

# Student Handbook

## 2018 – 2019

Welcome to Coulsdon 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 supporting 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 2018-2019

<b>OPEN DAY – Saturday 13 October 2018</b>	
<b>Half Term Break – Monday 22 October 2018 to Friday 26 October 2018</b>	
<b>OPEN EVENING – Thursday 8 November 2018</b>	
<b>Return Monday 29 October 2018</b>	<b>End of Term Wednesday 19 December 2018</b>
<b>Christmas Holidays Thursday 20 December 2018 to Friday 4 January 2019</b>	
<b>Spring Term Starts Monday 7 January 2019</b>	<b>End of Half Term Friday 15 February 2019</b>
<b>Half Term Break - Monday 18 February 2019 to Friday 22 February 2019</b>	
<b>Return Monday 25 February 2019</b>	<b>End of Term Friday 5 April 2019</b>
<b>Easter Holidays – Monday 8 April 2019 to Monday 22 April 2019</b>	
<b>Summer Term Starts Tuesday 23 April 2019</b>	<b>End of Half Term Friday 24 May 2019</b>
<b>Half Term - Monday 27 May 2019 to Friday 31 May 2019</b>	
<b>OPEN EVENING Wednesday 26 June 2019</b>	
<b>Return Monday 3 June 2019</b>	<b>End of Term for students Wednesday 3 July 2019</b>

<b>Closure Days</b> (students are not expected to attend College)	<b>Bank Holidays</b>
Day 1: Friday 12 October 2018	Monday 27 August 2018 (August Bank Holiday)
Day 2: Friday 25 January 2019	Friday 19 April 2019 Good Friday Monday 22 April 2019 Easter Monday
	6 May 2019 May Day Bank Holiday
	27 May 2019 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](mailto:enquiries@coulsdon.ac.uk)

Title	Name	Room	Contact
<b>Principal</b>	Richard Beales	10	<a href="mailto:Richard.Beales@coulsdon.ac.uk">Richard.Beales@coulsdon.ac.uk</a>
<b>Assistant Principal (AP)</b> (Curriculum & Quality)	Lola Amure	171	<a href="mailto:Lola.Amure@coulsdon.ac.uk">Lola.Amure@coulsdon.ac.uk</a>
<b>Assistant Principal (AP)</b> (Students)	Jeanette Gilbert	24	<a href="mailto:Jeanette.Gilbert@coulsdon.ac.uk">Jeanette.Gilbert@coulsdon.ac.uk</a>
<b>Senior Tutors (ST)</b>			
<b>Level 2/Intermediate</b>	Sarita Lightfoot- Taylor	25	<a href="mailto:Sarita.lightfoottaylor@coulsdon.ac.uk">Sarita.lightfoottaylor@coulsdon.ac.uk</a>
<b>Level 3 Enrichment</b>	Dave Allan	168	<a href="mailto:David.Allan@coulsdon.ac.uk">David.Allan@coulsdon.ac.uk</a>
<b>Level 3 HE/UCAS</b>	Fiona O'Donoghue	168	<a href="mailto:Fiona.ODonoghue@coulsdon.ac.uk">Fiona.ODonoghue@coulsdon.ac.uk</a>
<b>Level 3 Tutorial Programme</b>	Clair Priest	168	<a href="mailto:Clair.Priest@coulsdon.ac.uk">Clair.Priest@coulsdon.ac.uk</a>
<b>Level 3 Employability</b>	Denise Wilkinson	168	<a href="mailto:Denise.Wilkinson@coulsdon.ac.uk">Denise.Wilkinson@coulsdon.ac.uk</a>
<b>Heads of Department (HoD)</b>			
<b>ICT and Media</b>	Vladimir Bolla Bolla	205	<a href="mailto:Vladimir.BollaBolla@coulsdon.ac.uk">Vladimir.BollaBolla@coulsdon.ac.uk</a>
<b>Visual &amp; Performing Arts</b>	Fiona Brennan	205	<a href="mailto:Fiona.Brennan@coulsdon.ac.uk">Fiona.Brennan@coulsdon.ac.uk</a>
<b>Business</b>	Philip Castile	169	<a href="mailto:Philip.Castile@coulsdon.ac.uk">Philip.Castile@coulsdon.ac.uk</a>
<b>Sport &amp; Public Services/Quality Nominee</b>	Jason Gentles	SPC	<a href="mailto:Jason.Gentles@coulsdon.ac.uk">Jason.Gentles@coulsdon.ac.uk</a>
<b>Mathematics</b>	Ashoka Nanayakkara	68	<a href="mailto:Ashoka.Nanayakkare@coulsdon.ac.uk">Ashoka.Nanayakkare@coulsdon.ac.uk</a>
<b>English</b>	Adrian Price	101	<a href="mailto:Adrian.Price@coulsdon.ac.uk">Adrian.Price@coulsdon.ac.uk</a>
<b>Health &amp; Child Care</b>	Puneet Loyal	169	<a href="mailto:Puneet.Loyal@coulsdon.ac.uk">Puneet.Loyal@coulsdon.ac.uk</a>
<b>Humanities (Politics, History, Geography and Sociology)</b>	Ivan Tomb	101	<a href="mailto:Ivan.Tomb@coulsdon.ac.uk">Ivan.Tomb@coulsdon.ac.uk</a>
<b>Travel &amp; Tourism, Hospitality &amp; Work Placement</b>	Donna Hollick	139	<a href="mailto:Donna.Hollick@coulsdon.ac.uk">Donna.Hollick@coulsdon.ac.uk</a>

