



## Parents Guide 2011-2012

### 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

## Progress 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 2011

|                     |   |  |
|---------------------|---|--|
| Half Term Report    | Friday 21 <sup>st</sup> October 2011  | Despatched to parents  |
| Parents' Evening    | Thursday 10 <sup>th</sup> November 2011<br>Tuesday 15 <sup>th</sup> November 2011 | 4:45 – 8:00 pm A-K<br>4:45 – 8:00 pm L-Z   |
| Progress Review Day | Wednesday 7 <sup>th</sup> December 2011   | Students will be given an individual appointment by their Personal Tutor and parents are invited to attend |
| End of Term Report  | Friday 16 <sup>th</sup> December 2011   | Despatched to parents  |

### Spring Term 2012

|                     |                                       |  |
|---------------------|---------------------------------------|--|
| Half Term Report    | Friday 10 <sup>th</sup> February 2012 | Despatched to parents  |
| Parents' Evening    | Tuesday 13 <sup>th</sup> March        | 4:45 – 8:00 pm A-K   |
| Progress Review Day | Thursday 15 <sup>th</sup> March 2012  | Students will be given an individual appointment by their Personal Tutor and parents are invited to attend |
| Parents' Evening    | Wednesday 21 <sup>st</sup> March 2012 | 4:45 – 8:00 pm L-Z   |
| End of Term Report  | Friday 30 <sup>th</sup> March 2012    | Despatched to parents  |

### Summer Term 2012

|   |   |  |
|---|---|--|
| Half Term Report  | Friday 1 <sup>st</sup> June 2012  | Despatched to parents  |
| Review of the Year and A2 Enrolment   | Tuesday 29 <sup>th</sup> May, 2012<br>Wednesday 30 <sup>th</sup> May 2012 | Students will be given an individual appointment by their Personal Tutor and parents are invited to attend                 |
| Student Higher Education & Careers Event  | To be advised   | 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 | To be advised   | Information evening on financing Higher Education  |
| End of Term Report  | Friday 6 <sup>th</sup> July 2012  | Despatched to parents  |

### Term Dates: 2011-2012

|                  |  |
|------------------|--|
| Autumn Term      | Thursday 1 <sup>st</sup> September – Friday 16 <sup>th</sup> December 2011 |
| Half Term        | Monday 24 <sup>th</sup> October – Friday 28 <sup>th</sup> October 2011     |
| Spring Term      | Tuesday 3 <sup>rd</sup> January – Friday 30 <sup>th</sup> March 2012       |
| Half Term        | Monday 13 <sup>th</sup> February – Friday 17 <sup>th</sup> February 2012   |
| Summer Term      | Monday 16 <sup>th</sup> April – Friday 13 <sup>th</sup> July 2012          |
| May Day          | Monday 7 <sup>th</sup> May 2012  |
| Bank Holiday     | Monday 4 <sup>th</sup> June 2012   |
| 2nd Bank Holiday | Tuesday 5 <sup>th</sup> June 2012 (Queen's Jubilee)                        |
| Half Term ends   | Friday 8 <sup>th</sup> June 2012   |

### **How will the College communicate with parents/guardians?**

- Via half term reports (see despatch dates above)
- Via Progress Review days (see dates above)
- Via Parents' consultation evenings (see dates above)
- Via ParentMail – if you are not registered send an email to:  
[helpdeskaccount@havering-sfc.ac.uk](mailto:helpdeskaccount@havering-sfc.ac.uk)
- Via your son/daughter's Personal Tutor – you can leave a message for Personal Tutors via the main switchboard number 01708 514 400

### **What does my son/daughter do at College?**

Teaching takes place each day from 08:30 – 4:15 pm, with an earlier finish on Fridays. Please ask your son/daughter to provide you with a copy of their timetable to help you support them in their studies. If you have difficulty obtaining a copy, please contact the College.

### **The College Day 2011-2012**

|           |   |                   |
|-----------|---|-------------------|
| Monday    | - | 8:30 am – 4:15 pm |
| 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 of their private study periods by spending them in the Learning Services area, the IT study space in Newcourt or other study spaces around the College. The Learning Services area includes silent study space alongside an area for collaborative working. The library and Careers Centre can also be found here. Support is available from the Learning Mentor team. However, some students may prefer to work at home during their study periods.

