



Barton Peveril
Sixth Form College

A GUIDE FOR PARENTS 2011 - 2012

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1 INTRODUCTION

Welcome to Barton Peveril College!

The College recognises that parents play an important role in enabling young people to achieve their educational potential. This guide aims to encourage a three-way partnership between parents, students and the College. It outlines the College's routines, its services for and expectations of students, and the opportunities for your involvement in this partnership. The College values your help in ensuring that students have full-time study, paid work and social life in sensible proportions. We welcome your feedback on the education we offer your son / daughter and the information we provide to you.

2 KEY DATES

TERM DATES 2011-12

Autumn Term 2011: **2nd year students:** Thurs 1 September Progress Review Morning
1st year students: Thurs 8 September – Friday 16 December
2nd year students: Monday 12 September – Friday 16 December

Half Term: Monday 24 October – Friday 28 October

Bank Holiday: Monday 2 January

Spring Term 2012: Tuesday 3 January – Friday 30 March

Half Term: Monday 13 February – Friday 17 February

Summer Term 2012: Monday 16 April – Friday 13 July*

May Bank Holiday: Monday 7 May

Half Term: Monday 4 – Friday 8 June

Bank Holidays: Monday 4 and Tuesday 5 June

*Please note that first year students return to College to start their second year courses on Monday 11 June, as detailed in the College Calendar. Therefore holidays should not be booked between 11 June and the end of term on 13 July 2012.

COLLEGE CALENDAR 2011-12

(NB These dates may be subject to change)

AUTUMN TERM 2011 (26/08/11 – 16/12/11)

AUGUST 2011

Fri 26	Year 1 Enrolment
Tues 30	Year 1 Enrolment
Wed 31	Year 1 Enrolment

SEPTEMBER 2011

Thurs 1	Progress Review Day Year 2
Thurs 8	Year 1 Induction / Teaching
Fri 9	Year 1 Induction / Teaching
Mon 12	All students in College
Thurs 15	Enrichment and Wellbeing Fair
Wed 21	Annual Achievement Awards

OCTOBER 2011

Sat 15	UCAS External deadline for Oxbridge/ medicine/ vet/ dentistry applications
Wed 19	1.30 pm finish for students OPEN EVENING (5.30 – 9.00pm)
Thurs 20	INSET DAY OPEN EVENING (5.30 – 9.00pm)
Fri 21	Non-Teaching Day
Mon 24 – Fri 28	Autumn Half Term

NOVEMBER 2011

Tues 29	Tutor Review Day
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DECEMBER 2011

Thurs 1	Parents' Evening
Mon 5	Parents' Evening
Fri 16	End of Autumn Term (1.30 pm finish for Students)
Mon 19 Dec – Mon 2 Jan	Christmas Holidays

SPRING TERM 2012 (03/01/12 – 30/03/12)

JANUARY 2012

Tues 3	Start of Spring Term
Mon 9 Jan – Fri 3 Feb	EXAMS (provisional dates)
Thurs 12	HE Finance sessions Yr 2 parents
Thurs 19	HE Finance sessions Yr 2 parents
Sun 15	UCAS External deadline for applications

FEBRUARY 2012

Thurs 2	Routes to HE meeting Yr 1 Parents
Fri 3	Exams end
Thurs 9	Routes to HE meeting Yr 1 Parents
Mon 13 – Fri 17	Spring Half Term

MARCH 2012

Fri 2	INSET DAY
Wed 7	HE and Arts Fair
Thurs 15	Parents' Evening
Fri 16	Tutor Review Day
Fri 30	End of Spring Term

SUMMER TERM

(16/04/12 – 13/07/12)

APRIL 2012

Mon 2 – Fri 13 (Fri 6 & Mon 9 Mon 16	Easter Holidays Bank Holidays Start of Summer Term
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MAY 2012

Thurs 3 Mon 7 Mon 14 May – Fri 29 June	OPEN EVENING (6.00 – 8.30pm) May Bank Holiday EXAMS (provisional dates)
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JUNE 2012

Mon 4 – Fri 8 (Mon 4 Tues 5 Mon 11 Fri 29	Summer Half Term Bank Holiday Bank Holiday Year 2 courses start Leavers Day for final year students
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JULY 2012

Mon 2 Tues 3 Wed 4 Fri 13	Introductory Day Introductory Day Futures Day End of Summer Term (1.30pm finish for students)
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AUGUST 2012

Thurs 16 Thurs 23	AS / A2 / OCR & BTEC National results available GCSE / NATIONAL CERTIFICATE results available
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3 WHO CAN HELP YOU?

