



Havering Sixth Form College Parents'/ Guardians' Guide

Welcome

This guide aims to provide the essential information you will need to support your son/daughter through their time at the College.

Please be assured that the College does everything possible to ensure that students entering the College for the first time feel welcome and that their transition to the different environment of the College is made as smooth as possible. In return we expect all our students to contribute to the friendly atmosphere in the College by showing consideration and respect for others. The College values all its members equally and does not tolerate discrimination, bullying or harassment of any kind.

Personal Tutor

The College places great importance on the three-way relationship between the student, their parents or guardians and their Personal Tutor. Every student is allocated to a Personal Tutor who acts as their mentor and guide through College. The Personal Tutor is your main point of contact at the College. However, the College welcomes contact from parents/guardians, at any time. If you think that your son/daughter is experiencing difficulties, or even if you just want a current update on their progress, do not hesitate to contact their Personal Tutor through Main Reception (01708 514 400).

In addition each student also has a Senior Tutor to whom to go for advice and support if they would prefer to do so. Most problems are resolved by being dealt with quickly at this informal level. Senior Tutors can be contacted through Lesley Bryan, Student Support Administrator on 01708 514 476.

You may also find the following direct lines useful:

Absence Line:	01708 514 407
Registry:	01708 514 573
Special Needs Co-ordinator	01708 514 496
Examinations:	01708 514 532
Finance:	01708 514 420

We hope that your son(s) and/or daughter(s) enjoy their time at the College.

With best wishes for the year ahead!

John Davis
Assistant Principal, Student Services

Academic Review Days, Reports and Parents' Evenings

The College aims to keep parents/guardians up to date with their son/daughter's progress throughout the year. You will receive a progress report in the post every half term.

Autumn Term 2010

Half Term Report	Friday 22 nd October 2010	Despatched to parents
Academic Review Day		Students will be given an individual appointment by their Personal Tutor and parents are invited to attend
Parents' Evening	Thursday 11 th November 2010 Tuesday 16 th November 2010	4:45 – 8:00 pm A-K 4:45 – 8:00 pm L-Z
End of Term Report	Tuesday 21 st December 2010	Despatched to parents

Spring Term 2011

Half Term Report	Friday 18 th February 2011	Despatched to parents
Academic Review Day		Students will be given an individual appointment by their Personal Tutor and parents are invited to attend
Parents' Evenings	Thursday 17 th March 2011 Thursday 31 st March 2011	4:45 – 8:00 pm A-K 4:45 – 8:00 pm L-Z
End of Term Report	Friday 8 th April 2011	Despatched to parents

Summer Term 2011

Half Term Report	Friday 27 th May 2011	Despatched to parents
Review of the Year and A2 Enrolment	Thursday 16 th June 2011 Friday 17 th June 2011 (to be confirmed)	Students will be given an individual appointment by their Personal Tutor and parents are invited to attend
Student Higher Education & Careers Event	Wednesday 22 nd June 2011	An opportunity for students to talk to over 30 visiting universities and employers and to attend a range of presentations.
Higher Education Finance Meeting for Lower Sixth students and Parents/Guardians	Tuesday 28 th June 2011	Information evening on financing Higher Education
End of Term Report	Wednesday 21 st July	Despatched to parents

Term Dates: 2010-2011

Autumn Term	Thursday 2 nd September – Wednesday 22 nd December
Half Term	Monday 25 th October – Friday 29 th October
Day's Closure	Monday 29 th November
Spring Term	Tuesday 4 th January – Friday 8 th April 2011
Half Term	Monday 21 st February – Friday 25 th February 2011
Day's Closure	Monday 17 th January 2011
Day's Closure	Friday 18 th February 2011
Summer Term	Tuesday 26 th April - Wednesday 20 th July 2011
Half Term	Tuesday 31 st May – Friday 3 rd June 2011
May Day	Monday 2 nd May 2011
May Bank Holiday	Monday 30 th May 2011
Day's Closure	Monday 13 th June 2011

The College Day 2010-2011

Monday, Tuesday	-	8:30 am – 4:15 pm
Wednesday	-	8:30 am – 4:15 pm
Thursday	-	8:30 am – 4:15 pm
Friday	-	8:30 am – 2:40 pm

We encourage students to make the best use their private study periods by spending them in the library, computer areas, the Learning Zone and other study areas. However some students may prefer to work at home.