### **How can I support my son/daughter at College?**

You can help them to manage their time more effectively during the change from the school routine to College. For example, not always having to be in College for the first period of the day could lead to bad punctuality and attendance. Talk to them about their work and ask if they are up to date with everything. If you are concerned about their progress, don't wait for a Parents' evening, call their tutor to talk about it at any time throughout the academic year.

Locate a space at home where they can study in peace and quiet. Encourage them also to use the Learning Services area and other study areas around the College.

Please attend the Parents' evenings. The dates are set out above and a reminder will be posted on the Half Term Report you receive prior to every parents' evening. Students have the responsibility of making appointments for you (similar to the system operated in many senior schools).

Talk to your son/daughter and listen to what they say about the College, if you have any concerns at all, contact us.

Finally, praise your son/daughter, a parent's praise is worth its weight in gold.

### **2011-2012 Timetable**

Individual student timetables are printed once enrolment has taken place (the beginning of September 2011).

### **Data Protection**

At Havering Sixth Form College we will process a range of information about our students. This will commence with the processing of application forms and continue throughout the student's time with us. We will do this in accordance with the Data Protection Act 1998 and the College's own Data Protection Policy.

## **Attendance**

The College expects 100% attendance from all students as would be expected at work. Below 90% attendance represents a half a day a week 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 she/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    |

Students should therefore expect to study in their own time and other commitments such as part-time jobs, clubs and leisure activities must be fitted around this primary commitment.

## **Sudden College Closure**

If we experience very bad weather conditions i.e. heavy snow, the College may be closed and staff/students will be notified by mobile, text or email.

## **Examinations**

The College will automatically enter and pay for students for examinations in all of their subjects providing they fulfil certain obligations such as attending lessons, completing work and submitting coursework on time. If any examination is a 're-take' of one taken previously students will be asked to pay the fee.

For students who miss examinations the consequences can be serious. The student will bear the cost of the missed examination. Departments are unlikely to be able to offer the same level of support in terms of revision as would normally be the case.

Students are reminded via the Student diary, College Portal, emails and notices around College – not to leave bags with valuables outside examination venues. This is simply inviting theft and the College cannot accept responsibility for any lost or stolen items.

Any queries regarding examinations should be directed to the Examinations Office.

### **What if my son/daughter feels they have made the wrong course choice?**

The advice and guidance given to students prior to starting at the College, including lengthy enrolment interviews, is dedicated to ensuring we offer students the courses that best match their needs.

Changes may only be possible in exceptional circumstances, to be determined by the College.

### **How does my son/daughter progress from the Lower Sixth to the Upper Sixth?**

For students enrolled on an advanced programme (two year course), progression into the second year will be dependent upon their achievement, attendance, behaviour and attitude during their first year. **Progression is not automatic.**

### **How does my son/daughter progress from a One Year Course to an advanced programme?**

Students will receive advice and guidance during the Spring term and must then make an application. Once again, progression will be dependent upon their achievement, attendance, behaviour and attitude during their first year. Students will also be required to attend an interview. **Progression is not automatic.**

### **What if my son/daughter decides HSFC is not for them?**

Students who are thinking of leaving College should discuss their concerns with their Personal Tutor/Senior Tutor at an early stage. A meeting with a careers specialist is sometimes helpful and can be arranged in the Careers Centre.

## **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. In 2010 70% of advanced level students went on to higher education. The programme is largely delivered by Personal Tutors through the Tutorial system. 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 located in Learning Services 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. Employer and higher education representatives at the very successful Higher Education and Careers Day held during the summer term ask to be invited back as they 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 held in the summer term.

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](mailto: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. Christine can be found in Learning Services.

### **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 providing 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. Absence during term time at College has a far greater negative effect than in school.** 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.

It is important to recognize that Lower Sixth students do not finish College after they have sat their AS examinations but at the end of the academic year. A2 work is undertaken in the last weeks of term which must not be missed. Failure to attend will prevent your son/daughter from continuing into the second year of study.

### **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. It is unwise to bring expensive items, including mobile phones, to College. The College also insists that mobile phones are switched off during lessons and any tutorial meetings. 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. Phones and other valuable personal items should not be left outside examination venues.

