



STUDENT

Handbook

2020/21

RUNSHAW COLLEGE

# New Students

## Welcome to **Runshaw!**

We are delighted that you have chosen to study at Runshaw. We hope that you will enjoy your time with us, achieve your academic goals and personal ambitions and find that your experience here enables you to progress with confidence to further successes in higher education, training or employment.

As a student at Runshaw College you 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**.

In order to help you settle in with us as quickly as possible, your parents or carers will receive a **Welcome Presentation** delivered by the Deputy Principal at the start of term. This presentation will provide more information about your courses, our expectations and the support available to you at college. **The presentation will be available via the Communications Portal.**

## **Runshaw's** Aims

It is our aim to support each student to fulfil their potential. We believe that a close partnership with students, parents, guardians and carers is vital in achieving our aim. You will find a copy of our **Student Charter** in this handbook; the charter is designed to ensure that you achieve the greatest success at college.

## **Your** Heads of Studies



Giles Inman  
A Level



Lucy Turner  
A Level



Stephen Musa  
Advanced Vocational



Lindsay Neville  
Advanced Vocational



Kelly Jones  
Pre-Advanced  
Vocational

## High Expectations

We know that as a student here you will naturally have very high expectations of the college and that you will be reassured that we also have high expectations of you!

Our expectations are simple.

We expect you to:

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

Runshaw is a really safe and happy place to study and to work... we really appreciate everyone's support to keep it that way.

## College Membership Cards

You need to visibly wear your **college membership card** on a lanyard whilst you are at college; this college rule is in place to ensure your safety and must be adhered to. Your membership card identifies you as a Runshaw student and enables you to access all of the college's facilities. You need to show your membership card to staff when paying for goods in the college retail outlets. All organisations expect their employees to wear IDs and we are mirroring this workplace expectation; all Runshaw staff, students and visitors are expected to wear IDs at all times in college. If you lose your membership card, you need to purchase a replacement in the Programme Office - £5 for a card with a bus pass and £2 for a card without a bus pass.



## Study Programmes

You have enrolled onto a full-time programme which consists of both timetabled learning hours for each course or unit and also personal employability, enrichment and progress mentor group hours. **Our expectation is that every hour of classroom tuition is matched with an hour of independent study.**

Independent study skills are essential for success at this level and also develop key employability skills. Independent study includes: research, interviews, reports, wider reading, revision, preparing presentations, managing files, organising notes in addition to writing up classwork and completing independent work.

To ensure success on your study programme, the following questions act as a very useful guide to help you develop a positive approach towards your studies and to boost your resilience:

- **Vision:** How well do you know what you want to achieve?
- **Effort:** How many hours of independent study do you complete per week?
- **Systems:** How do you organise your learning and manage your time?
- **Practice:** What kind of work do you do to develop your skills?
- **Attitude:** How do you respond to setbacks?

You can discuss these questions with your Progress Mentor during 1:1s and with your subject teachers. It may help to remember the acronym **VESPA** as you work towards developing your study skills further.

## Student Portal

Your **Student Portal** is designed to provide you with all the information required to successfully manage your study programme and academic progress at college; enabling you to check your attendance, PDS hours, progress update reports, exam timetable and SMART targets. You can also develop your

CV, record your intended progression and experience of work, and view your college reference. Please take the time to familiarise yourself with the other facilities available on your portal, including RunshawPay and travel information.

## Role of the Progress Mentor

All students are placed in a progress mentor group with a Progress Mentor. Your Progress Mentor will offer you support and guidance throughout your course and is responsible for monitoring your attendance, achievement, progress and welfare. You will be required to attend a progress mentor group session each week and you will have at least one 1:1 with your Progress Mentor each half term.

## Attendance

We have very high expectations regarding student attendance, as absence from lessons is one of the major factors which contribute to students not reaching their full potential; **always aim for full attendance.** If you are absent from classes for any reason, your Progress Mentor will want to check that this was unavoidable and you will be required to provide supporting evidence either in the form of a phone call or a note from a parent, guardian or carer.

