

Student Handbook (amended Oct 2017)

2017 – 2018

Welcome to Coulston Sixth Form College.

We hope that your time with us will be enjoyable and that you will gain the qualifications you need to progress. We look forward to working with you and to support you in your studies.

Please take some time to read this handbook and keep it for future reference. This Handbook is a summary of key information on:

- Our standards and expectations of you in our learning community
- Important administrative matters

Holiday Dates 2017-2018

	End of Half Term Wednesday 18 October 2017
OPEN DAY – Saturday 14 October 2017	
Half Term Break – Thursday 19 October 2017 to Friday 27 October 2017	
OPEN EVENING – Thursday 9 November 2017	
Return Monday 30 October 2017	End of Term Wednesday 20 December 2017
Christmas Holidays Thursday 21 December 2017 to Wednesday 3 January 2018 (but please see note below)	
Spring Term Starts Monday 8 January 2018	End of Half Term Friday 9 February 2018
Half Term Break - Monday 12 February 2018 to Friday 16 February 2018 (but see note below)	
Return Tuesday 20 February 2018	End of Term Thursday 29 March 2018
Easter Holidays – Friday 30 March 2018 to Friday 13 April 2018	
Summer Term Starts Monday 16 April 2018	End of Half Term Friday 25 May 2018
OPEN EVENING Wednesday 20 June 2018	
Half Term - Monday 28 May 2018 to Friday 1 June 2018	
Return Monday 4 June 2018	End of Term for students Friday 13 July 2018

Structured Learning Days (students are not expected to attend College - unless requested by a member of staff)	Bank Holidays
Day 1: Thursday 4 January 2018	Monday 28 August 2017 (August Bank Holiday)
Day 2: Friday 5 January 2018	Friday 30 March 2018 Good Friday Monday 2 April 2018 Easter Monday
Day 3: Monday 19 February 2018	1 May 2018 May Day Bank Holiday
	29 May 2018 Spring Bank Holiday

College Directory

For all initial enquiries the College telephone number is 01737 551176.

The College email address is enquiries@coulsdon.ac.uk

Title	Name	Room	Contact
Head of College	Steve Gooch (Students & Operations)	10	Steve.Gooch@coulsdon.ac.uk
	Richard Beales (Curriculum & Quality)	171	Richard.Beales@coulsdon.ac.uk
Associate Principal (AP) (Teaching and Learning)	Lola Amure	172	Lola.Amure@coulsdon.ac.uk
Associate Principal (AP) (Quality)	Jeanette Gilbert	108	Jeanette.Gilbert@coulsdon.ac.uk
Associate Principal (AP) (Students)	Christel Hartland	23	Christel.Hartland@coulsdon.ac.uk
Senior Tutors (ST)			
Level 2/Intermediate	Sandra Barham	25	Sandra.Barham@coulsdon.ac.uk
Level 3	Dave Allan	168	David.Allan@coulsdon.ac.uk
Level 3	Fiona O'Donoghue	168	Fiona.ODonoghue@coulsdon.ac.uk
Level 3	Nick Voute	168	Nicholas.Voute@coulsdon.ac.uk
Level 3	Denise Wilkinson	168	Denise.Wilkinson@coulsdon.ac.uk
Level 3	Sarita Lightfoot- Taylor	168	Sarita.lightfoottaylor@coulsdon.ac.uk
Heads of Department (HoD)			
Head of ICT and Media	Vladimir Bolla Bolla	205	Vladimir.BollaBolla@coulsdon.ac.uk
Head of Visual & Performing Arts	Fiona Brennan	205	Fiona.Brennan@coulsdon.ac.uk
Head of Business	Philip Castile	169	Philip.Castile@coulsdon.ac.uk
Head of Sport & Public Services	Jason Gentles	SPC	Jason.Gentles@coulsdon.ac.uk
Head of Hospitality, Travel & Tourism	Donna Hollick	105	Donna.Hollick@coulsdon.ac.uk