- 3.1 Main Reception:** Deals with all general telephone enquiries.
Tel number: 023 80 367 200 Email: enquiries@barton.ac.uk
- 3.1.1 Faculty Administrators:** **Arts Faculty** – Sarah Sullivan; **Humanities Faculty** – Charlene Cooper/ Christina Marshall; **Science Faculty** – Vanessa Gray.
- 3.2 The Finance Office:** Deals with enquiries about bus travel and parking permits.
- 3.4 The Student Services Manager, Debra Collins, and her team:** Telephone 02380 367200 and ask to be put through if you have any queries about enrolment, finance, UCAS etc or email studentservices@barton.ac.uk
- 3.5 Your Son / Daughter's Personal Tutor.** The tutor is responsible for your son / daughter's academic progress and welfare whilst at College. You will receive a letter giving you the name and contact details of your child's Personal Tutor, Student Progress Manager and Head of Faculty.
- 3.6 The Student Progress Manager.** Each student at the College belongs to one of three faculties, depending upon which faculty their Personal Tutor teaches in. These faculties have a Head of Faculty who is in charge of the teaching and staff in that faculty and a Student Progress Manager whose role is to ensure that the College looks after the academic progress and wellbeing of its students. As a parent, whilst your first point of contact on matters to do with progress is the Personal Tutor, your next step up is to contact the Student Progress Manager.
- 3.7 The Faculty Administrator**
Provides administrative support for the Student Progress Manager and Head of Faculty and may contact you on their behalf or you may wish to leave messages with them.
- 3.8 The Senior Leadership Team**
- Principal, Jonathan Prest
 - Vice-Principal, Nigel Groves (responsible for Adult Education and College business functions such as Finance, Estates etc.)
 - Assistant Principal, Mat Chart (responsible for Quality and for the Arts Faculty)
 - Assistant Principal, Mark Henderson (responsible for Students and for the Maths, IT and Science Faculty)
 - Assistant Principal, Mandy Wood (responsible for the College's curriculum and the Humanities and Business Faculties).

4 STUDENT COURSES

4.1 STUDENT COURSES

Almost all students under 19 are on a full-time programme of study:

- either, a one year Intermediate BTEC/OCR National Certificate programme
- or, a two year programme of Advanced Level GCE (AS/A2) or BTEC/OCR National Diploma studies.

4.1.1 For First Year Students (Advanced and Level 2)

- The minimum requirement for a full timetable is a commitment of 18 hours per week plus two tutorial lessons.
- The majority of first year Advanced Level students are on a programme of four subjects at AS or a full award BTEC/OCR National Diploma, plus one or two AS subjects.
- The majority of students on one year courses are studying a BTEC/Level 2 OCR National Certificate plus GCSE English and/or Maths.

4.1.2 Functional Skills / Key Skills

- If any student has not achieved GCSE C grade Maths or English they will be required to take these qualifications.

4.1.3 For Second Year Students

- The majority of second year students are on a programme of three A Levels and an Extended Project or other AS Level (or a full award BTEC/OCR National Diploma and one A Level). Some students choose the equivalent of 3 A levels and the Diploma in Volunteering.

4.2 STUDY PERIODS AND THE PATTERN OF THE COLLEGE DAY

- Lessons take place every day between 8.30 am and 3.50 pm.
- Each student has an individual weekly timetable.
- Attendance at tutorial is compulsory: on Mondays and Wednesdays, students attend tutorial lessons in the middle of the day. Tutors will often arrange to see individuals for meetings after the first 10 minutes of tutorial or at other times during the week.
- Most students will have up to six study periods per week; it is vital that students make full use of this time by allocating at least one lesson to each subject a week for private study.
- Whilst attendance at College during study periods is not compulsory, we strongly encourage students to use the resources available in the library and in departmental study/resource areas.

