

R U N S H A W
C O L L E G E

Parent & Carer's Handbook

Head of Studies:

A Level: Lucy Turner / Giles Inman

Advanced Vocational: Stephen Musa / Lindsay Neville

Pre-Advanced Vocational: Lynne Alderson

The college address is Langdale Road, Leyland, Lancashire, PR25 3DQ

The college telephone number is 01772 622677

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DATES FOR YOUR DIARY

Autumn Term 2015

Wednesday 2 nd September	College opens for the start of the new academic year for students beginning new courses (A Level Year 1, Advanced Vocational Year 1 and Pre-Advanced Vocational students)
Monday 7 th September	Start date for students on year 2 of a course (A Level & Advanced Vocational)
Wednesday 9 th September	Vocational Welcome Evening
Thursday 10 th September	A Level Welcome Evening
Saturday 19 th September	College Open Day <i>*Student Ambassadors guide our college guests</i>
Thursday 8 th October	College Improvement Day & Open Evening (college closed for students) <i>*Student Ambassadors guide our college guests</i>
Week beginning 5 th October	Year 2 Progress Reports are available
Week beginning 12 th October	Year 1 (including Pre-Advanced) Progress Reports are available
26 th October – 30 th October	Half Term Holiday
Friday 6 th November	College UCAS deadline (second year students)
Monday 9 th November	College Improvement Day & Open Evening (college closed for students) <i>*Student Ambassadors guide our college guests</i>
Week beginning 16 th November	Year 2 Progress Reports are available
Thursday 19 th November	Year 2 & Pre-Advanced Progress Evening (surnames A-L)
Tuesday 24 th November	Year 2 & Pre-Advanced Progress Evening (surnames M-Z)
Week beginning 14 th December	Year 1 Progress Reports are available
21 st December – 1 st January 2016	Christmas Closure – college closed for two weeks (students finish at 4 pm on Thursday 17 th December, 18/12/15 is a College Improvement Day)

Spring Term 2016

Monday 4 th January	College re-opens after Christmas Closure
Week beginning 8 th February	Year 1 Progress Reports are available
Thursday 11 th February	Year 1 (including Pre-Advanced) Progress Evening (surnames A-L) <i>including information on Higher Education</i>
Week beginning 15 th February	Year 2 Progress Reports are available
15 th February – 19 th February	Half Term Holiday – college closed for one week

Thursday 26 th February	Year 1 (including Pre-Advanced) Progress Evening (surnames M-Z) <i>including information on Higher Education</i>
Wednesday 2 nd March	College Improvement Day & Open Evening (college closed for students) <i>*Student Ambassadors guide our college guests</i>
Friday 25 th March & Monday 28 th March	Bank holidays, college closed for two days only
Week beginning 28 th March	Year 1 Progress Reports are available
Week beginning 4 th April	Year 2 Progress Reports are available
Monday 11 th April – 22 nd April	Easter Closure – college closed for two weeks
Summer Term 2016	
Monday 25 th April	College re-opens after Easter Closure
April	A2 Progress Reports are available
Monday 2 nd May	May Day (College closed to students for one day only)
Monday 16 th May	Year 1 A Level study leave begins at the discretion of the college. This is a study period and holidays must not be booked during this time.
Friday 27 th May	College Improvement Day & Open Evening (college closed for students) <i>*Student Ambassadors guide our college guests</i>
30 th May – 3 rd June	Half Term holiday – college closed for one week
Monday 13 th June	Year 1 A Level students return from study leave
Friday 17 th June	Vocational Year 2 and Pre-Advanced classes finish
Friday 1 st July (4pm)	Teaching finishes for Year 1 A Level & Advanced Vocational students
Monday 4 th July – Friday 8 th July	A Level Work experience week
Thursday 18 th August	A Level results day
IMPORTANT GCSE EXAM DATES	
GCSE English Exam	Tuesday 7 th June 2016
GCSE Maths Exams	Thursday 9 th June 2016 and Tuesday 14 th June 2016

Welcome

We are delighted that your son/daughter/ward has chosen to study at Runshaw and we would like to welcome you as their parent/carer/guardian to Runshaw too. We hope that as students they will enjoy their time with us, achieve their academic goals and personal ambitions and find that their experience here enables them to progress with confidence to further successes in higher education, training or employment.

