

*Handbook for*

# Parents & Carers

2019 / 2020

**RUNSHAW**  
COLLEGE

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## A Level Heads of Studies



Lucy Turner



Giles Inman

## Advanced Vocational Heads of Studies



Stephen Musa



Lindsay Neville

## Pre-Advanced Vocational Head of Studies



Lynne  
Alderson

# Dates for your Diary

## Autumn Term 2019

Wednesday 4th 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 9th September	Start week for students on year 2 of a course (A Level & Advanced Vocational), start day will vary for different courses
Wednesday 11th September	Vocational Welcome Evening
Thursday 12th September	A Level Welcome Evening
Saturday 21st September	College Open Day *Student Ambassadors guide our college guests
Thursday 10th October	College Improvement Day & Open Evening (college closed for students) *Student Ambassadors guide our college guests
Week beginning 21st October	Progress Reports are available on the communication portal
21st October – 1st November	Half Term Holiday
Friday 8th November	College UCAS deadline (second year students)
Tuesday 19th November	College Improvement Day & Open Evening (college closed for students) *Student Ambassadors guide our college guests
Week beginning 23rd December	Progress Reports are available on the communication portal
23rd December – 3rd January 2020	Christmas Closure – college closed for two weeks (students finish at 3.40pm on Thursday 19th December, <b>Friday 20th December is a College Improvement Day</b> (college closed for students))

## Spring Term 2020

Monday 6th January	College re-opens after Christmas Closure
Monday 3rd February	Year 2 (including Pre-Advanced) Progress Evening (surnames A-L)
Wednesday 12th February	Year 2 (including Pre-Advanced) Progress Evening (surnames M-Z)
Week beginning 17th February	Progress Reports are available on the communication portal
17th February – 21st February	Half Term Holiday – college closed for one week
Wednesday 4th March	College Improvement Day & Open Evening (college closed for students) *Student Ambassadors guide our college guests
Week beginning 6th April	Progress Reports are available on the communication portal
6th April – 17th April	Easter Closure – college closed for two weeks

## Summer Term 2020

Monday 20th April	College re-opens after Easter Closure
Tuesday 28th April	Year 1 Progress Evening (surnames A-L) including information on Higher Education
Friday 8th May	May Day (College closed to students for <b>one day only</b> )
Thursday 7th May	Year 1 Progress Evening (surnames M-Z) including information on Higher Education
Friday 22nd May	College Improvement Day (college closed for students)
Week beginning 25th May	Progress Reports are available on the communication portal
25th May – 29th May	Half Term holiday – college closed for one week
Friday 26th June	Vocational Year 2 and Pre-Advanced classes finish
Friday 3rd July (3:40pm)	Teaching finishes for Year 1 A Level & Advanced Vocational students
Monday 6th July – Friday 10th July	Year 1 Work experience week
Thursday 13th August	A Level results day

### IMPORTANT GCSE EXAM DATES (Provisional)

GCSE English Exam: 4th & 7th June (students attend on both days)

GCSE Maths Exams: 23rd May, 6th June & 11th June (students attend each day)

# 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.

We know that as a student here your son/daughter/ward will naturally have very high expectations of the college and we know that you will be reassured that we also have high expectations of them!

Our expectations are simple.

We expect students to:

- Attend all lessons on time
- Behave appropriately at all times and adhere to the Runshaw Respect agenda
- Wear their membership card visibly at all times so that everyone can see that they have a legitimate right to be on the campus
- Meet all deadlines that are set as part of their Study Programme
- Ensure that they are fully committed to, and engage with, all aspects of learning and college life.

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

## First Day of College

The first day of College for students beginning a new course is Wednesday 4th September 2019. Students should bring with them pen, paper, their temporary Membership Card 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.

The college address is

**Langdale Road, Leyland, Lancashire, PR25 3DQ**

The college telephone number is **01772 622677**



## Programmes of Study

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

- Main area of study (3, 4 or 5 A Levels; L3 BTEC; L2 BTEC; VRQ, NVQ, Foundations Studies and Skills, EL3 and L1 BTEC)
- Tutorial lessons with their Pastoral Tutor
- Pastoral Mentor 1:1 review meetings
- Personal Directed Study / study periods
- Course enhancements (e.g. course related trips)
- Enrichment (e.g. volunteering, clubs, societies).