4.3 TUTORIAL ACTIVITIES AND THE COLLEGE'S TUTORIAL PROGRAMME

- The key role of the Personal Tutor is to guide and monitor students in their academic progress. Students achieving their potential lies at the heart of the tutorial programme.
- All students have an entitlement to tutorial support and guidance which supports their academic progress and personal development whilst at College.
- During their time at College, students will build up a record of their progression from enrolment to leaving College and moving onto employment, further training or higher education.
- This process will be supported at every stage by the Personal Tutor and will include action planning, reviewing performance, careers advice, CV development, applications to higher education and employment.
- Futures Day in the summer term is dedicated to all matters regarding future progression to university or a job. Attendance is compulsory.
- One year Level 2 students follow a programme specifically designed to meet their needs which focuses on the students ensuring they make the most of their time at College.

4.4 HOMEWORK

Students are expected to study for approximately as much time outside of lessons as they do in lessons. A well organised student can use private study lessons to complete much of his / her weekly homework during the College day. Teachers will set a minimum of one homework task per 4.5 hour subject per week. At higher levels of study, students are expected to read, check over their notes and investigate topics they have found challenging as part of their weekly work. This will not be set by teachers! See 8.3 for more details.

4.5 ENRICHMENT AND WIDER OPPORTUNITIES IN COLLEGE

Students should make a real effort to benefit from the wide range of enrichment opportunities at College. Experience shows that students who become involved in extra-curricular work, sports, music, clubs, Duke of Edinburgh's Awards etc. enjoy their College experience more and do better. Selective universities and employers always value the extra-curricular activities students have become involved with at College. Indeed, it is sometimes these which make the difference between the offer of a place or not. Students with significant hobbies and interests outside of College should be encouraged to continue these. For some careers and university courses, appropriate work experience or hobbies may be an important part of a selection process. Please encourage your son / daughter to 'get involved' in this side of College life.

5 PAID WORK

We recognise that students benefit in many ways from part-time employment, but beyond 8-10 hours a week such work becomes detrimental to academic achievement and therefore the purpose of being at College. It is important for students to achieve the right balance between homework, paid work and social life. We strongly advise students (and parents) to consider these points before taking on part-time work:

- Is the employer offering a contract with satisfactory conditions?
- Does the job involve working all – or part of – both days at the weekend (in effect, making a seven day working week)?
- Could the employer demand extra hours for work or training during College time, or in the late evening?
- Is there flexibility to reduce working hours, or to give up work temporarily before and during exam periods?

6 ABSENCE

The attendance and absence of students is recorded electronically by their Personal Tutor and subject teachers. If a student is absent from a subject or tutor period this is recorded on the password protected Student Progress website and you can access this 24 / 7 to keep yourself informed.

Personal Tutors, subject teachers, Student Progress Managers and Heads of Faculty may also, in some cases, contact home to enquire about absence or failure to submit coursework.

6.1 NOTIFYING THE COLLEGE ABOUT ABSENCE: PLEASE KEEP US INFORMED!

- We hope that parents will notify the College as soon as a student is absent through illness, accident or family crisis. Please tell the College on the first day of absence using the online Report Absence form which will soon be available on the parents' page of the College website – www.barton-peveril.ac.uk. You will be able to access the form after logging on to the secure area of the site. If the form is unavailable or you are unable to access the Internet please ring the relevant faculty absence line number as early as possible on the first and each subsequent day of absence stating your son/daughter's name, tutor group, date of birth and reason for absence.
- Absence line numbers are: Arts Faculty 02380 624292; Humanities Faculty 02380 624291; Science Faculty 02380 624294.
- Where the reason for an absence could not have been seen in advance you are expected to notify the College before 11.00am on the day in question. All absences (with a few exceptions) will be reported back to students and parents/guardians via a text messaging system at the end of each day and attendance records can be monitored by parents and students on the website.

Please note that a text alert will still be sent to a parent's mobile at the end of each day of absence, even though the absence has been reported.

- Please continue to update the College on a daily basis in the event of a prolonged period of absence. If appropriate, arrangements can be made via the Student Progress Manager for work to be sent home.
- We also expect students to inform their Personal Tutor and teachers in advance about appointments or special family commitments outside College which will cause absence. A letter of confirmation from home may be requested in these cases.
- Confirmation in writing of a reason for absence may be asked for in some other circumstances, at the discretion of the Personal Tutor/Student Progress Manager.