## **Security of Property**

The College cannot accept responsibility for items lost or stolen from the premises. It is unwise to bring expensive items into the College or to leave them unattended. We do our utmost to protect students' property, installing video cameras at strategic points and having a team of Safety Officers. However, should a student lose anything or have property stolen then please contact Reception or one of the Safety Officers. At the beginning of term students will be offered the opportunity to have a locker. They should not leave bags and valuables around the College, particularly in changing rooms, classrooms or outside examination venues.

## **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. Appointments can be made on: 01708 514 476 or by emailing directly at: [guidance@havering-sfc.ac.uk](mailto:guidance@havering-sfc.ac.uk) The Student Diary contains a list of over 30 help lines which might prove useful and further information is available for students 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 our Learning Mentors can help with general study skills or offer 'catch up' programmes. The Learning Mentors are based in Learning Services.

The Care Zone is a very popular state of the art facility for students with a disability, serious illness or injury. Students returning to College following surgery or serious illness find it useful as a place to rest during their free periods, alongside students who are stressed or just need time to chill out.

## **Finance**

For anything to do with money, such as paying for College trips, exam fees etc., students will need to go to Finance. Payments can be made in cash, by cheque, or by debit/credit card. Debit/Credit payments can be made over the telephone: 01708 514422.

## **Financial Support (as at 14<sup>th</sup> September 2011) Updates will be published on the College website.**

**Students who were first awarded EMA (Educational Maintenance Allowance)** in 2009/10 at the maximum level (£30 a week) will receive payments of £20 a week this academic year (if they continue to comply with EMA rules and regulations). Students who were awarded £20 or £10 a week in the year 2009/10 will not receive EMA this year. If the household income is below £16,190 they may qualify for the Guaranteed Student Bursary of £1,200 (see below) or the Discretionary Student Bursary (details to be published soon).

**New students** to the College can no longer receive EMA (Educational Maintenance Allowance). This was abolished by the government earlier in the year.

The College has been allocated an amount of money to support the educational needs of our new students but this amount is very small compared to what students received in EMA payments.

The College has been working with other London colleges to come up with a system for distributing these limited resources as fairly as possible. Our main aim must be to cover essential costs associated with a student's education whilst they are at the College.

We shall be finalising the details of the scheme in the next few weeks. Full details will be available on the College website, on the College Portal for students and also emailed to all students in the College.

For general guidance, we have to point out that we are looking to subsidise costs directly related to our students' education and any cash payments will only be made on rare occasions where extreme need is evident.

**Families where the household income is above £16,190 (Free School Meals cut off) are unlikely to receive any support.**

Whilst the College is looking to support its students as much as possible, we have to work with a relatively small amount of money that has been granted to us by the government.

If a **student** is:

In care

A care leaver

In receipt of Income Support

In receipt of Employment & Support Allowance and Disability Living Allowance

then they may be entitled to a Guaranteed Student Bursary of £1,200. **Any student who thinks they may fall into this category should obtain an enquiry form from the Registry (Room A6) on a Monday, Tuesday or Thursday between 9:00am and 1:00 pm.**

Details of the full scheme will be published as soon as they are finalised.

### **Safeguarding**

The College takes the safety and security of its students and staff very seriously. Students are expected to wear their college ID visibly at all times and are obliged to show this to any member of staff who requests it. We are one of the safest colleges in London and in our latest student survey 93% of students said they felt safe here. We have full time safety officers who are on site at all times ensuring that we have a safe environment in which to study and work. Issues such as staying safe online are discussed with students and all students are issued with a 'Stay Safe' card at the start of the year which contains key information about what to do to remain safe when out with friends, in college or online. We liaise with external agencies who visit us frequently to advise students on issues such as safe driving, use of alcohol, smoking & sexual health. We have an excellent rapport with the local Police who have praised the college for its action to keep students safe. Our computer systems are constantly monitored with the latest e-safe systems. If a student feels threatened or finds himself/herself in an unsafe situation – they should go to Reception or the Senior Tutor Room (S5).

### **Equality & Diversity**

The College values the diversity of its students and staff. We believe that mutual respect is at the core of the staff/student relationship in college. Bullying or any form of harassment is totally unacceptable and dealt with promptly and appropriately. We encourage all staff & students to celebrate difference in an atmosphere of mutual respect. Students with learning difficulties, disabilities or medical conditions are supported at all times. Visitors to the College frequently comment on the warm & friendly feel of the college and that is something we want to keep. Such an environment assists learning and acts as a good preparation for Higher education and/or the world of work.