<b>Careers/UCAS</b>	Zena Hole	166	<a href="mailto:Zena.Hole@coulsdon.ac.uk">Zena.Hole@coulsdon.ac.uk</a>
<b>Careers/UCAS</b>	Tina Jones	166	<a href="mailto:Tina.Jones@coulsdon.ac.uk">Tina.Jones@coulsdon.ac.uk</a>
<b>Child Protection/Safeguarding</b>	Peter Wraith	05	<a href="mailto:Peter.Wraith@coulsdon.ac.uk">Peter.Wraith@coulsdon.ac.uk</a>
	Jeanette Gilbert	23	<a href="mailto:Jeanette.Gilbert@coulsdon.ac.uk">Jeanette.Gilbert@coulsdon.ac.uk</a>
	Sarita Lightfoot-Taylor	25	<a href="mailto:Sarita.Lightfoottaylor@coulsdon.ac.uk">Sarita.Lightfoottaylor@coulsdon.ac.uk</a>
	Denise Wilkinson	168	<a href="mailto:Denise.Wilkinson@coulsdon.ac.uk">Denise.Wilkinson@coulsdon.ac.uk</a>
	Paul Mottram	01	<a href="mailto:Paul.Mottram@coulsdon.ac.uk">Paul.Mottram@coulsdon.ac.uk</a>
<b>Counsellor and Student Welfare Officer</b>	Sandra Barber	22	<a href="mailto:Sandra.Barber@coulsdon.ac.uk">Sandra.Barber@coulsdon.ac.uk</a>
<b>Estates Manager</b>	Paul Mottram	001	<a href="mailto:Paul.Mottram@coulsdon.ac.uk">Paul.Mottram@coulsdon.ac.uk</a>
<b>Exam Officer</b>	Sabrina Abberley	256	<a href="mailto:Sabrina.Abberley@coulsdon.ac.uk">Sabrina.Abberley@coulsdon.ac.uk</a>
<b>Exam Officer: Maternity cover</b>	Karen Gatland	256	<a href="mailto:Karen.Gatland@coulsdon.ac.uk">Karen.Gatland@coulsdon.ac.uk</a>
<b>Exam Officer: Maternity cover</b>	Julie Jones	256	<a href="mailto:Julie.Jones@coulsdon.ac.uk">Julie.Jones@coulsdon.ac.uk</a>
<b>ILC Manager</b>	Sally Bamber	07	<a href="mailto:Sally.Bamber@coulsdon.ac.uk">Sally.Bamber@coulsdon.ac.uk</a>
<b>ILC Learning Facilitator</b>	Nicola Perrett	07	<a href="mailto:Nicola.Perrett@coulsdon.ac.uk">Nicola.Perrett@coulsdon.ac.uk</a>
<b>ILC Learning Facilitator</b>	Sally Poyser	07	<a href="mailto:Sally.Poyser@coulsdon.ac.uk">Sally.Poyser@coulsdon.ac.uk</a>
<b>ILC Learning Facilitator - Temp</b>	Christina Neary	07	<a href="mailto:Christina.Neary@coulsdon.ac.uk">Christina.Neary@coulsdon.ac.uk</a>