2010-2011 Timetable

Individual student timetables are printed once enrolment has taken place.

Attendance

The College expects 100% attendance from all students as would be expected at work. Our research shows very clearly that there is a strong relationship between poor attendance and poor results. Should a student be absent the College must be informed **on each day of the absence**. The Absence Line telephone number is:

01708 514 407 and is open 24/7.

If a student becomes ill at College, or has an appointment to attend, they must sign out in the book at Reception.

If a pattern of poor attendance emerges parents/guardians will be contacted by the Registry or by your son/daughter's Personal Tutor. A monitoring programme and targets will be put in place. The Registry will liaise with you on a weekly basis if necessary. If attendance does not improve with this support and monitoring, you will be invited to attend a meeting with the Personal Tutor and a Senior Tutor. Should a student still fail to improve a Disciplinary Panel will be convened and this panel will make a decision on the student's future at College.

Parents and students should note that when writing references the College is completely honest in matters regarding punctuality and attendance. Good attendance and punctuality (alongside honesty and integrity) are the first things employers want to know about.

Punctuality

The College has a punctuality policy and expects all students to adhere to it. The Punctuality Policy is explained to all students during the September Induction. It includes the right of a tutor to deny a student access to the classroom if s/he is more than ten minutes late. This is because it is unfair to both the teacher and the rest of the class to disturb their lesson. Students with persistent lateness are monitored and parents are informed and involved in the same way as for attendance above.

Time Management & Self Discipline

College life requires greater time management and self-discipline on the part of the student than was probably the case at school. Perhaps inevitably, some students find these skills the hardest to develop. At school everything was organised and structured for them by their teachers, whilst at college they have private study periods when they are not in class. Students are expected to organise themselves and use this non-contact time for study.

The quicker a student learns how to use this time sensibly the more successful they are likely to be in their studies. This is very good preparation not only for going on to study at university, but also for learning how to balance life's commitments as an adult.

Study Time

One of the more difficult and challenging adjustments students have to make when they start College is to realise that academic study involves working both within and outside the classroom. We recommend the following guide as to the amount of time per subject/course that should take place per week.

Advanced Level Courses	9.5 hours per subject per week
BTEC National Certificate of Diploma	24-28 hours per programme per week
GCSE Courses	5.5 hours per subject per week
BTEC First Introductory Diploma	25 hours per programme per week
International Baccalaureate:	Standard: 6.5 hours per week
	Higher: 9.5 hours per week

Careers Advice and Guidance

All students at the College receive careers advice and guidance, the main themes of which are self-development and career exploration. The programme is largely delivered by Personal Tutors through the Tutorial Programme. All students on advanced courses are encouraged to take the online Stamford Test via the UCAS website. It is a short questionnaire which can help to match interests and abilities to possible higher education subjects. With over 300 Higher Education Institutions and 55,000 degree courses to choose from, getting started can be very daunting and students find this very helpful.

The College has a Careers Centre which is centrally located in the Atrium and is open during normal College hours. It was highly praised during the OFSTED inspection (April 2009). It is extremely well stocked with Careers & HE resources and copies of prospectuses of all of the UK Universities can be borrowed. It also provides access to a variety of careers databases, which are also available on the College network. Separate careers events and Higher Education events are organised at appropriate times of the year; these offer students the opportunity to meet university and employer representatives and vice versa. The representatives at the very successful Higher Education and Careers Day held this June have all asked to be invited back as they were so impressed by our students! Students also receive individual advice and guidance on choosing their university courses, applying through the UCAS application process and support with university interviews. Specialist advice on University finance is also provided throughout the year by visiting university staff and also at the Parents evening on Student Finance in June.

The Careers Centre is staffed by our experienced Careers team, Nikki Phelps, Janet Chamberlain and Katherine Briaris, who liaise closely with the Connexions (Careers) organisation which provides further professional careers guidance to those students who wish to go straight into employment. Jacquie Stewart, another member of the team is a Connexions careers adviser & spends three days a week at the College. She is available for both individual interviews and group work.