Head of Mathematics	Ashoka Nanayakkara	68	Ashoka.Nanayakkare@coulsdon.ac.uk	
Head of English Level 1 & 2	Kathy Miller	108	Kathy.Miller@coulsdon.ac.uk	
Head of English Level 3	Adrian Price	101	Adrian.Price@coulsdon.ac.uk	
Head of Health & Child Care	Puneet Loyal	169	Puneet.Loyal@coulsdon.ac.uk	
Head of Humanities (Politics, History, Geography and Sociology)	Ivan Tomb	101	Ivan.Tomb@coulsdon.ac.uk	
Careers	Zena Hole	166	Zena.Hole@coulsdon.ac.uk	
	Tina Jones	166	Tina.Jones@coulsdon.ac.uk	
Child Protection/Safeguarding	Christel Hartland	23	Christel.Hartland@coulsdon.ac.uk	
	Peter Wraith	05	Peter.Wraith@coulsdon.ac.uk	
	Sandra Barham	25	Sandra.Barham@coulsdon.ac.uk	
Counsellor and Student Welfare Officer	Sandra Barber	22	Sandra.Barber@coulsdon.ac.uk	
Estates Manager	Paul Mottram	001	Paul.Mottram@coulsdon.ac.uk	
Examinations Officer	Sabrina Abberley	256	Sabrina.Abberley@coulsdon.ac.uk	
ILC	Manager	Sally Bamber	07	Sally.Bamber@coulsdon.ac.uk
	ILC Learning Facilitator	Nicola Perrett	07	Nicola.Perrett@coulsdon.ac.uk
	ILC Learning Facilitator	Sally Poyser	07	Sally.Poyser@coulsdon.ac.uk
IT Support	IT Manager	Nick Gullick	248	Nick.Gullick@coulsdon.ac.uk
	IT Technician	John Aina	248	John.Aina@coulsdon.ac.uk
	IT Technician	Stephen Lowe	248	Stephen.Lowe@coulsdon.ac.uk
	Learning Support Manager	Peter Wraith	03/05	Peter.Wraith@coulsdon.ac.uk

Additional Learning Support Administrator	Natalie Smith	21	Natalie.Smith@coulsdon.ac.uk
Senior Learning Facilitator	Natalie Janali	5	Natalie.Janali@coulsdon.ac.uk
Senior Learning Facilitator	Yvonne White	5	Yvonne.White@coulsdon.ac.uk
Enrichment Enhancement Student Union & Duke of Edinburgh	David Allan Jeanette Gilbert Greg Saunders	168 154	David.Allan@coulsdon.ac.uk Jeanette.Gilbert@coulsdon.ac.uk Greg.Saunders@coulsdon.ac.uk
Reception	Sheridan Pittard Ellee Labram Georgia Waters-Hastie	100 100 100	Sheridan.Pittard@coulsdon.ac.uk Ellee.Labram@coulsdon.ac.uk Georgia.waters-hastie@coulsdon.ac.uk
Reprographics and Stationery	Jon Wright	104	Jon.Wright@coulsdon.ac.uk
Student Services			
Bursary Officer	Wendy Cook	21	Wendy.Cook@coulsdon.ac.uk
Pastoral & Student Services Administrator	Caroline Dickenson	02	Caroline.Dickenson@coulsdon.ac.uk
Attendance Officer	Cathy Turner	21	Catherine.Turner@coulsdon.ac.uk
Student Support & Pastoral Manager	Nikki Waters	21	Nikki.Waters@coulsdon.ac.uk
Admissions Officer	Carmel Clancy-Bloom	21	Carmel.Clancy-Bloom@coulsdon.ac.uk
Admissions Officer	Janet Williams	21	Janet.Williams@coulsdon.ac.uk
Sports Activator	Renay Lake-Benjamin	SPC	Renay.Lake-Benjamin@coulsdon.ac.uk
Work Placement Coordinator (Health & Social Care)	Carmel Clancy-Bloom	21	Carmel.Clancy-Bloom@coulsdon.ac.uk
Contact numbers to report absences	01737 551176 or Cathy Turner (ext 169)	21	Catherine.Turner@coulsdon.ac.uk

Your Tutor is:

Your Senior Tutor is:

