outside of classes per week – an approximate average of 15-17 hours per week in total. In recent years, the Government has placed much greater emphasis on the importance of independent learning and study within sixth form education.

During Your Course

Throughout your time with us your Personal Tutor offers guidance and support and works closely with your Senior Tutor. If we feel that we need to consult your parents, we will, wherever appropriate and possible, discuss matters with you first, keep you fully informed and involve you in the interview. We value our contact with parents and we will continue to keep them informed of a student's progress in College and to seek their support regardless of the age of the student. Students give permission for the College to share information for reference purposes and with their parents/guardians when they sign their enrolment forms and their learning agreements.

If you feel that you have any difficulties related to studying at the College, you should approach your Personal Tutor or Senior Tutor or any other member of staff. Jo Cadman and other senior staff are also available to see students when appropriate. There are a number of support opportunities that are available to students including mentoring, one to one support and counselling. Staff will be able to give further advice on the most appropriate support to meet your needs.

If you are a Year 1 or Year 2 full-time student, you meet daily with your Personal Tutor at Registration and also weekly for a Tutorial period where you take part in tutorial activities, review your personal targets and action plans, receive Careers guidance, and complete administration. You are able to evaluate your academic progress through our regular reviews, reports and parents' consultation evenings. If you experience academic difficulties, we discuss these fully with you and set up guidance procedures. You will receive full help and advice on employment/higher education at the appropriate times. The College has an excellent Careers Department. If you request an individual careers interview, you normally receive an appointment within ten working days. If you are following the Advanced Foundation course, we give you guidance about other courses and future employment and in the Spring Term advise you about the procedure for applying to continue your studies at College. If you are applying for HE or employment we provide a full and fair reference when required, acknowledging your positive qualities and achievement.

EXTRA-CURRICULAR ACTIVITIES AND ADDITIONAL STUDIES

As well as a very broad range of options from the Additional Studies programme, there are a wide range of clubs, activities and societies at College. The more you get involved, the more you will enjoy your time with us and the more skills and abilities you will develop.

There are excellent performing arts opportunities at the College. We have music ensembles, a band, an orchestra, a choir and a 'rock workshop'. There are trips to concerts and recitals and you do not have to study a music course to join in. Many students take part in productions either as members of the cast, in stage management, costume and set design. You do not have to be a Theatre Studies student to be involved. You will also be able to join dance and drama clubs and to take part in other performance opportunities.

Over 70% of our students at College participate in some form of sport each year, many on a regular basis, and there are excellent opportunities in both high level competitive sport and recreation sport for fun and fitness.

Other clubs and societies include Amnesty International, Christian Union, Debating Society and Chess Club. Please see the Additional Studies Curriculum Handbook, on the public website, for greater detail.

Proposed Key Dates for Students 2021/2022

Students and parents should consult the Newsletters, College Website, and can telephone the College General Office or speak to a senior member of staff to ascertain proposed key dates.

Students should note that there will be four formal occasions for them to review their progress, drawing upon grades on our Go4Schools system, with their Personal Tutor. At the start of each year, there will be an interview to discuss initial action planning and this will be followed by three further formal reviews during the year. Targets from these review sessions can be recorded on the Academic Year Planner and in the Individual Learning Plan further on in this handbook.

You are also advised to use the Academic Year Planner to record key dates associated with your College programme as they arise, e.g. coursework deadlines, mock and final exam dates, as well as homework set on an on-going basis.

PROVISIONAL COLLEGE TERM DATES – 2021-2022

AUTUMN TERM 2021

TERM BEGINS:	Tuesday 31 August 2021
HALF TERM:	Monday 25 October -Friday 29 October 2021
TERM ENDS	Friday 17 December 2021
Non teaching days	Friday 3 September, Monday 6 September Friday 26 November 2021

SPRING TERM 2022

TERM BEGINS:	Tuesday 4 January 2022
HALF TERM:	Monday 14 February – Friday 18 February 2022
TERM ENDS:	Friday 1 April 2022
Bank Holiday	Good Friday 15 April and Easter Monday 18 April 2022

SUMMER TERM 2022

TERM BEGINS:	Tuesday 19 April 2022
HALF TERM:	Monday 30 May to Friday 3 June 2022
TERM ENDS	Wednesday 20 July 2022
May Bank Holiday	Monday 2 May, Thursday 2 June and Friday 3 June 2022
Non Teaching days:	2 days within the mid-May internal/external exam period

Teaching and Learning

The College seeks to provide you with the best possible opportunities for learning and for achievement in a young adult context. Teaching in College requires that you take responsibility for your own learning, if you are to maximise your potential and be prepared for your future. Regular reviews encourage you to consider and comment on your own progress. Staff will consider these responses and discuss with you any issues that arise. The College provides access to a wide range of teaching and learning support facilities including study areas, the Library and IT facilities. A considerable range of computer applications are available on the College network. Students will also be able to enhance existing IT skills. You negotiate a broad, balanced programme of study to suit your needs, abilities and aspirations from a choice of A Levels, GCSEs, Applied General qualifications and Additional Studies. Classes are taught by well-qualified staff that have a thorough and up-to-date knowledge of their subject and will have high expectations of their students. Teaching staff are punctual at classes, and offer an appropriate, varied and well prepared programme of work. College assignments are returned to you, wherever possible, within ten working days, provided that you meet the deadline for handing them in.