### **What happens if my son/daughter is being bullied?**

The College takes a zero tolerance stand on bullying and harassment. When we become aware we act quickly and appropriately. The Personal Tutor is the first point of call in such circumstances. Our policy is available to view on the College website.

Students can report their concerns (anonymously if they wish) via the SHARP system on the College intranet (MOODLE). The in-box is checked daily.

### **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.

## **College Policies**

You will find policies of particular relevance and interest to parents available on our website: [www.havering-sfc.ac.uk](http://www.havering-sfc.ac.uk). Alternatively, if you wish to view a particular policy please contact the main office [mainoffice@havering-sfc.ac.uk](mailto: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

## Student Disciplinary Procedure

The disciplinary procedures for dealing with students who do not conduct themselves appropriately are set out below. These matters are usually dealt with by the Personal Tutor in the first instance (see Disciplinary Table below). This list is not exhaustive.

| Minor Misconduct  | Significant Misconduct   | Serious Misconduct   |
|---|--|--|
| <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Low level disruption</li> <li>• Minor acts of disobedience</li> <li>• Noisy behaviour</li> <li>• Minor breach of College rules</li> <li>• Inappropriate dress</li> </ul> <p><b>Academic Misconduct:</b></p> <ul style="list-style-type: none"> <li>• Lateness</li> <li>• Unauthorised absence</li> <li>• Missed deadlines</li> </ul> | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Persistent minor misconduct</li> <li>• Failure to display ID</li> <li>• Failure to carry out a reasonable request</li> <li>• Deliberately provocative behaviour</li> <li>• Use of foul language</li> <li>• Disruptive Behaviour</li> </ul> <p><b>Academic Misconduct</b></p> <ul style="list-style-type: none"> <li>• Persistent lateness</li> <li>• Persistent unauthorised absence</li> <li>• Persistent missing of deadlines, especially coursework</li> </ul> | <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Persistent significant misconduct</li> <li>• Persistent failure to comply with College rules (however minor)</li> <li>• Persistent failure to display ID, (i.e. failure to identify oneself as a member of College)</li> <li>• Persistent disruptive behaviour</li> <li>• Bullying or threatening behaviour</li> <li>• Malicious allegations</li> <li>• Repeated offensive language</li> <li>• harassment of any kind – ageist, homophobic, racist, sexist etc</li> <li>• Behaviour which endangers self or others</li> <li>• Possession of an offensive weapon</li> <li>• Being under the influence of/in possession of alcohol or other drugs</li> <li>• Physical or sexual assault</li> <li>• Theft or wilful damage to property</li> <li>• Arson</li> </ul> <p><b>Academic Misconduct</b></p> <ul style="list-style-type: none"> <li>• Chronic lateness</li> <li>• Chronic unauthorised absence</li> <li>• Plagiarism (especially copying in examinations)</li> <li>• Chronic missing of deadlines, especially final coursework deadlines.</li> </ul> |



|   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Dealt with on the spot or as soon as possible</li> <li>• Personal Tutor informed</li> <li>• Terms agreed for improved behaviour</li> <li>• Personal Tutor keeps a record in their Personal Tutor file. The record is kept until the end of the student's programme of study at the College.</li> </ul> | <ul style="list-style-type: none"> <li>• Cause for Concern referred to Personal Tutor who liaises with Head of Department/Course Leader as appropriate.</li> <li>• Student interviewed</li> <li>• Terms agreed for improved behaviour</li> <li>• Parent(s)/guardians informed by letter</li> <li>• Verbal warning</li> <li>• A record of the meeting together with a copy of the Cause for Concern is placed on the student's file for the duration of their programme of study at the College.</li> </ul> | <ul style="list-style-type: none"> <li>• Immediate referral to Senior Tutor or Subject Sector Leader as appropriate.</li> <li>• Parent(s)/guardians invited to attend meeting with Senior Tutor or Subject Sector Leader.</li> <li>• Referral to Police and/or other external agencies as appropriate</li> <li>• May lead to a Disciplinary Panel</li> <li>• May lead to temporary or permanent suspension</li> </ul> |
|---|--|---|

## **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 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 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