As a student at Runshaw College they will be at the centre of everything we do. Runshaw has one simple aim: for all our students to be HAPPY, SAFE, SUCCESSFUL and EMPLOYABLE. We believe that a close partnership with parents/carers/guardians is an important element of the support needed to achieve this success. The Programme Office will coordinate their support and monitor their progress throughout their time with us. The Programme Office team consists of Heads of Studies, Pastoral Mentors and Administrative Support Staff whose time and energies are devoted to supporting students and their teachers.

If there is anything that you are unclear about, please do not hesitate to contact us.

Heads of Studies; Lucy Turner, Giles Inman, Stephen Musa, Lindsay Neville & Lynne Alderson

Programmes of Study

All students will have a timetabled study programme which will include:

- Main area of study (4-5 A Levels; L3 BTEC; L2 BTEC; VRQ, NVQ, Foundations Studies and Skills, EL3 and L1 BTEC)
- Personal Tutorial lessons with their Pastoral Mentor
- Pastoral Mentor 1:1 review meetings
- Personal Directed Employability Study / study periods
- Course enhancements (e.g. course related trips)
- Enrichment (e.g. volunteering).

In addition their study programme may also include:

- GCSE English and/ or GCSE Maths (where appropriate)
- Work experience

A Level:

Students on the A Level programme will study 4 or 5 A Level subjects. An A Level will take two years, an AS Level one year. Only in the most exceptional circumstances, e.g. severe ill health, will a student be allowed to drop an AS subject.

At the end of the first year, your son/daughter/ward will complete the AS Level in each of their 4 or 5 subjects. If students are successful in their first year of study they can then proceed to Year 2 of study to complete the A Level. Most students carry on with three subjects to A level with some students taking four A level subjects. If students do not take a subject through to the second year they will still receive an AS qualification in that subject. Visual Arts subjects may suggest students submit work for assessment only at the end of the second year as the same art work cannot be given credit at AS and A2 level. Art teachers will advise their students about the best approach for them. Grading is A to E.

Vocational:

Students on the Vocational Programme will study one main subject area as the size of the qualification is significant.

At Level 3 students will gain a qualification that is equivalent in size to 3 A Levels and enables them to progress on to university.

Pre-advanced programmes (EL3, L1 and L2) prepare students for a study programme at the next level, apprenticeship or employment.

Grading:

Level 3: units graded at Pass, Merit & Distinction with final grades ranging from PPP (Pass; Pass; Pass) to D*D*D* (Distinction*; Distinction*; Distinction*).

Level 2: units graded at Pass, Merit & Distinction, final grades ranging from PP to D*D*.

E3 & Level 1: graded at Pass or Fail.

GCSE English and Maths

At Runshaw, we believe that education changes lives and having good qualifications in English and Maths will improve employment and further learning prospects for all learners. We are fully committed to ensuring that all our students complete their learning having achieved their full potential. English and Maths studies are an integral part of study programmes where students have yet to achieve a Grade C or above.

VST (Vocational Support Tutorial)

Each Vocational subject is allocated time to provide extra support and tuition for students, both for those who may be struggling to understand specific areas of the syllabus, or those who want to exceed their target grade. Schools will allocate these hours to maximise their impact; VST sessions may take place during a timetabled slot or be embedded into specific units.