In addition, their study programme may also include:

- GCSE English and/ or GCSE Maths (where appropriate)
- Work placements and work-related activities

### A Level:

Students on the A Level programme will study 3, 4 or exceptionally 5 A Level subjects. A Level courses are two year courses, with external examinations taking place at the end of the two years. Some subjects also have coursework units and practical assessments. Teachers will carry out a range of assessments to monitor students' progress with predicted grades and effort grades available on the communication portal every half term. Pastoral Mentors will track attendance and progress and contact home if there are any concerns. Grading is from 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 4 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 Study

Personal Directed Study (PDS) 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 PDS 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



### Experience of Work

A Level students have the opportunity to take part in work experience the week after formal lessons have finished, the 6th to 10th of July 2020. This is not compulsory, but in areas like medicine, law, physiotherapy and media, it is strongly advised. Work experience can help students to find out more about possible career options, it also helps to provide valuable experience which can be discussed in job applications and university applications. It is also good for developing key skills such as communication, team-working and organisation.

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

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 to support their community and develop 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 qualifications 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, GCSEs, assessments and assignments e.g. Pass, Merit, and Distinction or grade A, B and C. 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. We ask students to record their experience of work (part-time jobs, volunteering, talks from employers etc) and the student portal will help students to create a 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 students, the college has a well-resourced library and study zones where students can complete their work.

### Study Day

Students will have a study day with no timetabled lessons. Although there are no timetabled lessons, from time to time, the college will schedule trips, visits and ask students to attend for additional study. Students may be required to attend college on their study day for any number of reasons and it is, therefore, important that the study day is used for college related activities. We will also encourage students to use some of their study day time for enrichment, volunteering and work

experience activities to enhance their employability. 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”. Students are usually allowed to work at home on their study day however they can use the college’s study provision and other facilities on this day, if they wish.

Some vocational students will have an employability day. There are no timetabled sessions on this day, however, this is still a college day; the college reserves the right to schedule employability events such as guest speakers, mock interviews and other work related activities. Some students will also be expected to use this day for their work placements. As with the study day, we also encourage students to use some of this time to participate in enrichment and volunteering.

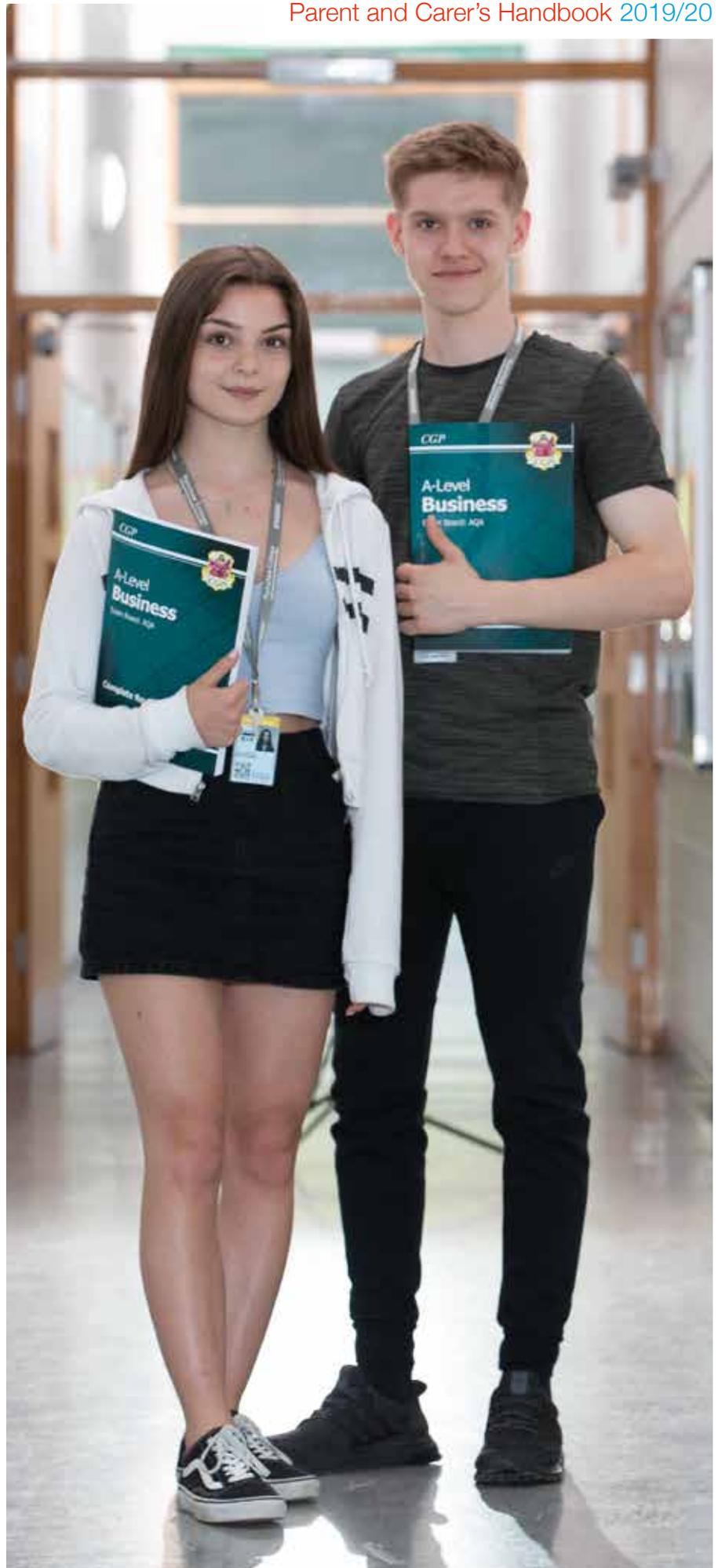
A Level students will have timetabled lessons on four days with study days as follows: Wednesday for A Level Year 1 and Tuesday for A Level Year 2.