6.2 SERIOUS ILLNESS OR ABSENCE

In the case of serious illness or other circumstances which may affect examination performance, including the ability to meet fixed College coursework deadlines, a student may be advised to put in a request for special consideration from the examination board. If this is the case, a medical note from the student's doctor will be required by the Examinations Office.

6.3 FAMILY HOLIDAYS

Holidays should not be arranged during College term times and are counted as unauthorised absence. They disrupt a student's learning and can cause serious problems with coursework deadlines and modular examinations which may be arranged throughout the year and at short notice. College staff will not help students catch up with work missed due to unauthorised absences. Please note that first year students return to College to start their second year courses on Monday 11 June, as detailed in the College Calendar. Therefore holidays should not be booked between 11 June and the end of term on 13 July 2012.

6.4 ABSENCE OF STUDENTS IN RECEIPT OF FINANCIAL SUPPORT

- Students in receipt of an Educational Maintenance Allowance or Student Bursary will have a weekly attendance check; all unexplained or unauthorised absences have to be reported and any such absences could result in the withdrawal of payments.
- This makes it doubly important for parents of such students to notify us of reasons for an absence as soon as possible.

7 DISCIPLINARY PROCESS

7.1 THREE STAGE WARNING SYSTEM

In cases where student attendance, behaviour, attitude or progress falls below an acceptable standard, the College will normally operate a three stage warning procedure (please refer to the disciplinary policy on the College website for more details). If students have not responded to the comments and efforts of teachers and their personal tutor then:-

First Warning issued by the Student Progress Manager or Head of Faculty following a meeting between them and the student. Parents will be sent a letter informing them of this meeting and the warning that has been issued and actions agreed.

Second Warning If the first warning is not heeded or does not lead to satisfactory improvement, the Student Progress Manager and Head of Faculty will invite parent(s) into a meeting where a second warning may be given.

Third Stage In the event that the student does not meet the progress required by the second warning then he or she may be asked to leave College. This will be managed by one of the Senior Leadership Team and parents will be given the opportunity to meet with him / her.

Appeal. Students have a right of appeal against a decision to ask a student to leave College.

7.2 SERIOUS BREACHES OF THE COLLEGE'S RULES

In the case of serious breaches of the College's rules and regulations, the student may be suspended by the Principal or one of the Senior Leadership Team, in effect jumping to the third stage of warning. If this occurs, a message will be sent home explaining the situation and inviting parents/guardians to make an appointment with a member of the Senior Leadership Team (see the Disciplinary Policy on the College website for more details).

8 MONITORING AND REVIEWING STUDENT PROGRESS

8.1 Parents are provided with significant amounts of information about the progress of their son / daughter.

The College website allows parents to access password protected data on attendance (recorded and updated each day), completion of a weekly homework task (regularly updated) and progress against a benchmark grade

September	Benchmark grades placed on website
November/December	Subject review with current predicted grade, potential grade and effort grade
March/April	Subject review with current predicted grade, potential grade and effort grade
July (end of term)	Current predicted grade and effort grade updated, subject references

We do expect parents to visit the website regularly to keep themselves informed and to encourage a helpful dialogue with their children about academic progress.

At the end of November and in March there is also a full review on the website which includes comments and actions with regard to how well the student is doing and what they need to do to improve. Parents' Evenings follow the reviews allowing an informed face to face discussion between students, teachers and parents.

We hope you will find this an excellent source of up-to-date information and we believe it will help your son / daughter to reach their potential.

8.2 EXPLANATION OF GRADING SYSTEM

8.2.1 Benchmark Grade

Almost as soon as students arrive at College they will be given a benchmark grade for each of their subjects. The benchmark means, "How do students across the country with the same profile of GCSE results perform in this subject at AS / A level?" This grade remains the same throughout the student's course.

8.2.2 Current Predicted Grade

During the review process teachers will look at how a student is performing. They will ask themselves "In the light of everything I have seen so far from this student, their homework, effort in class etc. given my experience I predict them to achieve this grade by the end of the course".

8.2.3 Potential Grade

Sometimes teachers feel a student could exceed the norm or, with some extra effort or in the light of excellent achievements so far on the course, could do better than the benchmark grade or the predicted grade. At the review meetings in November and March they add a potential grade. As the name suggests, it is about a student's potential and it is used to encourage, stretch and motivate.