Useful Information A - Z

Our expectations, code of conduct and other information about the College

Access Card	<p>You need your access card to get into College. Once in College, please have your card with you at all times. You use the card for photocopying and when you work in the ILC. If you forget your card, you can get a day pass - but only once. Thereafter, you will be sent home to get your card.</p> <p>We regard the following as disciplinary issues:</p> <ul style="list-style-type: none"> • giving your card to somebody else to get into College • tailgating on someone else's card.
Attendance and Absence from College	<p>We expect that you attend all your lessons (including tutorial, LIP, workshops, ALS) on time. We expect 100% attendance. Anything lower impacts on your success. Your attendance is centrally monitored and disciplinary action is triggered if attendance gives cause for concern. A serious disciplinary sanction will be that your examination status will become "Non Entry". For details, please refer to the <i>Student Code of Conduct & Disciplinary Procedures</i>.</p> <p>The student's parents/carers should telephone or e-mail the College by 10am on the first day of any absence, giving the name, date, reason for absence and expected date of return so the register can be updated. Contact numbers to report absences are: Reception (01737 551176) or Cathy Turner (01737 551176 ext 169). Alternatively email enquiries@coulsdon.ac.uk or catherine.turner@coulsdon.ac.uk.</p> <p>On return to college, a letter from parents/carers needs to be brought in on the first day back to college to explain the absence. If this is not received within a week, the absence counts as unauthorised. Alternatively, parents can complete an absence form, which is available from Student Reception.</p> <p>Please inform your Senior Tutor of any on-going/long-term illness, so that we can support you, as appropriate. You will need to provide supporting medical evidence of an on-going condition from a GP or hospital physician.</p> <p>Holidays in term-time will not be authorised under any circumstances and will count as unauthorised absence. In exceptional circumstances (e.g. bereavement), absence during term time may be granted as authorised. Your parent/guardian will need to contact the Associate Principal (Students) christel.hartland@coulsdon.ac.uk</p>
Behaviour and Standards	<p>We strive to provide a safe, respectful and purposeful learning environment and community and therefore expect you to treat your teachers, peers and the College facilities with respect. This is your and our place of work and we all need to cooperate to keep the College community harmonious, safe and conducive to learning. As the College is a learning and working environment, we expect everyone to behave in a mature and adult way. Aggressive and offensive behaviour and language are not appropriate and not tolerated, neither is excessive noise or horseplay.</p> <p>Teachers expect your cooperation and focus in class. Any form of disruption to the learning is not acceptable. If a teacher feels that your attitude and behaviour are not acceptable, they will give you a warning or, if required, send you to see a duty manager. Inappropriate behaviour in class or college can lead to disciplinary action.</p>
Bullying (including cyberbullying), Harassment and Discrimination	<p>We want to maintain the College as a safe learning and working environment. All types of discrimination, harassment and bullying (whether directed at peers, college staff or visitors) are completely unacceptable. We take this very seriously and do not tolerate any form of bullying, harassment or discrimination. We regard bullying, harassment and discrimination as gross misconduct, resulting in serious disciplinary measures.</p> <p>If you feel you are being bullied/harassed/discriminated against, or have witnessed any form of bullying, harassment and discrimination, please speak to your Senior Tutor or to the Associate Principal (Students). The matter will be taken seriously and investigated.</p>

Careers Advice	The Careers Office is in Room 166. There is a careers library, and you can access professional advice and guidance.
Change of Address	Please inform Student Reception of changes to your or your parents'/guardians'/carers' email, phone number or address contact details.
Change of Programme	After enrolment, you may wish to change one or more of your subjects. The window for changing is very short, as you can only change between Monday 11 and Friday 22 September 2017, providing you have the correct entry qualifications and providing that there is a space on the course you wish to change to. You must see your Senior Tutor to discuss the potential course change. Following the first Interim Review in September a Head of Department may raise serious concerns which will result in you discontinuing the subject.
Complaints	We want to eliminate any aspects of College life or procedures which prevent your success. If you wish to make a complaint, please speak to your Senior Tutor in the first instance. If you wish to make a complaint about a member of staff, please contact the Deputy Principal, Steve Gooch.
Counselling and Welfare Service	The Welfare and Counselling Service is confidential. You can book an appointment via Student Reception.
Deadlines	Deadlines are deadlines and must be met. Any extension of deadlines has to be agreed by your teachers in advance.
Disciplinary Procedures	For details, please refer to the <i>Student Code of Conduct and Disciplinary Procedures</i> , which your tutor has given you.
Dress Code	We expect you to dress as you would for work in an office environment. Coats, hoods and caps/hats are not allowed in class and hoods are not allowed to be worn anywhere on college premises. Whilst we do not have a uniform, we are aware that students express their personality through the way they dress. However, we expect this to be within reason. Clothing must not cause offence to others by displaying images, or language, which is inconsistent with the College's Equality and Diversity Statement. If a member of staff tells you that your clothing is unacceptable, and asks you not to wear it, please comply - it is not up for negotiation. If a student's dress is deemed unacceptable this will be discreetly discussed with you. We would not expect you to dress that way again. However, in extreme cases we may need to send a student home to change.
Drugs and Alcohol	In line with our safeguarding and legal responsibilities and duties, drugs (which includes any mind or mood altering substances not prescribed by a medical practitioner) and alcohol are not permitted in any area of the College, on your journey to and from College or during college trips. If you are found in possession of, or under the influence of either, or found having equipment used for drug consumption, it will be treated as gross misconduct and will result in permanent exclusion. If you would like to speak to someone in confidence about drug or alcohol issues, you can discuss your concerns with Sandra Barber, the College Counsellor and Welfare Officer (Room 22).
Duty Manager	A senior member of staff is on duty throughout the College day. If you have any concerns or would like to talk to someone in confidence you can contact the duty manager via Student Reception or alternatively, speak to your Senior Tutor. Members of staff may refer a student to see the Duty Manager if the student is distressed or disrupts the learning environment. The Duty Manager will deal with the situation as appropriate.
Examination Fees	The College will usually pay for your registration with the awarding bodies and the examination fees. However, in cases of serious academic or attendance disciplinary sanction, when a student has been made Non-Entry, the College may withdraw the student's exam entry. For details, please refer to the <i>Student Code of Conduct</i> .
Extra-curricular Activities and Enrichment	The College offers a wide range of extra-curricular and enrichment activities at different times of the day. Visit the Fresher's Fair in September or speak to the Enrichment Coordinator, Sports Coordinator or Student Union or D of E coordinator.