### Study Zones

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

- Coniston
- Patterdale
- Langdale

There is also a study area in Science.





### 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 1:1 support; it is important that students 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 1:1 support sessions are available to all students in the Study Zones. Currently this provision includes:

- Time management and organisation
- Essay or assignment planning and making notes
- Acting on teacher feedback
- Referencing and avoiding plagiarism
- Presentation skills
- Revision techniques

### 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 Library Service underpins all teaching and learning activity within college. Highly experienced Library staff play a vital role in supporting students to develop the skills needed for independent learning.

The Library environment provides areas for quiet individual study and contains:

- Over 12,000 text books.
- A large collection of PCs and iMacs, (approximately 80 machines, available for online researching, accessing Moodle

or typing up assignments and coursework).

- A team of 8 staff to support and assist students with their learning.

Library Services include:

- The Library Catalogue and Research Database 'Discovery' - available through the College Library Moodle Pages. Our Moodle pages contain a large collection of e-books available for use 24/7 as well as outlining hard copy textbooks available to borrow from the Library Shelves. Other subject specific research materials and databases are also available.
- Library provision on both sites, as well as the addition of a new Library Study Zone at our Chorley Campus.
- Course Specific subject pages include direct links to specific research material can also be accessed through our Library Moodle pages, available online 24/7 both inside and outside of college.
- Ability to loan up to 10 items at any one time and able to renew at least three times.
- Ability to reserve titles out on loan and request the purchase of additional reading materials for study.
- 1:1 support for any student needing help with researching or referencing. Additional 1:1 support is provided for all students studying for the Extended Project Qualification.



- The Library offers access to an extensive collection of over 7,500 electronic books, thousands of current journal and newspaper articles and a large range of subject specific databases and archives. All of these can be accessed through our 'DISCOVERY' database on the Library Moodle pages at any time.
- Students are able to monitor their own library accounts by logging into the Library Catalogue from the College website, using their normal College User ID and a password.

### 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. 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. Students can book a guidance appointment using their student portal. Students can request a counselling appointment by emailing '[#StudentCounsellors@runshaw.ac.uk](mailto:StudentCounsellors@runshaw.ac.uk)' or in person at the programme office front desk.