8.2.4 Effort Grades

During the review process every teacher will record an effort grade for students. This is deliberately a 'gut' opinion not a calculated grade. It is intended to communicate in a simple way the teacher's perception of the effort which a student is putting into his / her work:

- 0 = unsatisfactory
- 1 = some effort
- 2 = good effort
- 3 = excellent effort

8.3 EXPLANATION OF PROGRESS REVIEW SYSTEM

Reviewing progress within each student's subject areas – and across their studies as a whole – forms a critical part of the learning experience at Barton Peveril.

The College designates specific times for review work throughout the academic year and it's important that students understand the crucial role that they play in this process. Review meetings are designed to help students at regular intervals throughout their time at College. We put the student in the driving seat by requiring them to write and own the comments and action points they will discuss with their teacher or tutor. The review process involves students in three main ways:

1. Subject Reviews

These are carried out by the student and their subject teacher during lesson time and may involve class discussion, paired work and a 1:1 with the teacher. Students are required to write a brief summary of where they are in terms of progress and state two key actions they are going to undertake to improve/ensure they achieve their potential grade. The teacher will also update the current predicted grade, potential grade and effort grade as part of the subject review.

2. Tutor Reviews

These are carried out by the student and their Personal Tutor on a designated day. Students have three reviews each year in November, March and September during which they and their tutor both consider the key messages from individual subject reviews. Students are then asked to comment on their overall progress and agree targets that will help them meet all the actions set across the subject reviews. It is vital that they own the actions and targets set; they belong to the student, not their teachers or tutor!

3. Parents' Evenings

There are two annual opportunities for you and your son/daughter to come into College and talk directly to their teachers and tutor about their progress. These take place in December and March. Careers staff and the Health and Wellbeing manager are also available should you require any additional information, advice, guidance or support.

8.4 EXPLANATION OF INDEPENDENT WORK RECORD

To be successful in a sixth form college environment students need to be in the habit of regular, challenging independent study and thorough preparation for lessons. Every week students are set tasks in each of their subjects ranging from an assessed written piece to a set of questions, research or other preparation. The outcomes of this independent study will be recorded online and available for students, their teachers and parents to view.

We believe that a strong, open, three-way dialogue between students, their parents and the College almost always leads to higher achievement and this record is part of the package of information available to help monitor and support each individual student in their studies. It indicates whether work has been completed to a satisfactory standard which helps them by:

- encouraging regular, independent study
- forming the basis of meaningful discussion between students, their parents and College staff
- improving individual levels of achievement.

The online record is used for work set on the following courses:

- AS and A2 Levels (but **not** the Extended Project)
- Vocational courses – Single and Double – at Levels 2 and 3
- GCSEs

The outcomes of the weekly independent work set for these courses will be recorded using the following scale:

0	Independent work not completed
1	Independent work attempted/completed but not to a satisfactory standard for this student or work submitted late
2	Independent work completed to a suitable standard for this student or work completed to an excellent standard above and beyond what might be expected for this student

The level of a student's performance will also be indicated online by their most recent predicted grades.

9 PROGRESSION AT COLLEGE TO ANOTHER YEAR OF STUDY

9.1 FIRST YEAR LEVEL 3 STUDENTS (AS or VOCATIONAL LEVEL 3)

All First Year Level 3 students on AS courses will be asked to apply for entry to A2 courses in February/March. These courses commence in June. Transfer to a further year of study is not an automatic right. This depends on satisfactory achievement (including attendance, effort and behaviour) in the first year. Any causes for concern in relation to transfer will be discussed in early June and the student will be notified. It is hoped that the majority of cases will already have been identified by the procedures in place.

9.2 ONE YEAR LEVEL 2 STUDENTS

Students currently on a one year Level 2 course who wish to progress to a Level 3 (Advanced) course are encouraged to do so, as long as the following conditions apply:

- There is a suitable course available at the College (students will be strongly encouraged to seek careers guidance before applying).
- The student has achieved the necessary entry requirements for the courses he/she wishes to follow (**a merit grade is required**).

- The student has maintained a good record of attendance and effort throughout their one year course.
- The student has the support of their teachers, Personal Tutor and Student Progress Manager for their application.
- Students wishing to apply for courses for the following year are advised to discuss their plans as early as possible with their Personal Tutor. Special application arrangements are in place to support their smooth transition into Level 3 study.

