

## As a student, you can expect The Sixth Form College Farnborough to:

### - help you by:

- offering excellent advice and guidance in choosing your course;
- providing clear details of the courses available;
- processing your application efficiently and informing you of the outcome;
- introducing you to College life through Open Days and Getting Ready Days;
- providing an appropriate induction course on entry to the College;
- providing excellent pastoral and academic care whilst you are at the College;
- guiding you in your selection of progression routes on leaving the College;
- following the Equality and Diversity Policy;
- providing a safe environment in which to achieve.

### - provide an education which:

- is excellent in all aspects of provision;
- enables you to achieve your expectations and even to exceed them;
- builds your confidence;
- develops employability skills and intellect beyond the confines of your examination courses;
- enables you to work independently and in teams;
- prepares you to live with confidence and assurance in a changing world.

### - be accountable for what we do by:

- setting the highest standards and publishing our results;
- telling you the process by which to make a complaint if one is necessary;
- providing opportunities for students to comment on their experience of College life.

## In return, we expect you to:

- demonstrate a commitment to your studies in order to improve your achievement;
- maintain a 100% attendance record in all your classes (except for illness or other justified absence);
- be punctual for all your College commitments;
- wear your lanyard and ID at all times;
- be suitably dressed and equipped for College work;
- complete all required curriculum work including coursework, private study and Tutorial Plus within the deadlines set;

- stay safe and look after any College property loaned to you;
- show concern for and maintain the clean environment of the College;
- be tolerant and respectful of all staff, students and members of our local community;
- uphold the College Equality and Diversity Policy;
- support the ethos of the College and not engage in activities which bring it into disrepute;
- read and abide by the College policies;
- complete all clearance formalities before you leave College;
- complete all College surveys.

## 1. Introduction

- 1.1** The College is committed to its role as a distinguished major provider of the highest quality education. The AQC (Academy Quality Council) and staff of the College seek to achieve this in partnership with students, parents/guardians, employers, institutions of higher education and the local community.
- 1.2** The facilities offered by the College are described and illustrated in the online College Prospectus together with a comprehensive Course Guide on our website, listing the courses available and the entry requirements. In assessing entry requirements, the College takes account of prior learning and formal qualification requirements which may be waived in exceptional circumstances.
- 1.3** You are required to undertake work experience during your time here at the College. Advice about relevant experiences is provided by our dedicated careers and employability team.
- 1.4** We welcome students with disabilities and the College is committed to providing additional support, within available resources, under the guidance of the College's Learning Support team. Initial enquiries should be made to Emma Hobbs, Assistant Principal Partnerships and Progression.
- 1.5** The College is proud of its record of examination success. Examination results will be published each year in accordance with the statutory requirements.

## 2. Admissions, Guidance & Counselling

- 2.1** The step by step guide to joining the College and details about the courses that we offer are detailed in the online College Prospectus and on the courses pages on the College website.
- 2.2** Open Days and Getting Ready Days:

- i. Open Days take place in the autumn term and are an opportunity for prospective students and their parents/guardians to see the facilities available, meet the Principal and talk to staff and current students about the courses on offer.
  - ii. There is an Applicant Evening in the Spring to help students who are still unsure of course choices.
  - iii. Getting Ready Days take place in the Summer term.
- 2.3.** Each new student will receive an interview with information, advice and guidance as the main focus; one after application and one during the enrolment period if required. Each student is also invited to a Getting Ready Day where they can experience three lessons in the subjects they have chosen to study here.
- 2.4.** At interview, students will have the benefit of high quality advice and guidance from an experienced senior member of staff. This advice will be unbiased because the interviewer, except in special cases, will not be representing a particular area of the curriculum.
- 2.5.** During your course of study, you will be entitled to receive careers advice about progression to higher education, apprenticeships and employment.
- 2.6.** Your Personal Tutor will be responsible for ensuring that appropriate advice and guidance are provided and for the writing of your reports and references.
- i. The College undertakes normally to honour reference requests from employers and educational establishments within 15 working days.
  - ii. Before references can be completed, you must provide relevant documentation such as completed application forms, evidence of fee payment and anything else required.

### 3. Fees/Charges

- 3.1** The College normally admits students and makes no charge for tuition for students who are 16, 17 or 18 on 31 August in the year of admission to a course and who have been resident in this country for three years or more.

Exam fees may be charged if a student's attendance falls below 90%. Details of this can be found on the website in our Attendance Policy.