For any Careers enquiries please contact Nikki Phelps , Janet Chamberlain or Katherine Briaris on 01708 514440 or email NikkiPhelps@havering-sfc.ac.uk

Work Experience

At Havering Sixth Form College we actively promote work experience. The skills gained from a work related setting are highly recognised as key to a learner's successful progression. We believe that work experience is challenging preparation for learners in their journey towards their career aim and to becoming independent professionals. Work experience should stretch the learners, allowing them the opportunity to grow and adapt to a professional setting and to develop their skills for future success.

Christine Constable, Work Experience Co-ordinator, liaises with a number of organisations to locate work experience opportunities for students across the College. Christine works with learners who have work experience included as part of their course and any student can 'drop-in' and complete a work experience request. Christine will then do her best to arrange a work experience opportunity. We are committed to providing safe work environments and to preparing our learners to be health and safety conscious and have an understanding of how to 'keep safe' in a work environment.

Part Time Work

Students who gain a place at the College are committing themselves to full time education. A part time job of limited hours can help a young person develop in many ways, as well as provide an often much needed income. From experience **we recommend no more than twelve hours paid work per week**. National research shows that going over this number of 12 hours has a negative effect on grades.

Holidays During Term Time

We request parents and guardians not to take their sons/daughters on holidays during term time. Such absence **cannot** be authorised. The student often thinks that they will catch up or even do the work on holiday! Alas this very rarely happens. Photocopying someone else's notes is not learning.

Mobile Phones

Whilst nearly all students own and use mobile phones, the College does **not** accept responsibility for loss or damage to them whilst on College premises. The College also insists that mobile phones are switched off during lessons and the Daily Tutorial Meeting. Under **no** circumstances should a student bring their mobile phone to College if they are sitting examinations. A student found with a mobile phone in the examination hall would find that particular paper disqualified and their other examinations put in jeopardy. The examination boards have to be informed as this is a breach of their regulations.

Student Services

The College provides trained counsellors on site for students. This is a free, confidential service aimed at helping students if they are facing difficulties which they feel uncomfortable talking to their parents/guardians or Personal Tutor about. Our counsellors, are Sue Jenks and Jenny Yarrow and appointments can be made on tel: 01708 514 476 or by emailing Sue directly at: guidance@havering-sfc.ac.uk The Student Diary contains a list of over 30 helplines which might prove useful and further information is available on the College Portal under 'Student Services'.

There is also considerable support for students with special study needs. We have a Study Support Tutor, Roger Brock, who is a trained specialist in helping students with difficulties such as dyslexia, dyscalculia or dyspraxia. For more general study support we have a Learning Zone which is staffed by Learning Mentors who can help with general study skills or offer 'catch-up' programmes. In addition most departments have a Departmental Facilitator who assists students one-to-one or in small groups. A wide range of students benefit from this help.

The Care Zone is a state of the art facility for students with a disability, serious illness or injury. For example, students returning to College following surgery or serious illness find it useful as a place to rest during their free periods.

Educational Maintenance Allowance (EMA)

This is the main financial support for students but it is dependent upon parental income. The College itself does not judge applications but does administer payment. It is paid directly into the student's bank account on a weekly basis provided they have 100% attendance and punctuality.

There are three levels of Educational Maintenance Allowance:

- Where the household earns a maximum of £20,817 p.a. the student is entitled to £30.00 a week paid into her/his bank account.
- Where a household earns from £20,818 - £25,521 p.a. the student is entitled to £20.00 a week.
- Where a household earns from £25,522 - £30,810 p.a. the student is entitled to £10.00 a week.
- Where a household earns more than £30,810 p.a. – do not qualify

EMA Application Forms were issued by all secondary schools and can also be collected by your son/daughter from the Registry Window which is located in D11, at the back of the Refectory. Students on an EMA may also be entitled to contributions to trips, visits and music tuition from the College Discretionary Learner Support Fund. (see table below)

Weekly EMA Received	Support Received Towards Trips etc.	
£30.00	50% of cost up to a total trip cost maximum of £500	Students in receipt of the full £30 a week will receive a reduction of 50% on all trips up to a maximum cost of £500. This means that a £500 trip would see the student receive £250 from this fund. Students on £20 a week would receive a reduction of 25% and students in receipt of £10 a week will receive a reduction of 10%
£20.00	25% of cost up to a total trip cost maximum of £500	
£10.00	10% of cost up to a total trip cost maximum of £500	

£250 is the maximum reduction on any trip. There is no reduction on any amount over £500.