Personal Directed Employability Study

Personal Directed Employability Study (PDES) allows a student to complete tasks set by their teacher and other members of staff. We feel this reflects what happens in most work places where a task is set and the individual has to plan their time and resources to complete what is required to an appropriate standard. Many students spend much of their PDES time in a 'Study Zone' in college. Your son/daughter/ward will be set targets to ensure they meet the number of hours required for their programme of study. They will complete tasks such as:-

- homework
- preparation for lessons
- revision
- research and course work
- the development of study and employability skills

Work Experience

A Level students have the opportunity to take part in work experience the week after formal lessons have finished 4th – 8th July 2016. This is not compulsory, but in areas like medicine, law, physiotherapy and media, it is strongly advised. Placements are published outside the programme office and allocated on a first come, first served basis. Students are also

encouraged to get their own placements but should check with our Work Placement Unit, before taking up self-placements.

From September, 2015 all Pre-Advanced Vocational students will undertake at least 25 hours of work placement as a key part of their vocational study programme. The purpose of the work placement is to enable students to experience real work situations whilst helping them to discover more about employability and personal skills in preparation for their future career.

Advanced Vocational courses often include a work experience unit which will take place throughout the year as determined by the Course Leader. Where a course does not include a compulsory work experience unit arrangements are made to incorporate elements of employability development in a wide variety of ways.

All students are also encouraged to participate in Volunteering as a means of developing their employability skills. Student Services are able to support students to find suitable opportunities.

Target Setting

At Runshaw, we set Minimum Target Grades (MTGs). The MTG is based on a student's qualification on entry and any diagnostic assessment activities as appropriate. MTGs are the minimum grades which your son/daughter/ward should be aiming to achieve for coursework and/or GCSEs, e.g. Pass, Merit, and Distinction or grade A, B, C, and D. They provide a starting point for learning, which we operate to ensure that your son/daughter/ward fulfils their full potential and does not underachieve.

College Timetable

Although attendance in lessons is monitored very closely, students will also have more 'free' time than they were used to at school. This is vital preparation for higher education and employment where they will be expected to manage their own time.

This time should be used productively to enhance their experiences and prepare them for worthwhile progression.

All students need to spend a significant amount of time undertaking independent research, completing assessments and revising for exams and these 'study' periods provide an opportunity to do this whilst having a wide range of resources and support to hand.

In addition to study they should also take some of the many opportunities available to enhance their CV. They will have a chance to engage in a wide enrichment programme covering sport, music, drama, creative arts, outdoor activities and student organisations. They will be given further opportunities via their course, for example, ambassador work, academies, hearing guest speakers and partaking in trips to enhance their studies.

To support the students the college has a well-resourced library and study zones where students can complete their work.

Study Day

Your son/daughter/ward will have a designated study day to support their independent study.

Study days are as follows:

Monday:	Advanced Vocational Year 1
Tuesday:	A Level Year 2
Wednesday:	A Level Year 1
Thursday:	Advanced Vocational Year 2
Friday:	Pre-Advanced

Students are usually allowed to work at home however if they wish they can use the college's study provision and other facilities on this day. The study day is designed to give students blocks of time for concentrated study. Teachers may also require students to attend on their study day for extra tuition, conferences, trips and other events. Therefore students should not organise regular commitments that are not flexible on their study day. We see the Study Day as a vital part of the college week: it is definitely not a "day off".

Study Zones

We have five dedicated study areas called 'Study Zones' available for students to complete their PDES and support them to develop study and employability skills. The Study Zones provide a range of study spaces and resources including PCs, iMacs, group work rooms, a range of workshops, advice and guidance for small groups and individuals and Moodle (online learning) resources to aid independent study. Students will be able to record the time spent doing PDES using their student membership card on a swipe card system. Pastoral Mentors will monitor the progress made towards meeting PDES target hours on a weekly basis, during tutorial lessons and one-to-one review meetings.

Study Zones can be located in:

- Coniston
- Patterdale
- Science
- Mardale
- Market Street

Study Skills

In order for students to be successful on their study programme it is critical that they develop relevant study skills. Their teachers will help them develop these on courses and the team in the Study Zone are there to provide additional support for small groups or 1:1 support; it is important that they are proactive about developing these skills and learn to manage their time, meet deadlines and work independently from day one otherwise their success could be jeopardised.