### Careers Education Information and Guidance

Excellent careers guidance makes sure there is equality of opportunity. It unlocks potential and transforms outcomes for people of all ages. At Runshaw College, we provide a fully embedded programme of career education and guidance and strive to ensure all stakeholders including students, parents/carers, staff, governors and employers understand it. All students and their parents/carers will have access to high quality information about future study options and labour market opportunities. Support from professionally trained advisers will be available to ensure this information is used effectively as part of the career planning process.

We aim to ensure everyone has access to the right advice, in the right place at the right time!

- As our students will have different career guidance needs at different stages, opportunities for this support will be tailored to the needs of each individual student.

Equality and diversity will be considered throughout when designing and implementing the career focussed activities within the college.

- All teaching staff will aim to link curriculum learning with careers. Science, Technology, Engineering and Maths (STEM) teachers will highlight the relevance of STEM subjects for a wide range of future career paths.
- Every student studying at the college will have multiple opportunities to learn from employers about work, employment and the skills valued in the workplace. This may be through a range of activities including guest speakers (external and internal), information stands, mock job interviews and our annual Employability Fair.
- Every student should have first-hand experiences of the work place through work visits, work shadowing, work experience and volunteering to support their exploration of career opportunities and develop their networks.
- All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes, including learning in colleges, universities and in the workplace.

Every student will have opportunities for guidance interviews with a careers adviser (who is trained to the appropriate level). These will be available whenever significant study or career choices are being made.

The Runshaw College Careers Programme is based on the Gatsby Benchmarks – the Government framework for best practice in

careers. In addition, we hold the national Matrix Quality Standard for Information, Advice and Guidance. We are keen that all our students, parents and carers have access to up to date Labour Market information so that they are fully informed about current and future skill needs when considering career options. Details can be accessed at <https://www.lancashireskillshub.co.uk/wp-content/uploads/2018/04/Lancashire-report-2.pdf>

Careers Contacts:  
Careers, Education, Information, Advice and Guidance Coordinator – Catherine Garstang  
01772 622677  
[careersteam@runshaw.ac.uk](mailto:careersteam@runshaw.ac.uk)

Careers Lead – Head of Student Services - Janet Hodgson  
01772 622677  
[hodgson.j@runshaw.ac.uk](mailto:hodgson.j@runshaw.ac.uk)

Head of Vocational and Technical Studies - Stephen Musa  
01772 622677  
[musa.s@runshaw.ac.uk](mailto:musa.s@runshaw.ac.uk)

Head of Studies Apprenticeships - Meg Bamber  
01772 622677  
[bamber.m@runshaw.ac.uk](mailto:bamber.m@runshaw.ac.uk)

### 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

and a separate Prevent Policy, which explain how the College deals with any safeguarding concerns. Copies of these policies are available for download from the College website. We do reserve the right to search students if we suspect they may have items such as drugs, weapons or alcohol, this is to ensure the safety of the student and others in college. A search would be done with the student's consent and two staff members would be present.

If you have any more general comments or queries about safeguarding in college, please telephone 01772 622677, asking for safeguarding or email: [safeguarding@runshaw.ac.uk](mailto:safeguarding@runshaw.ac.uk).

### Hate Crime

In September 2018, Runshaw College became a Third Party Reporting Centre for Hate Crime for our staff and students. Hate Crime is massively under-reported and unfortunately on the rise. In 2017 the number of reports received in the UK grew by approximately 6% but the number of incidents committed by an estimated 34%. It is key that victims and witnesses speak up.

Part of the strategy to encourage this, is the provision of centres in the local community where reports can be made to the Police away from a Police station. This is where Third-Party reporting centres come in. Working closely with Lancashire Police, we are providing this service to allow staff and students, who have experienced or witnessed a Hate Crime anywhere to report it in a safe and supported way.

### What is a Hate Crime?

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards their:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity



A hate crime can be committed against a person or property. A victim doesn't have to be a member of the group the hostility is targeted at. In fact, anyone could be a victim of a hate crime. Hate crime in any form is wrong. By reporting hate crime when it happens, you can help stop it happening to someone else. Students who have been a victim of or witnessed a Hate Crime should inform a teacher, their Pastoral Mentor or a member of the Student Services Team. Alternatively, they can email: [hatecrime@runshaw.ac.uk](mailto:hatecrime@runshaw.ac.uk) and a member of the Safeguarding Team will contact them to discuss further.