Where supporting evidence is not available, staff may contact your parents, guardian or carer to discuss this with them. A register is taken during every lesson and your percentage attendance can be confirmed during your progress mentor group session and on the Student Portal. Excellent attendance helps to prepare you for your future career; it is a key employability skill.

## Absence Number

**01772 642020**

Should you be unavoidably absent from college, you or your parent, guardian or carer should ring the appropriate number after 8:00am **on each day of absence.**

During your college interview you will have been informed that **we do not allow students to take holidays during term time**; this policy is also outlined in our offer documents. You can refer to the **calendar of key dates** in this handbook so that you can avoid planning holidays during term time. Any holidays taken in term time will lead to disciplinary action.

You should not make routine appointments for personal matters (e.g. a visit to a doctor or a dentist) during lesson time. These must be arranged outside of the college day.

## Progress Evenings and

## Progress Updates

The college believes strongly in a three-way partnership with students and their parents, guardians and carers.

**Progress Updates** will be sent to parents, guardians and carers via the Communications Portal in October, December, February, March, May and July. These updates will also be available to you on the Student Portal. There will be **Progress Evenings** for parents, guardians and carers in February for 2nd Year students and in April/May for 1st Year students; we encourage you to attend this event too. You will be asked to make appointments with your course teachers.

In addition to this we will contact your parents, guardian or carer, via the Communications Portal, by email or telephone, if we have any concerns about your progress. We also positively encourage parents, guardians and carers to contact us at any time if they have any concerns: they should contact your Progress Mentor in the first instance.

## Study Day

There are no timetabled lessons on your study day. However, we would like to emphasise that this is still a college day; the college reserves the right to schedule

visits, trips, additional study and academic support sessions. You may be required to attend college on your study day for any number of reasons and it is, therefore, important that your study day is used for college related activities. We will also encourage you to use some of your study day time for enrichment, volunteering and work experience activities to enhance your employability.

## Employability Day

– Vocational students only

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 to carry out their work placement. As with your study day we also encourage you to use some of this time to participate in enrichment and volunteering activities.

## College Library and

## Study Zones

**Your Library** offers you access to a wide range of resources designed to support your studies. Specifically, our loan collection of core text books for each subject together with access to a range of subject specific journals, electronic databases and specialist software. Access to all our online resources is through our 'Discovery' Database, available on the Library Moodle, including access to a further approximately 10,000 eBooks, as well as a 'Research Starter' and links to thousands of electronic journal and newspaper articles. If you are looking for something we don't have on our shelves or in our eBook collection, we can also provide you access to the Lending Service of the British Library to support your wider research. Your Library also offers you a variety of study spaces, suiting all styles of working but primarily quiet,

individual study spaces. You will also find a large number of PCs and Macs that you can book in advance or drop in and use when you have a study period. Your highly experienced Library Team can help you find text books or support you accessing any of the research tools available. They can also help you to access all of the college Online Systems including Moodle as well as helping with printing queries etc. If you need help with something all you have to do is ASK US!

You can contact a member of the Library Team by emailing [Library@runshaw.ac.uk](mailto:Library@runshaw.ac.uk) or pop in and ask a member of the team.

**Study Zones** are areas in college for students to work during study periods. Study Zones are welcoming spaces for active study and independent learning! Students can use the Study Zones for completing homework and assignments, revising for exams or applying for university and jobs. The Study Zones are not social spaces and students are expected to use their time productively when using the space.

There are three Study Zones – Coniston, Patterdale and Langdale. Services include PCs, iMacs, printing and 'bring your own device' facilities, plus a variety of study spaces for individuals and groups. PCs, iMacs and team workrooms can be reserved in advance.