A range of StudySmart Workshops are available to all students in the Study Zones. Currently this provision includes:

- Assignments: How to get started
- Beat exam stress

- Working in a team
- Revision
- Time management
- Get organised
- Essay planning
- Keep yourself motivated
- Making notes
- How to write in your own words
- Presentation skills
- Making sense of exam questions

Plagiarism

Plagiarism can be unacknowledged copying from published sources or incomplete referencing. Taking and deliberately using another person's ideas or writing and claiming it as your own is also plagiarism. It is unacceptable for a student to copy work written by another student or author and submit it as their own or to allow another student to copy their work and submit it. Plagiarism and copying applies to: coursework, assessments, personal directed employability study, homework and UCAS personal statements.

It is unacceptable for students to work closely with another student to copy each other's answers and present it as their own but this should not be confused with group-work or collaborative learning where students work together to share ideas and generate knowledge and understanding to then independently complete work set. Plagiarism is treated very seriously and any student found to be involved in plagiarism will be referred for formal disciplinary action.

The Library

The College has an extensive library of books, periodicals and a wide range of electronic resources. Students are supported by a team of well informed and helpful Library Study Advisors who are always on hand to help the individual learner. This is an area for quiet study. The team delivers study skills lessons to classes of students as requested by the teaching team. Currently the provision includes:

- Assertiveness
- Basic Power-point
- File Management
- Information Literacy
- Moodle and email
- Presentation Skills
- Referencing
- Research Skills
- Revision Skills
- Time Management

Support for Students

The College has an extensive provision to support your son/daughter/ward.

This includes a wide range of study support services to help students overcome barriers to learning, supervised study areas, counsellors, a well-stocked Library with good IT facilities and individual careers and higher education advice.

Students will benefit from excellent pastoral support and guidance during their time at college. A wide range of support services and resources are available to students who will be guided to these by their Pastoral Mentor.

Pastoral Mentor

All students are allocated a Pastoral Mentor who will offer support and guidance throughout the college year. They will help your son/daughter/ward to settle into college quickly, monitor their academic progress and look after their wellbeing.

The role of the Pastoral Mentor is central to everything students do. Their Pastoral Mentor will be there to guide them through their study programme and will get to know them really well and be the first line of support for them whilst at college. All students will have a range of informal and formal conversations with their Pastoral Mentor, including weekly group tutorials and regular one-to-one review meetings, which are a key part of our progress monitoring process.

If you have any concerns, please contact the Programme Office to leave a message and it will be forwarded to the relevant Pastoral Mentor or Head of Studies who will get back to you as soon as possible. Pastoral Mentors have their own direct dial telephone numbers.

Student Services

Student welfare is our priority and the services we provide are aimed at helping our students to overcome any obstacles to success, achievement and future plans.

During induction all students are given a handy pocket-sized 'Z' card which outlines all the support available for students in college.

Student Services offers a wide range of advice and guidance about health matters, financial and housing issues and offers a confidential counselling service. Careers and Higher Education guidance is also available from advisers based in Student Services.

Safeguarding students

Runshaw College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment.

Safeguarding means:

- Ensuring safety
- Promoting health & well-being
- Protecting from abuse and neglect
- Preventing bullying and harassment
- Having due regard to the need to prevent people from being drawn into terrorism
- Offering the best life chances

There is a designated Safeguarding Team at the College with a senior manager who is responsible for any safeguarding matters affecting students. We have a Child and Vulnerable Adults Protection Policy, which explains how the College deals with any safeguarding concerns. A copy of this policy is available for download from the College website.

<http://www.runshaw.ac.uk/sixth-form-college/student-support/#Study-Support>

If you have any concerns about any safeguarding issues or would like further information please contact:

Janet Hodgson (Designated Senior Lead)

Head of Student Services

Telephone: 01772 622677

Email: Hodgson.j@runshaw.ac.uk

Emergency Information

Please ensure that we have your up to date contact details in order for us to be able to contact you should this be required. If there is ever an occasion whereby your son/daughter/ward needs to go to hospital, we will endeavour to contact you. A member of staff will accompany your son/daughter/ward to hospital and ensure that they are registered within the hospital's care.