- 3.2** Supporting your College: The College seeks a monthly voluntary contribution to fund crucial aspects of College life that are not funded by the government, e.g. counselling services.
- 3.3** If you forget your ID and lanyard, you must hire a temporary one. There will be a daily charge for this and all proceeds will go to charities selected by the Student Union.

- 3.4 In the event of you losing your lanyard and ID card, a charge will be levied to purchase a replacement.
- 3.5 In the case of students re-sitting an examination within the duration of the course, the full cost of the examination will be charged.
- 3.6 In the event of unjustified absence from an examination, the full cost of entry will be charged to the student.

## 4. Study Costs

- 4.1 The College provides essential class textbooks for full-time students. However, additional books, materials, study resources and photocopying will need to be purchased privately.
- 4.2 The College does not supply stationery or other materials to students.
- 4.3 Study trips are arranged by many subject areas and you are expected to cover the cost of these trips yourself. In special circumstances, financial assistance in the form of a grant or loan can be arranged. Students are advised to limit themselves to a maximum of eight study related days out of College in any year.

## 5. Financial Assistance

- 5.1 Bursary scheme: The Government has a bursary scheme to help the most vulnerable 16 - 19 year olds to continue in full-time education. The scheme is made up of two parts - a guaranteed bursary, for young people in defined vulnerable groups and a discretionary bursary.
- 5.2 The Vulnerable Bursary: The vulnerable bursary will go to those young people who are in care, are care leavers, are in receipt of Income Support or Universal Credit because they are financially supporting themselves and /or others who are dependent on them, or who are receiving Disability Living Allowance or Personal Independence Payment in their own right as well as Employment Support allowance or Universal Credit in their own right.
- 5.3 The Discretionary Bursary: This will provide help to students whose access to further education might be inhibited by financial considerations. These funds are means tested and can provide assistance with the cost of transport, books, equipment and other study related expenses.
- 5.4 Further Education Free Meals: Verification of student eligibility is made by Hampshire County Council, apply online at [www.hants.gov.uk/educationandlearning/freeschoolmeals](http://www.hants.gov.uk/educationandlearning/freeschoolmeals) . The College can help with your application if no internet access is available. Hampshire

County Council will then notify the College that a student is eligible. A maximum of £3.50 per day will be available to be spent at the College food outlets.

Eligibility criteria for these schemes must be met. These can be found on the College website.

## 6. Teaching for Learning

- 6.1** As a student at the College, you can expect all lessons to be well prepared by well-qualified subject specialists. Your learning programmes will be designed using an appropriate range of materials and resources organised so as to deliver coherent, stimulating courses which lead to nationally recognised qualifications.
- 6.2** The ways of learning will be varied; you can expect to study independently, work as part of a whole class and in small group sessions.
- 6.3** Individual assignments will have to be completed outside the normal classroom time, such as topic research, note-taking, preparation for group presentations, essay writing or reading.
- 6.4** You can expect completed written assignments to be marked by your teacher, a peer or yourself according to criteria made known to you and returned within reasonable time in accordance with curriculum area policy.
- 6.5** Support for help with your study skills is available from Study Support.

## 7. Monitoring Progress

- 7.1** Your progress will be monitored carefully and recorded by your teachers.
- 7.2** You will have access to your own attendance and review data through CristalWeb.
- 7.3** During your study programme, you will formally review your progress with your teachers and your Personal Tutor. There will be a range of opportunities to comment on your experience at the College.
- 7.4** Teaching staff will arrange to discuss individually with you any aspect of your progress, at any point during your course, at your request and at a mutually convenient time.
- 7.5** Your parents/guardians will be informed of your progress via the Parent Portal at key points in the year. Consultation evenings are organised primarily for students who are underperforming in their subject(s). However, your parents/guardians will have the right to seek a report on your progress and discuss it with your teacher at any point during your

study programme, as agreed with your teachers. This can be done through the Parent Portal.

- 7.6** Parents/guardians will be contacted by your Personal Tutor if any significant change is to be made to your study programme. Following discussion with you and your parents/guardians, you will receive written confirmation of any significant change to your study programme within three working days of the change being made.
- 7.7** Where work placements are a key element of your study programme, they will be carefully selected to be supportive of your needs and appropriate to the vocational context in which you are studying. Upon completion of a period of work placement, employers will be expected to provide a detailed report of your work which will be held in your College records.