The Study Zones also offer skill boosting 30 minute one-to-ones and workshops. The Study Zone team help students develop independent learning skills by providing advice on techniques and strategies for time management, organisation, writing assignments and essays, revision and preparing for exams. There are 3 ways to book a one-to-one: via 'Appointments' on the Student Portal; calling into a Study Zone to speak to a member of staff; emailing: [studyzone@runshaw.ac.uk](mailto:studyzone@runshaw.ac.uk)

## Exams

**Exam timetables** will be produced by the college and distributed via your Progress Mentor as well as being available on your Student Portal. It is your responsibility to check these timetables are correct. If you ever have any queries about your exams, you should speak to your Progress Mentor or visit our Exams Team, in Mardale.

Full attendance to lessons is vital for success: your course may have external and internal examinations and assessments throughout. If you fail to sit examinations, the college reserves the right to withdraw you from the qualification and charge you for the papers missed. You must abide by all exam regulations; you will find these on your Student Portal. You will also receive any exam results through the Student Portal.

## 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 to copy work written by another student and submit it as your own or allow another student to copy your work and submit it as their own. Plagiarism and copying applies to: coursework, assessments, personal directed study and UCAS personal statements. It is unacceptable to work closely with another student to copy each other's answers and present it as your own but this should not be confused with group-work or collaborative learning where students work together to share ideas in order to generate knowledge and understanding to then independently complete work set. Please speak to your teacher or Progress Mentor if you have questions in relation to this.

Any student found to be involved in plagiarism will be referred for formal disciplinary action.



## Study Support

Our Study Support Team specialises in supporting 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 package of support which is tailored to the needs of each student. We have a team of Educational Support Workers, Team Leaders, Specialist Support Tutors and Assessors plus an Assistive Technologist.

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

If this type of support is to be given to a student, you will have an opportunity to disclose this information as follows:

- On your enrolment form
- Through your Progress Mentor
- By making an appointment with Study Support

Once referred, you will meet with a specialist for an initial appointment to discuss your needs in more depth and agree an appropriate package of support.

## Student Services

Student Services aim to support students in their studies and assist them in overcoming obstacles to success, achievement and progression. The friendly and professional team offer a free information, advice and guidance service to anyone needing advice and/or support with learning, welfare issues, careers and progression routes.

Teams within Student Services include: Careers Guidance, Communications, Counselling, Enrichment, Finance, Safeguarding, UCAS and Volunteering.

## Careers Support

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, staff, governors, parents, guardians, carers and employers are aware of the support available and have input in its content and delivery.

All students 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.

Appointments with the Careers Guidance Team can be booked via the Student Portal.

**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 mock job interviews, our University and Careers Fair and Higher and Degree Apprenticeship Event, plus other career progression activities for specific college programmes/courses.
- 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.

All students will have access to a wide range of career related resources both in college and virtually. They include the online resources – Unifrog and Kudos, university prospectuses, books and guides on topics such as interview techniques, planning a gap year and studying abroad, plus a range of factsheets (covering topics such as how to write a CV, job search, how to complete your UCAS application and a guide to using Unifrog). They are all available from Student Services or on Moodle. Virtual resources such as webinars, virtual university tours etc will be regularly promoted in the Student Bulletin.

**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.**

## Enrichment

Enrichment (extra curricula activities) will make an enormous difference to your enjoyment of college as well as enhancing your CV and future career opportunities. You will be given further details of our **Enrichment Programme** when you start college and your Progress Mentor will inform you about how to sign up for these activities. There are weekly updates about the Enrichment Programme in the **Student Bulletin**. We always encourage students to take advantage of roles of responsibility within college; for example, cross-college and course specific Ambassadors, Student Representatives and Student Council membership.

## Volunteering

**Volunteering** is a great way of making friends, helping others, building your employability skills and broadening your interests. You can log your volunteering hours on the Student Portal > Work Related Activity > Unpaid Work Experience > Volunteering, certificates will be awarded for 10, 30, 50 and 100 hours of volunteering. Please call into Student Services to speak to a member of the team; they will be happy to help you.