Financial Support

An information pack which outlines the application process and lists eligibility is available from Student Services on request. Your son/daughter/ward can call in and pick up an application form. Alternatively call our main reception on 01772 622677 and ask to be put through to Student Services.

We can provide free college meals to eligible students. Students eligible for free college meals have credit applied to an account which is accessed by swiping their membership card at till points in the college's catering facilities. The facility to apply credit to their account is open to every student in college so there is no visibility of who is entitled to free college meals. If students are in financial difficulties they can apply to the bursary fund and may receive some financial support. The student services team can provide additional information.

Study Support

To help students with additional needs to overcome barriers, promote their independence in learning and achieve their personal best, we have a team of Educational Support Workers and Specialist Support Tutors. A specialist tutor can be allocated to monitor and oversee a package of support negotiated with each student. The specialist Study Support staff work in and out of class on an individually planned programme of support which is tailored to the needs of each student.

Additional learning needs are assessed on an individual basis and support can be provided for learning differences or disabilities including dyslexia, ADHD, Asperger's, and some physical and mental health conditions.

If this type of support is to be given to a student, they will have an opportunity to disclose this information through a number of ways:

- on their enrolment form,
- on the induction checklist given out in the first welcome session,
- through their pastoral mentor,
- or by making an appointment with Study Support

Once referred, they will meet with the Specialist Tutor for an initial appointment to assess their needs and provide appropriate individual or small group support as required. In addition all our subject teachers are trained and supported to give effective in class provision for all our students.

Membership Cards

All students are issued with and expected to wear a Student Membership (ID) Card visibly round their neck whilst in lessons, on the college campus, when using college facilities and/or when undertaking college activities. We take the safety of our students very seriously and anyone persistently not visibly wearing a membership card or temporary membership sticker could face disciplinary action. Students who forget to bring their membership card to college will be asked to report to Student Services where they will be given a temporary membership sticker. Lost/replacement membership cards can be purchased at low cost from Student Services.

Cost of replacement membership cards

Membership Card + Bus Pass	£10.00
Membership Card	£2.50

Uniforms

Some vocational students may be required to purchase and wear a uniform or Personal Protection Equipment (PPE) such as overalls and safety shoes on a daily basis. They will receive more information on what they need from their course tutors and any uniform/equipment can be purchased through college.

Dress Code

Students must wear clothes which are appropriate for a learning community.

When in college we ask students not to;

- wear clothing which causes offence to others (e.g. clothes that are too revealing or display offensive slogans or images)
- dress in ways which are inappropriate or disrespectful

- wear clothes or garments which the College deems to interfere with teaching and learning, or to pose a risk to health and safety (e.g. a garment, hood or head gear, which covers up the face)

Responsible and Respectable ICT Use

We have extensive and modern ICT facilities which students are able to access including student email and the Internet. The College has a very clear ICT policy which is present on the computer screen each time a student logs onto a college computer. When a student continues to log on, it means that they have read and agreed to be responsible and respectable computer use. As this is very important topic, failure to comply with the policy could result in serious disciplinary action being taken. During induction lessons all students are given comprehensive information, advice and guidance about being a responsible, respectable ICT user.

The college has recently upgraded its WIFI provision. Students may bring their own devices to college but they remain responsible for these devices at all times. If students fear loss or damage to their device they should not bring it in to college; we have extensive facilities they can use.

Online Safety and Advice for Students

Computers and mobile phones help us all to share things, talk to our friends and meet new people. But they can also make it easier for bullies and other people who might want to hurt or get close to a student. It is important that all our students know how to be safe on their computer, phone and websites. Information advice and guidance regarding online safety is included in the Personal Tutorial curriculum.

If you would like more information on staying safe online The Parents and Carer's Guide to the Internet, has been created by the Child Exploitation and Online Protection group (CEOP, who police the internet) to look at what it takes to be an informed parent.