	New ideas for clubs or activities are welcome. Employers and universities like to see that applicants have participated in extra-curricular activities.
Financial Help	Please speak to your Tutor or Senior Tutor if you are experiencing any financial difficulties; or ask at Student Reception to speak to Wendy Cook, the Bursary Officer. Guidance and forms are available from Student Reception. Support may be available for students in care or for those who are carers, have a disability or are in homes receiving income support. There is some additional funding available if students find themselves in financial difficulty.
Fire Alarm	Make sure you know where the fire exits are and what the evacuation procedures are. If you need assistance during evacuation, please make this known to Paul Mottram, the Estates Manager.
First Aid/Illness	If you feel ill whilst at College, please report it to Student Reception or, if necessary, you will be accompanied to Student Reception to see a First Aider. If you feel unwell and need to leave College early, you must report to Student Reception to sign out. Please note that First Aiders are not permitted to administer medication. If you are injured a First Aider will attend to you.
Food and Drink	Food and drink can be purchased from the College Refectory, as well as from vending machines. Please consume food only in the Refectory or in the covered courtyard. In class, and all other learning areas, including the ILC, you are only allowed to drink water. Food consumption in class and learning areas is not allowed. Please also note that hot food can only be eaten in the Refectory.
Headphones/ Listening to music	Headphones must be removed when in class. If a teacher feels it will be beneficial for (part of) the lesson for students to listen to music, they will give explicit permission for you to do so for a specified period of time.
Hoods and caps/hats	Hoods and caps/hats are outdoor wear and must not be worn in class.
Homework and Independent Study	Expect to spend a minimum of 4 hours on independent study for each subject/block every week. Independent study takes many forms, such as research, reading, going over notes, revising, coursework or assignment writing or writing an essay. Be prepared for your lessons - bring your notes/ learning packs/textbooks and any materials and make sure that you have completed the homework/independent study work set by your teachers. Your timetable already shows some of your private study slots.
Independent Learning Centre (ILC)	The ILC is situated on the ground floor and provides a silent study space for you to carry out research, complete your homework, assignments and revision. An adjacent room can be used for group work. The far gallery areas are for private study.
IT	The College's IT resources and network are for educational use. You must observe the standards as defined in the <i>Student s' Acceptable Use of IT Policy</i> which is issued to you at Induction. Student misuse of IT could lead to disciplinary action. Ensure all work is saved in more than one area. Save in your user area on the H-drive as well as in the Cloud. USB sticks may be used but must be backed up.
Internet Safety	The College aims to provide a safe learning and working environment and a safe community for all students and staff. This also includes the use of the internet and social media. Our firewall will block access to (potentially) dangerous or distressing sites. We expect all students to use social media responsibly.
Lateness/ Punctuality	Don't arrive late - we think it is disrespectful to your peers and teachers to arrive late as it disrupts the lesson and learning. You will find a journey planner on page 10 of this booklet. If you are late, knock politely and wait until the teacher lets you in. We call this our "knock and wait" policy. Persistent lateness will become a disciplinary matter. If there are travel disruptions or other legitimate reasons that will make you late,