## Work Related Activities

We actively encourage you to develop and enhance your **employability skills** during your time here to prepare you for your future progression and the world of work. You should take full advantage of the range of opportunities available to you at college to help you develop the skills employers value, including volunteering and enrichment activities. You will be able to record any paid work, experience of work and inspirational activities, and describe the skills you have acquired, on your **employability pyramid**, on your Student Portal. These details will be added to your **Runshaw CV**. You will also record your **intended destination** after college. This is really beneficial as it informs staff of your progression plans; allowing us to provide you with the most appropriate information, advice and guidance. Your subject teachers and Progress Mentor will refer to this information when writing your UCAS or employment reference.

## Experience of Work

During your time at college you will be encouraged to develop and produce a strong CV through our online Runshaw CV facility. The development of **employability skills** is high on the government agenda and is required by all employers and universities. You can enhance these skills through experience of the world of work. Our **Work Placement Team** can help you find a suitable placement.

## Part Time Jobs

Whilst this is an excellent way for you to gain additional work experience, research has confirmed our view that up to 8 hours part time work per week does not have a major impact on student achievement. However, we wish to deter students from working over 8 hours per week as this does tend to affect academic performance at college quite substantially. Students' work usually suffers more if they are working 2 late evening shifts during the week.

## Safeguarding

Runshaw College is committed to safeguarding and promoting the welfare of young people and vulnerable adults. For information, advice and guidance in relation to your health, safety, welfare and wellbeing please check the Student Bulletin each week. If you have any concerns about your wellbeing, safety or rights, then you should inform a teacher, your Progress Mentor or a member of the Student Services Team. Alternatively, you can call the **Safeguarding Helpline** on **01772 644377**, 8.30am till 4.30pm, Monday to Friday (term time only).

## Prevent Strategy

Prevent is one of the four elements of CONTEST, the government's counter-terrorism strategy.



As a college we have a responsibility to protect young people from extremist and violent views the same way we protect them from other risk taking behaviour. We also have a responsibility to promote our fundamental British Values to facilitate free debate, the values of:

- tolerance
- individual liberty
- the rule of law
- democracy
- mutual respect

These are the characteristics of British citizenship. Importantly, we provide a safe place for students to discuss these issues so they better understand how to protect themselves. If you have any concerns, then you should inform a teacher, your Progress Mentor or a member of the Student Services Team.

Alternatively, you can call the **Safeguarding Helpline** on **01772 644377**, 8.30am till 4.30pm, Monday to Friday (term time only).

## Hate Crime

From 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 Progress Mentor or a member of the Student Services Team.

Alternatively, they can email: **hatecrime@runshaw.ac.uk** and a member of the Safeguarding Team will contact them to discuss further.

## E-Safety

E-Safety encompasses Internet technologies and electronic communications; including mobile phones, games consoles and wireless technology, as well as collaboration tools and personal publishing. It highlights the need to educate students about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. The IT Acceptable Usage Policy which contains full conditions for using college I.T. facilities is available via Moodle or the Student Portal. We ask you to make yourself familiar with them. Please treat all college equipment with respect.

## Car Parking

The college has an excellent and heavily subsidised bus service; as such, there are no student car parks on site. Please be aware that college car parks are managed by an independent company and fines and warnings will be issued for any unauthorised parking.

If you wish to travel to college by **moped or motorbike** you must apply for a permit from the Programme Office, before bringing the vehicle on site. You will need to bring in your insurance certificate, driving licence and MOT (if required). Please also note that the use of skateboards and segway hoverboards is prohibited on college premises.