Visit www.thinkuknow.co.uk/parents

Bullying and Harassment

We recognise that bullying and harassment is a barrier to student success and we will not tolerate the bullying, or harassment of any of our students. We will undertake all possible steps to avoid it and resolve any problems that do arise. If you have any concerns regarding bullying or harassment please do not hesitate to contact the relevant Head of Studies. Students are advised to report any incidents of bullying or harassment through their Pastoral Mentor so that all reports of this nature can be fully investigated and resolved.

Disciplinary

The College has a disciplinary procedure which, in the early stages, aims to help students get back on track. Parents/Carers are involved when their son/daughter/ward continues to perform in a less than satisfactory manner. Persistent, unsatisfactory performance may result in them being issued with a formal warning or other disciplinary action, including suspension or exclusion from college.

First Day of College

The first day of College for students beginning a new course is Wednesday 2nd September 2015. Students should bring with them pen, paper and their temporary Membership Card (issued at enrolment) and be prepared to meet new friends and start work. Only first year students will be in lessons for the first three days to allow them an opportunity to settle in. However, some second year students will be in college to act as guides and helpers. Please encourage your son/daughter/ward to speak to staff if they have any enquiries or concerns. We realise that the first few days in college can be stressful and Runshaw staff will be delighted to help new students in any way they can.

Attendance

Every college day counts! Regular attendance at college is the best way to ensure that your son/daughter/ward reaches their full potential in college and achieves at the highest possible level. When a student is absent from college they miss valuable teaching and learning and they are less prepared for lessons on their return. Details of our term times and holiday dates are available at the start of the handbook in 'DATES FOR YOUR DIARY' and on the College website.

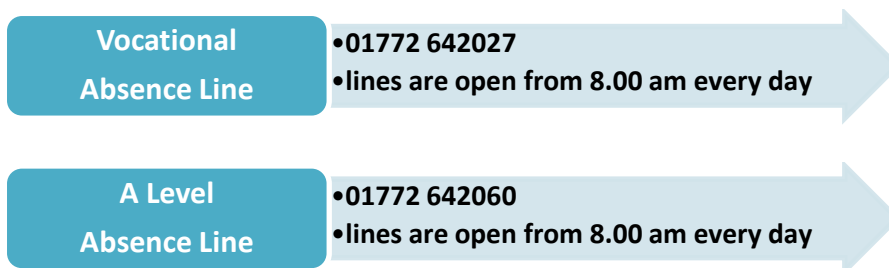
We have very high expectations regarding student attendance and we will contact you if we have any concerns. Your son/daughter/ward has received a guide to attendance and punctuality in their Student / Course Handbook. For your information expectations are as follows:

"Excellent attendance is one of the key factors to successful achievement at college. It is your responsibility to have a high attendance record and a prompt start to all your classes. This is always a top priority. Remember! Your attendance is always required on references for apprenticeships, universities and employers.

Your Pastoral Mentor will speak with you on a regular basis about any difficulties relating to your attendance and/or punctuality. They will review your attendance on a weekly basis and speak with you privately if there are any patterns of unsatisfactory attendance or punctuality beginning to occur, or if any of your tutors pass on a concern. Your attendance record will be available to your parents/carers and your main contact at home may receive a phone call if you miss any lessons."

Reporting Absence

We have dedicated phone lines for Parents/Carers to inform us about absences.



Please notify us on a daily basis of any absences.

Sickness whilst in college:

Students who feel unwell whilst in college should report to the Programme Office before

going home. The office staff will then contact a parent or carer and make arrangements for the student to get home safely.

The Programme Office is situated in Mardale between the Student Entrance and the Main Visitor Reception.

Absences

Any absence from College will be recorded on a student's attendance record. The College recognises that some absences are unavoidable and will record these as verified or authorised on receipt of the required evidence.