	please phone the College and let us know about the situation.
Learner Improvement Programme (LIP)	If you have fallen behind with your work, your teacher will put you on a 6 week LIP programme (one hour per week). The LIP session will be on your timetable and takes place in the ILC. Your teacher will give you a detailed programme of what you need to do.
Learning Support (ALS)	If you wish to discuss learning support to help you achieve or have previously been entitled to additional time in exams or a reader/scribe, please see Peter Wraith and his team in Room 5.
Litter and Recycling	Don't! We don't like litter and neither do your peers. Respect your environment. Please tidy up after yourself and use the recycling bins provided.
Mobile Phones	These should be turned off in lessons unless specified for that particular lesson by the teacher.
Parking	There are only 9 spaces for student parking. If you wish to use the College car park you must come to Room 1 to confirm your vehicle details with us or you will risk having a parking ticket issued which will carry a fine. Only student disabled badge holders will receive a permit from the College Estates Department. All vehicles must be driven sensibly and properly parked in marked bays. Do not park in the disabled bays unless you are authorised to do so. For motorbikes and bikes, please use the designated parking spaces.
Part-time Employment	Part-time employment can provide valuable work experience. However, there is ample evidence to suggest that more than 10 hours a week of part-time work lowers your success in your courses significantly.
Photographs	Please respect the privacy of your peers and college staff. We do not allow photographs to be taken in the toilets, first aid room, changing rooms, sportshall, dance studio, theatre.
Plagiarism and Malpractice	Your homework, assignments and coursework have to be your own - not somebody else's. We (and the awarding bodies) take cases of plagiarism very seriously and any suspected plagiarism will be investigated. If proven, it could lead to disciplinary action.
Progress Reports (Interim Reports)	<p>We issue 6 Interim Reports. Teachers give grades (1-4) for each of the following aspects:</p> <ul style="list-style-type: none"> • Motivation (quality of the student's work relative to their ability) • Class ethic (conduct/behaviour in class) • Time management (meeting deadlines and keeping up to date) • These three areas together make an average effort grade. <p>A Grade 3 means that you meet expectations; a Grade 4 means you perform above expectations. Grade 1 and 2, however, indicate (serious) cause for concern. If the concern is in one subject, the Head of Department will meet with you and your parent/guardian. If the concern is in more than one subject, your Senior Tutor will coordinate a meeting with you and your parent/guardian. In any case, targets will be set which will be reviewed at the agreed time (usually 2 weeks). If you fail to meet the targets, academic disciplinary actions will be taken. A serious sanction would be that your Examination status will become "Non Entry " and will remain so until late April when it will be reviewed.</p>
Ready to Learn	<p>We expect you to be ready to learn and to attend every lesson. By this we mean:</p> <ul style="list-style-type: none"> • Arrive on time, bring your textbooks/learning packs/resources, pen/paper/USB stick • Make sure you have completed all homework and independent learning • Get involved in the lesson, make notes and contribute • Be curious about your subjects • Enjoy the learning process and experience • Challenge and stretch yourself – your brain is like a muscle that likes to be exercised. • Strive for success

Relaxation Areas	The designated areas for relaxation are: the Refectory, covered courtyard or the field. During lesson times, the rear galleries are working areas. Please note that the front gallery and stairwells are not areas for sitting or socialising.
Sexual Health	There is a regular Sexual Health Clinic open to all students which offers a free and confidential service. Further details are available from Student Reception.
Signing Out	If you have to leave College during the College day, through illness or otherwise, you must report to Student Reception to sign out before leaving.
Smoking and Vaping	Whilst, for health reasons, we wish to dissuade students from smoking and vaping we have provided a clearly identified, smoking/vaping area. Any student found smoking/vaping anywhere else on site will incur disciplinary action.
Special Access Arrangements for Examinations	If you had special examination arrangements at school, contact Peter Wraith in Room 5 to discuss this.
Student Ambassadors	All members of the Student Union (SU) are part of our Ambassador team. We also welcome non-SU students to join the team. If you wish to be an ambassador speak to Michelle Perkins in Student Services.
Student Property	Do not bring items of high value into College and do not leave your property unattended. The College cannot accept responsibility for any lost items. Lost property is usually handed in at Student or Main Reception.
Student Union (SU)	We have an active Student Union. Talk to the SU Officers and Greg Saunders to get involved.
Transport for London	Please check the TfL website, where you can find information about the Oyster card. Student Reception can also advise you.
Workshops	All subjects offer highly beneficial workshops, which you will be asked to attend. These are usually focused on specific topics or skills. Make use of these workshops!

Journey Planner

Use your phone to download travel apps to plan your journey

- www.tfl.gov.org or
- www.trainline.com
- Bus Time London

	Plan A for 9:00am start	Back-up plan for 9:00am start	Plan A for 11:40am start	Back-up plan for 11:40am start
Get up				
Get ready, breakfast etc				
Leave home				
Transport details eg train, bus routes, stops and walking times				
Arrive at College	8:30am	8:30am	11:10am	11:10am
Lesson starts	9:00am	9:00am	11:40am	11:40am