Examination results from previous years are available on the College website, in the College Library or from the Principal's Office. Inspection reports on the College are also available from the same locations. Student achievements and destinations from previous years are published in the Annual Reunion and Awards booklet, available from the General Office or the Principal's Office. Educational trips and visits are a feature of many courses at College. Such events are normally self-financing but funds to help support those with limited resources are available in certain circumstances. Full details are available from your Senior Tutor. The College loans essential textbooks and some equipment, subject to payment of a book and learning resources deposit. Any costs likely to be incurred in particular courses are outlined in the relevant course information sheets available to you before you enrol. Examination entries linked to courses studied are normally paid for by the College except where you choose to re-sit a course or module or where you fail to meet your responsibilities in terms of attendance and work commitments.

Timetable Pattern

The main College timetable pattern for 2021/22 can be found on the inside of the front cover. Timetabled classes are generally arranged in blocks but there are some classes that are organised outside this pattern and some which will take place in evening sessions. Specific details including rooms will be issued at enrolment.

Trips and Visits

The College is committed to providing a range of experiences of 'Learning outside the Classroom' to all students, in order to develop skills and knowledge related to academic courses and also to promote personal development. During your programme of study, you will have the opportunities to learn outside the classroom, some close to College and others further afield, ranging from less than an hour to up to three weeks! Where a cost applies, we endeavour to keep it to a minimum in order that, where possible, no-one is excluded for financial reasons.

Staff are encouraged to take students outside the standard teaching environment during the course of the College day when opportunities arise to do so. At enrolment in September you will be asked to take home a TV1 form for your parent or guardian to sign, which gives authority for staff to take you into the Colchester area during the normal College day.

Student and parents are asked to disclose, in confidence, physical and mental health conditions so that we can ensure that they can participate fully in all aspects of any trip.

Workload – A Level

The following provides general College guidance regarding expected student use of nonteaching time for academic work i.e. the general level of work that a student or parent can expect to be set and should plan for outside lessons during term-time and outside term-time. The nature and volume of work for each individual are likely to vary according to the needs of the chosen programme of study but students and their parents may find it useful for planning purposes to be aware of the new patterns of study that will be required if students are to maximise their potential. Time management is a very important skill for students to develop if they are to be successful in post-16 study and in higher education and employment. Students should organise themselves to complete an average of approx. 18 hours per week outside of timetabled lesson time. It is expected and indeed required if students are to achieve results that fulfil their academic potential. In holidays, student workloads will vary. The following paragraphs give some guidance about work set and time that should be allowed to complete it.

Year 1

1st Autumn (October) half-term – Modest amount of work set per subject for the period around the half-term break. Approx. 3 hours per subject.

1st Christmas break – Modest amount of work set per subject for the period around the Christmas break. Approx. 3 hours per subject.

1st Spring (February) half-term –A reasonable amount of work in some subjects for the period around the 5 day half-term break. Approx. 5 hours per subject. Other subjects may have coursework assessments or practical exams in the February to April period and a more substantial amount of work will therefore be necessary.

1st Easter break –The setting of revision work in all subjects can be expected in anticipation of internal assessment exams and independent revision and preparation will also be necessary as internal exams begin very early in the summer term.

1st Summer half-term (late May) – Students will need to continue to be undertaking independent revision and preparation for examinations

Summer break in July/August – Around 10-12 hours work set per A level subject over the 6 week summer period and the first few days of the Autumn Term (Enrolment period) when year 2 students are not required in College (satisfactory completion is required for progression to Year 2 A level).

2nd Autumn (October) half-term – Modest amount of work set per subject for the period around the half-term break. Approx. 3 hours per subject.

2nd Christmas break – Students will need to revise and prepare for their mock exams in early January

2nd Spring (February) half-term – Finalisation of coursework/projects/practical assessments in relevant subjects will involve students in a fairly substantial amount of work. A more modest amount of work is likely to be set for other subjects. (Approx. 3 hours per subject).

2nd Easter break – Around 5 hours work set per subject in anticipation of A Level exams and a programme of independent revision/preparation for A Level exams should also be commenced and are well underway.

2nd Summer half-term (May) and study leave period (late May to mid-June) – Major independent revision period for A Level exams. Most of the period should be devoted to independent revision and preparation, although guidance and direction will be given by subject staff. Some revision classes and workshops will be offered.