10 EXAMINATIONS

The College pays the entry fees of all full time students for examinations during and at the end of each course. However, students themselves will have to pay the entry fees (which can be in the region of £100 for three A Level subjects) if the following circumstances apply:

- They repeat any examination already taken at the College
- They have an unsatisfactory record of attendance at lessons and registration
- They become part time students by dropping below the minimum timetable specified as part of College policy
- They fail to attend an examination / submit work
- They are withdrawn late from an examination because they have jeopardised their chance of success – for instance by absenteeism, or failure to complete coursework, practical tests or projects.

11 FINANCIAL SUPPORT FOR STUDENTS

11.1 Student Bursary

The 16-19 Student Bursary is a new £180 million government scheme to help the most vulnerable young people continue in full-time education. The new scheme starts in September 2011 with money distributed direct by schools, colleges and training providers.

For new Barton Peveril students there are guaranteed bursaries of £1,200 a year for the most vulnerable children in care, care leavers and those on income support. Income support is paid to young people such as teenage parents, young people with severe disabilities, teenagers living away from their parents and young people whose parents have died. Application forms are available from Student Services and can be downloaded from the College website.

11.2 Our Student Support Fund

In the case of new Barton Peveril students whose household income is below £21,000, the College has funds to provide some support for transport, equipment and essential trips, usually in the form of a credit towards costs. Applications may be made using the form available from Student Services or downloaded from the College website.

Further information is available from the College's Student Finance Adviser – studentfinance@barton.ac.uk or telephone 02380 624 286.

11.3 Education Maintenance Allowance (EMA)

EMA is being phased out by the government and no new applications can be made. However, existing Barton Peveril students in receipt of a weekly payment £30 in 2010/11 will be eligible for £20 each week until the end of the 2011/12 academic year.

12 CAREERS GUIDANCE AND HIGHER EDUCATION APPLICATIONS

Careers Information and advice is delivered using a variety of workshops, guest speakers and Futures Day when the UCAS application materials are launched. We also have in-house careers

advice supported by Hampshire County Council's Youth Support Service. The team is available to give expert help and guidance to every student, on careers, higher education, scholarships, training schemes and apprenticeships. Appointments can be booked in advance at the desk in the Careers Centre.

Our College Careers and Work Experience Co-ordinator, Mo Latham, is available in the Careers area, next to the Student Centre to give general advice every day at tutor time. Mo can offer help when researching university courses, gap year opportunities and where to look for information on different jobs and professions.

We can arrange practice interviews, work shadowing and work experience, if appropriate, plus guidance workshops for groups of students.

The Careers Library has extensive up-to-date information – on computer, on video and in books and leaflets – about jobs, apprenticeships and courses in further and higher education and gap year opportunities. Material is constantly updated.

12.1 WORKSHOPS AND FAIRS

A large number of organisations visit College every year in Higher Education, Arts and Gap Year Fairs, a Futures Fair, and a Uniformed Services Event for those interested in careers in the emergency services and armed forces.

There is also a series of workshops run specifically for job seekers in the second year.

12.2 HIGHER EDUCATION

The majority of our students go on to higher education and the College provides them with comprehensive help. There is an annual Higher Education (HE) Fair in March, visits to universities, guidance from teachers, Personal Tutors and Student Progress Managers in completing the application process; COMPACTs with local Institutions and other admissions schemes for specialist colleges. When examination results are published in August, we assist in finding a university place for any student going through Clearing.

12.3 If you think it would be difficult for your son/daughter to go to university (COMPACT arrangements)

Any student who has a special reason for wanting to study locally and who may possibly not get the grades normally expected for reasons beyond their control (illness, learning difficulties, family problems, etc) should see their Personal Tutor/ Student Progress Manager to discuss the possibility of applying to university where a special access scheme called a COMPACT is in place.

The College has COMPACTs with the following institutions: University of Southampton (Access to Southampton scheme); Southampton Solent University; University of Winchester; and University of Chichester (sport-related courses only).

12.4 OXBRIDGE AND GIFTED AND TALENTED CO-ORDINATOR

Our Oxbridge and Gifted and Talented Co-ordinator is Carys Fuller who supports high ability students in their applications to top universities. For Oxbridge, there is a series of group and individual meetings, interview practice, workshops with guest speakers and other activities. All Gifted and Talented students follow a specialist programme to extend and stretch them over their two years at College.