## Learner Voice

The college is committed to listening to our learners and acting on their views. There will be many opportunities throughout your time here for you to contribute to the development of the college. You may choose to be a Student Representative, be a member of the Student Council or be asked to take part in a focus group. We also hold an election for Student Governor annually. Students can also be asked to complete surveys about the services they receive in college, this can cover functions such as catering or the college library. Annually, you will be asked for your views on the teaching and learning at college through our **Learner Survey**. We also encourage you to contribute when asked for your views through progress mentor group sessions with your Progress Mentor.

We want you to be very happy here and we wish you every success with your studies. We welcome any feedback from you during your time here at Runshaw.



# FAQs

## What should I do if I lose my timetable?

You can see your timetable on the Student Portal. Also the Programme Office staff can supply you with a replacement timetable.

## What should I do if I don't have my membership card?

If you have forgotten your membership card, the Programme Office staff can issue you with a temporary membership sticker. If you have lost your card completely, you will need to buy a replacement; a membership card and bus pass is £5, just a membership card is £2.

## What do I do if I am ill?

Should you be unavoidably absent from college, you or your parent, guardian or carer should ring the Absence Line after 8.00am on each day of absence.

### **The Absence Line is 01772 642020.**

We reserve the right to check absences verified by a student with a parent, guardian or carer, or to ask for medical evidence if required.

If you are unwell in college, you must come to the Programme Office for assistance.

## Where does lost property go?

Lost property will be taken to the Programme Office front desk.

## How do I get a locker?

You can speak to our front desk team in the Programme Office if you would like to obtain a locker for the academic year. Please note the following: You must not store any flammable liquids or explosive substances e.g. aerosols in your locker, and any items left in a locker at the end of the academic year will be disposed of.

## What should I do if my bus doesn't turn up?

If a college bus does not turn up you should contact the **Transport Number** on 01772 643000 and select 1.

## What should I do if I forget my password for IT systems?

If you have already logged on you will have been prompted to use the password management system on Moodle: this records your answers to a few questions and allows you to reset your own password. If you continue to have problems, please go to Student Services, the Library or Study Zones for assistance.

## Appendix - For blended learning

Owing to the situation with Covid 19, we may need to adopt a blended learning approach at College. This would involve you studying both remotely from home via online learning and through attending lessons on the college campus at times.

To reassure you, whether you are studying remotely or on campus, we will always put your safety and wellbeing first and you will continue to have a full study programme. We will always provide you with the highest quality of teaching, learning and support to ensure that you can make the very best progress with your studies, personal development and progression after college.

Our **high expectations of you in blended learning** in terms of attendance, behaviour, deadlines, membership cards and effort remain exactly the same as when we are operating fully on campus; as does our expectation of **Runshaw Respect** with respect for others and the college community.

- **Attend** all lessons on time. This includes any 1:1s, appointments and additional support sessions you are required to attend.
- **Behave** appropriately at all times and adhere to the Runshaw Respect agenda. You are required to communicate positively either on site, via email, online or on the phone. You are expected to comply with current social distancing requirements.
- Wear your **membership card** visibly at all times on site so that everyone can see that you have a legitimate right to be on the campus.
- Meet all **deadlines** that are set as part of your Study Programme.
- **Ensure** that you are fully committed to, and engage with, all aspects of learning and college life. The highest levels of **effort** also include checking your emails on a daily basis and responding to contact from staff.

**If at any time you experience difficulties or you have any questions during blended learning, you are expected to contact your Progress Mentor and teachers for help and in order for any support needs to be met.**

## **What should I do if I have technical difficulties during blended learning e.g. no internet at home or problems with my laptop / device?**

Contact your Progress Mentor as soon as possible to ask for help and guidance or contact our Service Desk team on servicedesk@runshaw.ac.uk or by calling 01772 642057.

## **What do I do if I have Covid symptoms in College?**

Report to the Programme Office or First Aid immediately.