END OF YOUR PROGRAMME OF STUDY

Certificates

Examination certificates for Year 2 'leavers' will be available at the Reunion and Awards evening in December or for personal collection from the Examinations Office during January. If they are not collected during January, they will be posted to the home address on the system. Certificates for any external examinations taken in Year 1 will be issued via tutors (or posted if students have left College).

Destinations

We are interested to know what our students do after leaving College which career path our students choose, whether a course at university or apprenticeship or job etc. Former students may receive a telephone call from the College Careers Department in September/October to confirm destination details. Information can also be provided by students through the Former Students page on the College Public Website. Student destination information is published in a booklet for our annual Reunion and Awards event, which is held in December for all A level summer leavers. This event also provides a chance to collect examination certificates.

Leaving Procedure

On the completion of your course, we give clear instructions on the required leaving procedure, including the return of your book/learning resource deposit, opportunities for HE guidance and post-examination counselling and further contact with College.

The leavers' process is normally completed on Leavers' Day in early July, when students have completed their courses and public examinations. If you think you might want to leave during the course of the year, you should discuss this with your Personal Tutor. It is essential that you then see your Senior Tutor before taking a final decision.

Post Examinations Support

Examination results are normally published in August. At the time of release of A Level and GCSE results, a team of staff will be available to help you decide the most appropriate steps to take. If you require further Careers/HE advice immediately after your final examination results, you will be able to access an individual interview at College. Further details can be obtained from Evette Hawkins, Head of Careers.

YOUR PROGRESSION BEYOND COLLEGE

The Careers Department has a specialist team of staff and many resources to help you to make decisions about your future. Resources are used in the weekly tutorial programme and special events are planned throughout the year to ensure you make informed choices about your future. A Careers Bulletin is produced and is available via MOODLE which details any information received from Employers and Universities. You may also book careers appointments regarding advice and guidance, on a one-to-one basis, at any time.

Higher Education (HE)

Students wishing to go to university or other Higher Education institution, are supported in this by a range of activities. Personal Tutors write references for students' UCAS applications. A large amount of support is available throughout the application process (for example, every application form is reviewed by four members of staff before it is sent).

Employment, Apprenticeships and Training Schemes

Increasing numbers of students are choosing to undertake opportunities offered by Apprenticeships, including Higher Apprenticeships and Degree Apprenticeships. We have links with local businesses as a result of their attendance at our annual Careers events (see below). e.g: BT, Essex Police and Grant Thornton.

Self-Employment

A number of our College students have started their own businesses after College and the Careers Team can provide guidance and support in this area.

Careers Interviews and other Specialist Activities

We have an established careers team and can provide careers interviews for students who need impartial information, advice and guidance. Students sign up for interviews in the careers department, in room 113, with each interview lasting about 30 minutes. You may book as many interviews as is necessary during your time at College.

Employability Skills and Work-related Experiences

You naturally have skills that will help you during employment but we feel you need to be made more aware of skills you have and how to develop skills to show examples for future employers. You can develop skills across a wide range of activities some of which might include: Paid work; Volunteering; Work for family/friends; Work experiences; Community projects; Hobbies; Clubs and societies; Sporting activities

Seeking Opportunities

Students will receive support and guidance in seeking opportunities that exist for them and developing openings for themselves. For example, Journalists can start by writing articles for the college magazine, writing a blog, offering to write articles for local/club newsletters or just getting involved with these groups.

Volunteering

Increasing your employability skills is a vital part of education. Volunteering gives you the opportunity to develop and improve skills whilst contributing to the local community. In this

context we have a range of links with organisations such as St Helena Hospice, Community 360, Larchwood and NCS (National Citizen Service).

EVENTS AND ACTIVITIES

Careers Fair

At the Careers Fair every February we welcome over 100 exhibitors. This event is aimed at first year students as a means of encouraging to begin thinking about their options after College. Second year students looking for employment opportunities or who have Higher Education queries are also encouraged to attend. A range of Higher Education representatives, employers and Year Out providers attend. The event takes place in the Multipurpose hall where representatives are able to display marketing materials and answer students' queries. The event is run alongside the student progress review process, therefore ensuring that you have free time to attend.

Career Progression Event.

The highlight of the careers programme is the Career Progression Event. This takes place in May when first year students return after their Spring assessments. You have a choice of over 300 30minute talks and workshops, from which you choose 12 to attend. A number of the sessions are organised and delivered by College teaching staff, with other presentations being offered by employers, Higher Education representatives, Year Out providers and former students. The programme gives you a real insight into your options and choices for the future after College.