12.5 THE CROUCHER AWARD

Two scholarships are awarded annually to students (one male, one female) of Barton Peveril College to enable them to follow courses at the University of Southampton.

The Award is designed to help talented students of modest means, living within the Borough of Eastleigh to have a university education. It has been made possible through the generosity of Richard Croucher, son of Noel Croucher, a former resident of Eastleigh who went on to set up the Hong Kong Stock Exchange. Further details of the Award are available from the Assistant Principal (Students).

13 SUPPORT AND COUNSELLING

All students have the pastoral care and support of Personal Tutors and Student Progress Managers. Some may also need to access the additional support available in the College via our Health and Wellbeing Manager, Learning Support department or our College Counselling Service.

13.1 LEARNING SUPPORT –AVAILABLE FOR A WIDE RANGE OF STUDENTS

- Anyone on a course who finds that College work is not running as smoothly as it should can access help with Study Skills and Basic Skills. Teaching staff and Personal Tutors who identify students experiencing problems will arrange referral; students can also self-refer.
- In addition, those with specific learning difficulties (such as dyslexia) or disabilities are supported by the Learning Support department, who liaise with the student's previous school and work closely with College departments to ensure that these difficulties do not interfere with academic achievement.

13.2 IDENTIFYING THE NEED FOR LEARNING SUPPORT

- Early identification of any problems which may affect study is crucial.
- All students entering College are screened by the Learning Support department to identify those who may need additional support with basic skills.
- Parents are urged to inform the Student Progress Manager if there are any issues regarding personal organisation or basic skills about which the College should be aware and which have not already been reported to the Learning Support department.

13.3 CAREERS SERVICE

- The College has the services of careers staff able to give information and advice regarding Higher Education, further training and employment. Specialists offering information on careers and job applications are also available.

13.4 THE COLLEGE COUNSELLOR

- Students who are experiencing difficult feelings or unhelpful patterns of thinking or behaviour may want to consider seeking the support offered in counselling. The College has its own 'in-house' confidential counselling service, provided on-site near the Student Social Centre by well-qualified counsellors.
- Full details of how to contact a counsellor are in the student planner. Arrangements for pre-booking appointments are displayed in tutor bases and in the public areas of the College.
- The content of counselling sessions is absolutely confidential and will not be shared with other members of staff or with parents (apart from cases where there is a serious child protection issue or concern).
- The counsellors are also able to offer information on specialist agencies outside College which students may wish to use.

13.5 THE COLLEGE HEALTH AND WELLBEING MANAGER

The College has a well-equipped medical room and a team of qualified first aiders led by a qualified nurse who is our Health and Wellbeing Manager. Any student who becomes unwell or injured at College must report to Reception where staff will organise appropriate medical help and, if necessary, inform you. **Please, therefore, ensure that the College has up-to-date emergency contact details which can be used in any such eventuality.**

The College Health and Wellbeing Manager also runs a number of health promotion events and has contacts with many external agencies working closely with the local authority and National Health Service. These embrace issues including sexual health, drugs and alcohol and anxiety.

13.6 PRAYER FACILITIES

The College is able to make arrangements for quiet prayer.

14 THE COLLEGE CORPORATION

Barton Peveril Corporation is the governing body of the College. It has business, staff, community, local authority, parent, co-opted and student members, all of whom are voluntary. The Principal is also one of the 20 members.

The Corporation is ultimately responsible for the College's educational character and overall direction, its financial solvency and the performance of the Principal.

The agendas, papers and minutes of all meetings are available to the public in the Acting Clerk's office, during the normal College day. They can also be accessed via the College website. Non-confidential minutes are also available on the College website.

If you would like to know more about being a Governor in a sixth form college, please contact the Acting Clerk for further information on 02380 367200.

15 COMPLAINTS

Whilst Barton Peveril College has clear values and high expectations of its services, occasionally things can go wrong and it is important that the College is made aware of such incidences so that we can try to put them right.

The Complaints Policy and Procedures are available on the website but the following is a useful guide:

Stage 1 (informal)

Speak or write to the member of staff who might be regarded as closest to the problem or to the appropriate Head of Department, Student Progress Manager or Head of Faculty.

Stage 2 (formal)

If you are not satisfied with the outcome, then you should contact the Vice Principal, explaining the nature of the problem and why you feel it has not been satisfactorily resolved.