## **What do I do if I need to self-isolate owing to Covid symptoms or because a member of my household has Covid?**

You must always follow government guidelines in relation to Covid 19 and the College's absence procedure. You or your parent, guardian or carer should ring the Absence Line after 8.00am on each day of absence. The Absence Line is 01772 642020. We reserve the right to check absences verified by a student with a parent, guardian or carer, or to ask for medical evidence if required. You should also contact your Progress Mentor so we can arrange any appropriate support you may need to help you keep up with your studies.

## **Do I have to wear a face covering in College?**

Please follow current government guidelines (including any relating to educational settings and public transport) and also follow any college guidelines (including those relating to the college buses). You can also contact your Progress Mentor if you would like to discuss this.

# Dates for your Diary

## Autumn Term 2020

Wednesday 2nd September	Start date for Year 1 and Pre-Advanced students
Monday 7th September	Start date for Year 2 students
Wednesday 9th September	Vocational Welcome Evening
Thursday 10th September	A Level Welcome Evening
Saturday 19th September	Open Day <i>*Student Ambassadors guide our college guests</i>
October	Progress Updates released via the Communication & Student Portals
Friday 2nd October	UCAS early deadline for Year 2 students: Oxbridge, Medicine, Dentistry & Vet Science
Thursday 8th October	College Improvement Day & Open Evening (college closed for students) <i>*Student Ambassadors guide our college guests</i>
Monday 19th October – Friday 30th October	Half Term Holiday – college closed for two week Return to college w/c Monday 2nd November
Monday 2nd November	Return to college
Friday 6th November	College deadline for UCAS applications for Year 2 students
Tuesday 17th November	College Improvement Day & Open Evening (college closed for students) <i>*Student Ambassadors guide our college guests</i>
December	Progress Updates released via the Communication & Student Portals
Friday 18th December	College Improvement Day (college closed for students)
Monday 21st December – Friday 1st January 2021	Christmas Closure – college closed for two weeks. Classes finish at 3.40pm Thursday 18th December. Return to college w/c Monday 4th January

## Spring Term 2021

Monday 4th January	College re-opens after Christmas Closure
Wednesday 6th January – Friday 15th January	2nd Year A Level Mid-Year Assessments (MYAs) – Results Day Monday 1st February
February	Progress Updates released via the Communication & Student Portals
Wednesday 3rd February	Year 2 Progress Evening – Surname A-L
Monday 8th February	Year 2 Progress Evening – Surname M-Z
Monday 15th February – Friday 19th February	Half Term Holiday – college closed for one week Return to college w/c Monday 22nd February

# Dates for your Diary

Monday 22nd February	Return to college
Wednesday 3rd March	College Improvement Day & Open Evening* (college closed for students) *Student Ambassadors guide our college guests
April	Progress Updates released via the Communication & Student Portals
Monday 29th March to Friday 9th April	Easter Closure – No classes. College closed for two weeks. Return to college w/c Monday 12th April

## Summer Term 2021

Monday 12th April	Return to college
Tuesday 27th April	Year 1 Progress Evening – Surname A-L
May	Progress Updates released via the Communication & Student Portals
Monday 3rd May	Bank Holiday (college closed to students for one day only)
Thursday 6th May	Year 1 Progress Evening – Surname M-Z
TBC	GCSE Maths Exam
Friday 28th May	College Improvement Day (college closed for students)
Monday 31st May – Friday 4th June	Half Term holiday – college closed for one week. Return to college w/c Monday 7th June
Monday 7th June	Return to college
TBC	GCSE English Exam
TBC	GCSE Maths Exam
TBC	GCSE English Exam
TBC	GCSE Maths Exam
Friday 11th June	A Level Year 2/GCSE Full Year Finish
Friday 25th June	Year 2 and Pre-Advanced Vocational students finish
Friday 2nd July	Last day of term: Teaching finishes for Year 1 students at 3.40pm
Monday 5th July – Friday 9th July	Work Experience Week
TBC	Results Day
TBC	GCSE Results Day

# 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.