Specialist Support for Oxbridge Applicants

In the Autumn Term, an initial introduction to Oxbridge meeting is held to explain what Oxford and Cambridge universities are like and what the College does to support applicants. In January, the Principal has individual appointments with those students who have outstanding GCSE results and advises them on potential Oxbridge applications. An open meeting is held in February for students who may have missed the November session, and in March former students who are now at Oxford and Cambridge return to brief our students on their experiences. A trip to Cambridge is organised in March to Emmanuel College, our link College in Cambridge, where students have the opportunity to talk to admissions tutors. In the Summer Term, potential applicants have one-to-one meetings with one of the Oxbridge team to discuss next steps. This is followed by a session in the Careers Progression Event with detailed advice on preparing personal statements, and each student will be advised to make appointments with appropriate subject staff to help them work on Personal Statements. Applications are sent off to UCAS in September. Mock interviews are organised in November and December, and where written tests are required, College subject departments advise and help students to prepare. There is an Oxbridge site on Moodle with more detailed information, and is regularly updated about taster days and other opportunities available at both universities.

Specialist Support for those applying for Medicine, Dentistry and Veterinary Medicine

The Medics Programme is a comprehensive two year programme of activities for students applying for medicine, dentistry and veterinary medicine. It covers the application process for

these highly competitive courses as well as the necessary skills for interview and for the UCAT and BMAT examinations. We assist students in preparing an individual personal statement, which reflects their strengths, and advise them on the necessity of appropriate and extensive work and volunteer experience. We provide one-to-one advice on the best Universities to apply to based on their personal profile. Ex-students now studying these courses or having completed these courses at university often return to share their experiences. We also involve qualified outside speakers, visit the local hospital for a medical careers day and a taster day at ARU Medical School and ensure students are well-informed on other available opportunities and resources.

Weekly meetings in the second year involve discussion of topical news items, ethical issues and comprehensive guidance on interview techniques. Many college staff give up their time to help with both one-to-one and MMI mock interviews. Students are given feedback on their performance and advice on interview dress.

Specialist support for Teaching

The 'Pre-Teaching' Additional Study is a means by which year 12 students who are considering a primary school teaching career can gain work experience in a primary school, especially if they are considering studying Primary Teaching/Education with Qualified Teacher Status (QTS) at university. At the end of year 12, an information pack regarding the Primary Teaching degree application process is provided for all Pre-Teaching students, plus further support as required. Work experience will take place as and when Covid-19 restrictions allow. In the meantime, this has not prevented students from undertaking Primary Teaching (with QTS) courses for entry to university. Interviews have been held online and Literacy and Numeracy Skills Tests have been replaced by universities' own tests

Specialist support for Lawyers

Lawyers is a programme of learning and activities designed for students who are interested in a career in law. It is mainly aimed at student who are not studying A-level Law or BTEC Applied Law. The course will cover the basics of the English Legal system and looks at how the law is made and used. Core skills such as debating and public speaking will be covered via activities such as mock trials and presentations and participation in national competitions such as "The Bar Mock Trial" and "The Legal Apprentice."

Career paths will be considered including looking at the variety of legal professions and the availability of alternative training paths such as apprenticeships. Guidance will be given on personal statements, interviews and, where appropriate, the LNAT examination. A range of speakers will be invited, many of whom are former college students, to talk about their jobs and routes to their careers.

'Year Out' Advice

The College has a Year Out Adviser who offers 1-1 appointments for students on request. These meetings are tailored specifically to meet each student's interests, budget and aims for a gap year experience. Traditionally, we have advised upon volunteering (UK and abroad), working (UK and Abroad) and round the world travel experiences. We aim to help students have a fulfilling and meaningful gap year, and can recommend companies that tailor their experiences specifically for student gap years.

Moodle - VLE (Virtual Learning Environment)

Moodle gives you access to a variety of resources, including Library and Careers information, study materials, as well as an excellent range of academic subject materials and general information about your life at College. Moodle is available to all students and you should access it every day to check the current notices. Within College you will automatically log onto Moodle when you go to the site. From outside the College, you can log in via a link at the bottom of the College's main web site. The same logon and password are used as for the College Network, allowing remote access from any location where you have access to the Internet.

Tutorial Programme

Every Thursday students are with their personal tutor for a 40-minute tutorial session. Some sessions during the year offer information on careers and progression. Personal Tutors can offer guidance and advice to students about their future plans and can refer them to the Careers Department.

Work-related Learning/Employability

Work related learning takes many forms and is both implicit and explicit in your individual programme of study and curriculum areas.

Subject lessons will all have elements of employability skills within them. E.g. Law explains how courts are structured outlining a number of careers opportunities. Business looks at the recruitment process, including the application process and legislation around recruitment and selection which assist students in their own employment.

External speakers for subjects provide opportunities for careers advice and information, as well as delivering a subject specific topic.

The 2-Day Career Progression event external and internal speakers provide information on career progression from subjects, as well as information about alternative routes into careers.