Routine medical and dental appointments should only be made on the student's study day (wherever possible). Hospital and specialist appointments will be verified providing students bring the confirmation of the appointment to the Programme Office. Depending on the nature of the absence this may be passed on to the Pastoral Mentor who will make contact with you to discuss this further.

The following are examples:

- Illness. Your Pastoral Mentor will discuss any specific support arrangements for longer term illnesses and/or any unique circumstances you may have. (verified)
- Hospital or orthodontic appointments which cannot be arranged outside of college hours will be verified upon receipt of confirmation (appointment card/letter from the health provider).
- A family bereavement/funeral (verified).
- Religious festivals must be notified in advance by letter from a student's parent/guardian/carers (authorised). The student must obtain an Authorised Absence form from the Programme Office and return this fully completed **before** the event.
- Visit to a university to attend an open day or interview; a career related interview or audition. The student must obtain an Authorised Absence form from the Programme Office and return this, fully completed, with a letter or email confirmation from the university/organisation, **before** the event.
- Driving or theory test – evidence **MUST** be provided (verified).

Unauthorised absences

All other absences will be classed as unauthorised. These are absences where there are not adequate reasons to justify missing classes. As with all absences the student or a parent/guardian/carers will need to contact the College on each day of absence. The College has a commitment to notify the main contact, supplied on the student's application form, about unauthorised absences.

On each day of absence we reserve the right to contact the parent or guardian even if the absence has been reported.

The following are examples of unauthorised absences:

- Holidays during term time
- Doctor or Dentist appointments
- Part or full time work
- Leisure activities
- Baby-sitting younger siblings
- Accompanying family members to appointments
- Driving lessons
- Exclusion from college
- Absences taken without providing the necessary evidence

Bursary Fund and Unauthorised Absences

Any Bursary fund payments the student may be eligible for would be automatically stopped each week if the student has missed one or more lessons for an unauthorised reason.

Holidays in Term Time

As outlined in the student's application for a place at college and information packs given out prior to enrolment, and to support all our students, holidays during term time are not permitted or authorised on any programme of study.

Holidays taken during term time may elicit cause for concern and disciplinary procedures to be invoked. The College reserves the right to cancel an enrolment or prevent progression to the second year or to next level of study where an unauthorised holiday has been taken.

The key dates for your diary at the front of this handbook will help you to avoid planning holidays during term time.

Students can view and monitor their attendance on the Student Portal. If they think that their attendance record is incorrect, please ask them to discuss the issue with their Pastoral Mentor.

Request for absence in exceptional circumstances

In very exceptional circumstances, parents should request leave of absence for their son/daughter/ward by applying in writing to one of the Heads of Studies. If this is not done, any such absence will be recorded as unverified and the student will face disciplinary action. Please note students granted exceptional leave of absence will be required to make up the days missed, e.g. a week's exceptional leave would require a minimum of 5 days attendance on study days. The college reserves the right to prevent students going on college trips/visits if they have recently had exceptional leave.

Should a student fail to sit a module examination, the college reserves the right to withdraw the student from the qualification.

Part-time Employment

A major piece of research has confirmed our common sense view of the effect of part-time work. This study indicated that part-time employment up to a maximum of 8 hours per week appeared to have no impact on achievement. For students who worked over 8 hours per week, achievement fell steeply and in line with the amount over this figure. The study also indicated that a day's weekend work had little impact but evening work during the week had

a more negative impact. Clearly, the message is that students should not risk their long-term future by working excessive hours now.

Travel to College

The vast majority of our students arrive at college by bus. We believe this to be a safe and environmentally friendly form of transport. Consequently, the college has invested substantial sums to support our extensive bus network and bus passes are heavily subsidised. If a college bus does not turn up students can contact the transport hotline on **01772 643000**.

Like many other institutions, there is pressure on available parking spaces and we are unlikely to be given permission to create more in the near future. We will not, therefore, issue car parking permits to any students unless there are exceptional circumstances. The local neighbourhood too was not designed to cope with large amounts of traffic. Therefore, there are very extensive restrictions on parking locally which are rigorously enforced. Students who pass their driving tests whilst at college are strongly advised not to drive to college. We hope you will understand this situation and our reasons for urging all students to travel by bus. Please note that any applications for car parking permits are considered by a panel of College managers.