### Emergency Information

Please ensure that we have your up to date contact details in order for us to contact you, should this be required. The College cannot make or receive contact with any person other than the designated contacts. If you would like a grandparent or other adult to be included in the contact list in the event that you were not available, please ask your

son/daughter/ward to collect a form from the programme office so the details can be added to the college system. When we speak to registered contacts we will need to ask a small number of questions to verify your identity, please bear with us, we need to ensure confidential information is shared only with designated contacts.

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](tel:01772622677) 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

We have a team of specialist staff to support students with additional needs to overcome barriers, promote their independence in learning and achieve their personal best.

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, Autistic spectrum, 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,
- through their pastoral mentor,
- or by making an appointment with Study Support (next to the library)

Once referred, they will meet with a specialist for an initial appointment to assess their needs and recommend appropriate 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 the Programme Office 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: £5.00  
Membership Card: £2.00

### Uniforms

Some vocational students may be required to 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 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 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 help keep you informed as a parent or guardian.

Visit [www.thinkuknow.co.uk/parent](http://www.thinkuknow.co.uk/parent)

## Bullying and Harassment

We recognise that bullying and harassment is a barrier to student success and welfare; 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

We explain to students that we expect them to behave in a respectful manner towards other students, staff members and the local community. We expect them to attend college and try their best. If there are concerns about academic performance, behaviour or attendance we will intervene. The College has a disciplinary procedure which aims to help students get back on track. Parents/Carers/Guardians 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.

## 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. Examinations can fall on days when there are no lessons in college, students are advised to check examination board websites for their exam dates.

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/guardians and your main contact at home may receive a phone call if you miss any lessons."*

## Absence Line

**01772 642020**  
Lines are open from 8.00am every day

### Reporting Absence

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

The absence line is open from 8.00am each day, please call [01772 642020](tel:01772642020)

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 students, parents, carers and guardians, if necessary.

The following are examples:

- Illness. Pastoral Mentors will discuss any specific support arrangements for longer term

illnesses and/or any unique circumstances students 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 parent/guardian/carer (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).

Please note: a verified absence will still lower a student's attendance.

### 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/carer 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.

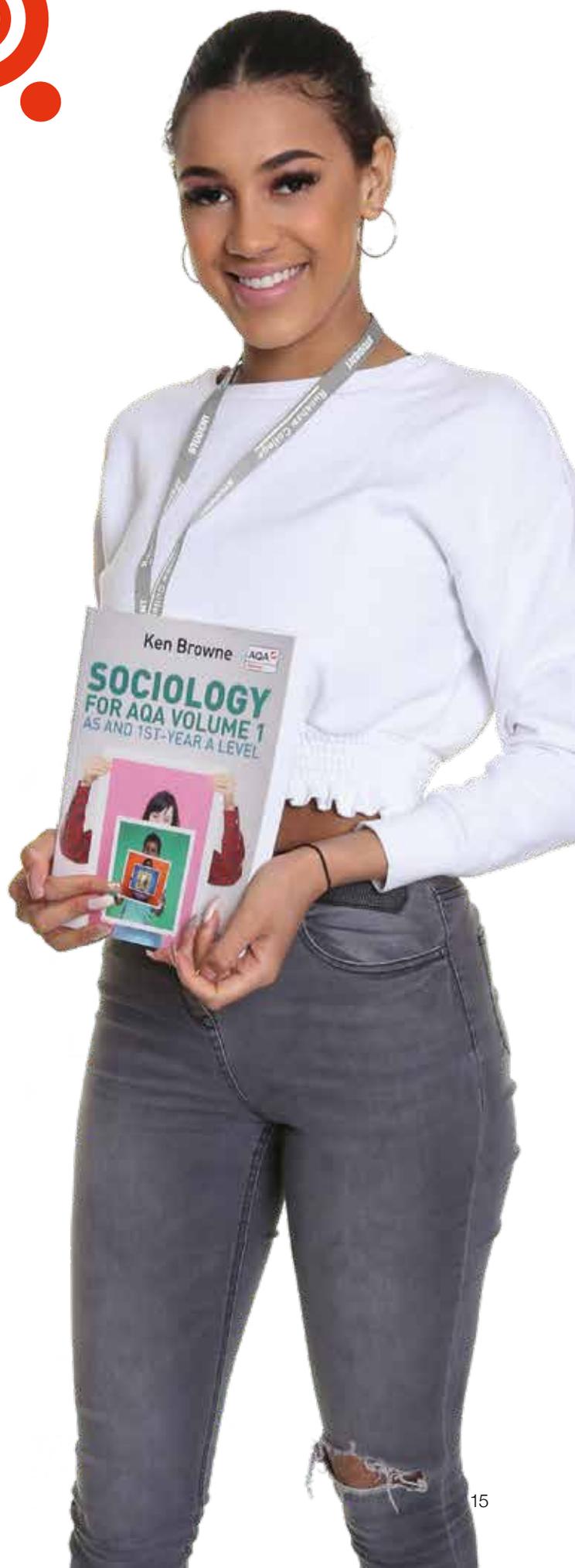
Holidays taken during term time may elicit cause for concern and disciplinary procedures to be invoked. The College reserves the right to cancel an enrolment or prevent progression to the second year or to next level of study where an unauthorised holiday has been taken.