## **8. Enrichment and Employability**

### **Enrichment**

- 8.1** All students will have an enrichment activity included as part of their programme of study. You can select from a wide range of social, cultural and sporting activities. The College has close links with outside organisations, who provide volunteering opportunities.
- 8.2** At College there are also a number of clubs and societies which are both student and staff led. If we do not run one that you are interested in, you may like to start your own.

### **Employability**

- 8.3** You will be expected to undertake the College Prospects Diploma alongside the Tutorial programme. This will involve completing a series of tasks and activities that are designed to raise awareness of employability and enable you to evidence your personal profile ready for work, further training, apprenticeships or university.
- 8.4** You are expected to record the development of your transferable and work-ready skills throughout your time at the College, to improve your progression prospects.
- 8.5** You will be expected to undertake the equivalent of one weeks' work experience to gain essential life skills and an awareness of the working world. This experience will be recorded and reflected upon as part of your Prospects Diploma.
- 8.6** You will undertake additional training in Equality and Diversity, which will also form part of your Prospects Diploma.

## 9. Code of Conduct

- 9.1** As a member of the College community, you will be expected to uphold the College rules; in the event of a transgression, you will be subject to the College's disciplinary procedures agreed by the Academy Quality Council.

## 10. Equality and Diversity

- 10.1** The College aims to be a community where all its members are valued and respected. This will be achieved through the curriculum, resources and environment and also through the quality of the relationships among the members of the community, as outlined in the College's Equality and Diversity Policy.
- 10.2** You are expected to complete online training in Equality and Diversity as part of your Prospects Diploma.

## 11. The Equality Act 2010

- 11.1** In accordance with the Equality Act 2010 the College undertakes to:
- i.** promote equality and diversity;
  - ii.** promote social cohesion and build community links;
  - iii.** respect the dignity of all people who visit, study and work at the College;
  - iv.** provide conditions which encourage all learners to participate, progress and achieve in their learning;
  - v.** actively challenge unacceptable actions and behaviours such as harassment or bullying.
- 11.2** The College Equality and Diversity Policy is published on the College website.
- 11.3 Policy Statement:**
- i.** The commitment to equality and diversity is endorsed and led by the College leadership team.
  - ii.** All College staff and students have responsibilities to comply with equality and diversity law. All are encouraged to build an awareness of equality and actively challenge all instances of inequality.

## 12. Safeguarding and Child Protection Policy

- 12.1** A copy of the College Safeguarding and Child Protection Policy is posted on the College website. Copies are also available from the Student Services Office. Dan Cleary, Director of Safeguarding is the first point of contact with responsibility for child protection issues.

**12.2** You are expected to complete online training as part of the Prevent strategy.

## **13. Data Protection Act 2018 and the UK General Data Protection Regulation**

**13.1** The College's Data Protection Policy and associated Privacy Notices can be found on the College website. As part of your enrolment process you will be shown the Education and Skills Funding Agency (ESFA) and Learning Records Service (LRS) Privacy Notices.

**13.2** Media Images: Photographs and videos are taken during College activities. We use these on our website, social media channels, in the College Prospectus, presentations, displays, booklets, newsletters and for other publicity. You will be asked to give your consent for these at Enrolment, and you can change your consent at any time on CristalWeb. Please note that photographs and/or videos taken around campus, at College events and trips, where you are not considered the focus of the photograph and/or video, are not subject to this consent.

## **14. Employers and Local Community**

**14.1** The College is committed to working in harmony with the local community by:

- i.** holding regular open consultation meetings with local residents and council representatives;
- ii.** seeking further contact with local industry and commerce to develop the curriculum and to support the Prospects Diploma. We also invite their views on matters relating to the College and local employability issues.

**14.2** The College requests that parents/guardians show consideration for local residents by dropping off and picking up their child away from the College site.

**14.3** Student car drivers must purchase one of the three types of student car park permit, subject to availability.

## **15. Feedback**

**15.1** The College and the Trust welcome feedback from students and their parents/guardians. Many messages of gratitude and congratulations are received and they are greatly appreciated by the committed and excellent staff.

**15.2** If students, their parents/guardians, employers or local community members have any cause for concern, the matter should be raised with the student's teacher or Personal Tutor or the individual they feel is closest to the problem.



**15.3** If no satisfactory response is received, or if a complaint is thought appropriate, please refer to the Prospect Trust's Complaints Policy, which can be found on the Trust website, [www.theprospecttrust.org.uk](http://www.theprospecttrust.org.uk)



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