If students wish to travel to college by moped or motorbike they can apply for a permit from Student Services. They will need to bring in their insurance certificate, driving licence and MOT (if required).

Progress Evenings and Progress Reports

Effective working partnerships with parents are a very important means of supporting students' success.

There will be a welcome event in early September (please refer to the calendar for dates) when parents will be invited to attend a short presentation from the Deputy Principal and receive more information about their son/daughter/ward's courses.

In addition you will also receive subject progress grades and be invited to a Progress Evening during the year, when you will have the opportunity to discuss your son/daughter/ward's progress with their teachers.

Parents on the Pre Advanced Programme will be invited to an additional progression parents evening in February to discuss next steps.

In addition to this, we will contact you if we have concerns about your son/daughter/ward's progress at any point during the year. We positively welcome parents contacting us if they have any worries. Please contact your son/daughter/ward's pastoral mentor in the first instance if you have any concerns; they will be happy to liaise with subject staff.

Communication Portal

The Runshaw College Communication Portal allows parents, guardians and carers to track the progress of their son/daughter/ward at any time by logging on to the Communication Portal. In addition to termly progress reports; up-to-date attendance information, electronic mail from the College and other college announcements are available at all times.

Parents receive an invitation to register via their son/daughter/ward at the start of their studies. Alternatively, parents can request an account using their son/daughter/ward's College Membership Number.

To get started, click Communication Portal from the main college website - www.runshaw.ac.uk.

Visiting College

Please report to our **Main Reception** located at the front of the college where you will be signed in as a visitor, given a visitor's pass and provided with a short stay parking permit.

Please note: the College hires a private firm to manage the car parks and anyone found to be parking without a permit will be subject to penalty charges.

Making a Complaint

The College aims to ensure that all complaints received are dealt with promptly, fairly, professionally and in a non-discriminatory manner, and that appropriate action is taken.

You should address any complaint directly to the Deputy Principal or relevant Head of Studies. Complaints are acknowledged within two working days of receipt and we aim to investigate and respond to the complaint within 10 working days.

Student Charter

We believe education changes lives, so we put teaching and learning and the needs of our students first.

Therefore the College is committed to:

1. Ensuring that you are given accurate information about your chosen subject/s and are placed on a study programme that meets your individual needs.
2. Identifying your learning needs and providing support to enable to you settle into college quickly.
3. Developing positive working relationships with you that are built on a foundation of mutual respect.
4. Setting targets for you that are meaningful, challenging and support you in reaching your full potential.
5. Providing high quality teaching, learning and assessment to engage and motivate you.
6. Delivering impartial information, advice and guidance on career and personal goals.
7. Providing comprehensive, high quality support services that remove barriers to learning and develop positive attitudes and skills.
8. Listening to your views and taking action to further improve your college experience.
9. Providing a wide range of opportunities to develop your employability skills, interests and ambitions.
10. Providing a safe, supportive and inclusive environment where difference is celebrated.

Students are expected to:

1. Attend all classes, exams, appointments and learning commitments punctually; report and account for any absence or lateness.
2. Tell us about any additional help you may require so we can provide the best support for you.
3. Value everyone in our learning and wider community, treating them with courtesy and respect at all times.
4. Actively engage with all learning and support opportunities, both in lessons and outside of the classroom.
5. Meet the requirements of your study programme such as assessment deadlines, coming prepared to lessons and completing tasks set for Personal Directed Study (PDES).
6. Complete all work to the best of your ability and use the feedback you are given to further improve and meet agreed targets.
7. Respect the college environment and act responsibly and safely at all times.
8. Take responsibility for your own learning, development and progression, participating fully in activities that support your future.
9. Participate fully in opportunities to share your views, providing constructive feedback to enable the College to continually improve your experience.
10. Embrace the spirit of Runshaw Respect.