In order to be fair to all, the EMA regulations have to be strictly applied. In our experience the two regulations that are not met are as follows:

- (1) The parent/student fails to notify the College on the day of the absence.
(24/7 Absence Line 01708 514 407)
- (2) The student fails to give two days' notice of absences known in advance e.g. hospital appointments, interviews, open days etc.

The College authorises the payments two weeks in arrears.

On joining the EMA scheme at the College students and parents are issued with contracts and their own copies of the EMA procedures. It is essential that parents and students are aware of all the EMA procedures to ensure they fulfil the weekly criteria for payments.

Discretionary Learner Support Fund

This is the College safety net which ensures that students, whose families suddenly find themselves in particular financial hardship, have the same educational opportunities as any other student attending the College. It provides exceptional support to students aged 16 and above, who are experiencing financial difficulty in meeting costs associated with learning e.g. books, equipment, trips & visits. If your family circumstances change mid-year you may be entitled to financial help from the College. Evidence of hardship will be

required. This is usually proof of receipt of a means tested benefit, for example, income support, family tax credit or Care to Learn.

If you wish to apply for help from the fund ask your son/daughter to email either email Lesley Bryan (Student Administrator) or their Senior Tutor or visit them in S5.

The Student Diary

The College provides every student with a diary to help them to manage their time effectively, to record work set and assignment deadlines. The diary contains brief information on the facilities and services available in College.

Parent Governors

The Board of Governors of the College is known as the 'Corporation'. There are two parent members elected by all parents. Parents remain members as long as their sons/daughters attend the College.

The role is not too onerous. Most of the work takes place in the evenings. Governors do not manage the College; they set direction, guide, and monitor and assess the work of the College. Parent governors do not represent parents any more than other governors, but they do have special knowledge which is invaluable.

No specific skills are required other than attendance at two or three meetings per term in the early evenings (6 p.m.) and an annual conference.

College Policies

You will find policies of particular relevance and interest to parents available on our website: www.havering-sfc.ac.uk. Alternatively, if you wish to view a particular policy please contact the main office mainoffice@havering-sfc.ac.uk and arrangements will be made to email/post a copy to you.

- Anti-bullying and Harassment Policy
- Discretionary Learner Support Fund Policy
- ID policy
- Personal Relationships between staff and students
- Punctuality
- Religious Dress Policy and Dress Code
- Safeguarding Policy
- Single Equality Scheme
- Student Disciplinary Policy
- Teaching and Learning Policy
- Weapons Policy

College Complaints Procedure for Parents/Guardians

We expect your son/daughter to be very happy at the College; it is a very pleasant, safe and friendly environment in which to study.

However if you have reason to make a formal complaint against the College and the service it provides then please write in detail to the Principal:

Mr. Paul Wakeling
Principal
Havering Sixth Form College
Wingletye Lane
Hornchurch,
Essex
RM11 3TB

Confirmation of receipt of your complaint will be returned to you within 5 working days. The complaint will be investigated quickly and fairly by a designated senior manager.

- If it is about a teaching, curriculum or staffing matter your complaint will be investigated by Paul Nutter, Assistant Principal, Curriculum
- If it is about the student support system, your complaint will be investigated by John Davis, Assistant Principal, Student Services
- If it is about health and safety or premises, your complaint will be investigated by Pat McConalogue

If your complaint is rejected by the Principal and you remain dissatisfied, you may appeal to the Chair of the Corporation giving your reasons for not accepting the decision.

Mr. Keith Darvill
Chair of Corporation
Havering Sixth Form College
Wingletye Lane
Hornchurch
Essex
RM11 3TB