Stage 3 (appeal)

If you remain dissatisfied with the response to your formal complaint you can then write to the Principal.

If you have any queries or comments to make on this guide, or if you need further information on any aspect, please contact the College.

APPENDIX

BARTON PEVERIL COLLEGE CHARTER FOR STUDENTS

The College Charter is an agreement between Barton Peveril College and its learners. It sets out what you can expect from the college and what the College expects from you.

The College will:

- Provide high quality and challenging teaching
- Give you regular, helpful feedback about how you are getting on and how you can improve
- Provide you with support, advice and guidance
- Promote an environment of mutual respect and equal opportunities
- Offer appropriate facilities and services to support your learning according to your needs
- Have high expectations of you
- Praise and celebrate your achievements
- Listen to you and consult learners as we review college facilities and practices which have an impact upon learning in the college

As a student, you will:

- Work to the best of your ability
- Attend all classes, be punctual and well prepared
- Complete work by the deadlines set
- Seek help when you need it
- Treat other students, staff and the College environment with respect and consideration
- Follow the College code of conduct and policies

Feedback

We welcome feedback from students and other stakeholders, whether we have been successful in meeting your needs or if our services have not met your expectations.

Please make our staff aware of any problems you may have experienced and we will do our best to resolve these informally in the first instance. If this is not resolved to your satisfaction, please follow the complaints process (see Complaints Policy).

COPY OF THE STUDENT CODE OF CONDUCT

In order to make the College a pleasant place and an effective learning environment for everybody, the following rules have been drawn up after consultation with staff and students:

Being an effective learner

- Attend all timetabled classes including tutor time and support session (as specified in your Learning Agreement)
- Do not take holidays in term time
- Do not take on more than 10 hours of paid employment per week during term time
- Take responsibility for your work and actions and make good use of the services and facilities we provide to support your study
- Commit yourself to further study outside of your normal lessons
- Take responsibility for catching up on missed work
- Participate in classes
- Keep your files / portfolios up to date
- Ensure all work you submit is your own
- Meet all deadlines and targets for homework and assignments
- Be responsible for the safekeeping and return of books and other college property and equipment issued to you
- If in doubt, ask!

Respect others

- Comply with a specific request from a member of staff
- Be considerate to students, staff, neighbours and other stakeholders
- Treat everyone equally and with an awareness of individual needs and differences
- Respect designated quiet study areas including the library and IT Centre
- Only use mobile phones in public areas. They should be turned off and out of use in teaching and study areas
- Maintain behaviour and language appropriate for a working environment and which does not cause offence to others in the community
- Actively discourage bullying and promote equality of opportunity
- Keep noise at a reasonable level in social areas when lessons are taking place
- Dress appropriately in ways which do not cause offence to other college users

Safety and College

- Inform yourself of College policies and adhere to them (particularly, but not exclusively, those to do with Health and Safety, Equality and Diversity, Bullying, Drugs and Alcohol, and the Acceptable use of IT)
- Neither alcohol nor illegal drugs are permitted on the College site nor should you be under the influence of these at college. All pubs are out of bounds during the College day.
- Weapons must not be brought on to the College site
- Behave within the law of the land
- Dress and behave in ways which are safe and suitable for your studies
- Follow the reasonable instructions of any member of staff
- you should carry your ID card at all times and show it when asked to do so
- Students may only invite official visitors to the College. Official visitors have a reason to do with the business of the College for being there. Official visitors must sign in at Reception and wear a badge.

Respecting the environment in and around the College

- Smoking is only allowed before or after the College day and at break and lunch in the smoking area. It is not allowed near the boundaries to the College, inside or outside of the grounds.
- You must not leave litter and should use the bins and recycling facilities provided

- Do not restrict movement in corridors, common areas, around the College site, nor on access roads and paths in and outside of the campus
- Respect the College facilities by using them appropriately
- You are not allowed to park on the site. Permits are available for a local off site car park.
- The speed limit of 5 mph on the College site must not be exceeded

Food and drink

- All hot food must be eaten in the Student Centre. Hot drinks, sandwiches and other cold foods and snacks may, in addition, be eaten in the College grounds and designated lunch rooms.
- Do not eat or drink in classrooms, the library or corridors
- Bottled water is allowed in teaching and study areas