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/carers/guardians 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 student has a problem with their college bus journey, e.g. the service is running ahead/late than scheduled, students can contact the transport team on 01772 642020 who can help. All students must show a valid travel ID to use our college bus services or alternatively be asked to pay for the fare; failure to provide either will consequently mean they will be refused travel.

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 the programme office. 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, carers and guardians 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, carers and guardians 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, carers and guardians on the Pre Advanced Programme will be invited to an additional evening in February to discuss progression opportunities.

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

To get started, click Communication Portal from the main college website- [www.runshaw.ac.uk](http://www.runshaw.ac.uk)

### Visiting College

If you have an appointment with a staff member 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 uses a private firm to manage the car parks and anyone found to be parking without a permit will be subject to penalty charges.

### Progression after College

The majority of our students progress to university after leaving Runshaw. Pastoral mentors will guide students through the university application procedure; this is run by an organisation called UCAS. Students can apply to five universities through their UCAS form. We help students with their UCAS application in the summer term of their first year and the autumn term of their second year. It is important that students follow the UCAS deadlines we set. We have seen more students apply to universities outside the UK; pastoral mentors and student services advisors can help students with this process.

Many of our students want to start work after they leave with a large number considering apprenticeships. The college can help with careers appointments, CV preparation, interview skills and advice on where to find suitable vacancies. Runshaw is a provider of apprenticeships so we may well be able to find a suitable



opportunity for students but we will also provide impartial advice on apprenticeships with other providers too.

### Supporting Students

Parents, carers and guardians often ask us how they can best support students with their studies at Runshaw. We fully realise that young people aged 16 to 19 are not always keen to seek or accept advice from parents, carers and guardians, but if they do these might be some ideas to discuss with them. Having **clear goals** can help, many students feel they should have a clear plan for the rest of their career. Some students have this clear plan but many do not, however a student can still set effective goals; what grades do they want?

What do they want their attendance to be? Do they want a particular work experience placement? It is an obvious point but the more hours students spend on their studies the better they will do. **Effort** is a key factor in success.

We recommend they spend 20 hours on their academic work, each week, outside of the classroom. This time can include homework, revision, file organisation and extra reading. Students with a **systematic approach** tend to do well. Lever arch files for notes are helpful, we advise students to date their work so it can easily be ordered and they will need an effective way to remind themselves when homework and deadlines are due. **Practice** helps with exam preparation; we advise all students to complete as many past paper questions as possible if they have exams. Students also need to review their past paper performance using mark schemes and examiner's reports; these are available on exam board websites. The student should always be looking for ways to improve their exam answers. A positive **attitude** is vital and will help students as they progress to university and work. Students need to see that perseverance, grit and determination will bring the best possible results for them.

### 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

England's  
**NUMBER ONE**  
COLLEGE

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

Our aim is to make sure you are happy, safe and successful. In order to achieve this aim, it is important that you work in partnership with us and meet our expectations.

This includes to:

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

Key college policies are available to students on moodle.

We hope all students have an enjoyable and productive time in college, please contact us if you have any questions or concerns.