<b>IT Manager</b>	Nick Gullick	248	<a href="mailto:Nick.Gullick@coulsdon.ac.uk">Nick.Gullick@coulsdon.ac.uk</a>
<b>IT Technician</b>	John Aina	248	<a href="mailto:John.Aina@coulsdon.ac.uk">John.Aina@coulsdon.ac.uk</a>
<b>Learning Support Manager</b>	Peter Wraith	03/05	<a href="mailto:Peter.Wraith@coulsdon.ac.uk">Peter.Wraith@coulsdon.ac.uk</a>
<b>Additional Learning Support Administrator</b>	Natalie Smith	21	<a href="mailto:Natalie.Smith@coulsdon.ac.uk">Natalie.Smith@coulsdon.ac.uk</a>
<b>Senior Learning Facilitator</b>	Natalie Janali	5	<a href="mailto:Natalie.Janali@coulsdon.ac.uk">Natalie.Janali@coulsdon.ac.uk</a>
<b>Senior Learning Facilitator</b>	Yvonne White	5	<a href="mailto:Yvonne.White@coulsdon.ac.uk">Yvonne.White@coulsdon.ac.uk</a>
<b>Enrichment</b>	David Allan	168	<a href="mailto:David.Allan@coulsdon.ac.uk">David.Allan@coulsdon.ac.uk</a>
<b>Student Union &amp; D of E</b>	Greg Saunders	154	<a href="mailto:Greg.Saunders@coulsdon.ac.uk">Greg.Saunders@coulsdon.ac.uk</a>
<b>Sports Activator</b>	Renay Lake-Benjamin	SPC	<a href="mailto:Renay.Lake-Benjamin@coulsdon.ac.uk">Renay.Lake-Benjamin@coulsdon.ac.uk</a>
<b>Fulham Coach</b>	Mark Tiller	SPC	<a href="mailto:Mark.Tiller@coulsdon.ac.uk">Mark.Tiller@coulsdon.ac.uk</a>
<b>Marketing &amp; PR Officer</b>	Michelle Perkins	21	<a href="mailto:Michelle.CPerkins@coulsdon.ac.uk">Michelle.CPerkins@coulsdon.ac.uk</a>

<b>Reception</b>	Sheridan Pittard	100	<a href="mailto:Sheridan.Pittard@coulsdon.ac.uk">Sheridan.Pittard@coulsdon.ac.uk</a>
	Ellee Labram	100	<a href="mailto:Ellee.Labram@coulsdon.ac.uk">Ellee.Labram@coulsdon.ac.uk</a>
<b>Reprographics and Stationery</b>	Jon Wright	104	<a href="mailto:Jon.Wright@coulsdon.ac.uk">Jon.Wright@coulsdon.ac.uk</a>
<b>Student Services</b>			
<b>Bursary Officer</b>	Wendy Cook	21	<a href="mailto:Wendy.Cook@coulsdon.ac.uk">Wendy.Cook@coulsdon.ac.uk</a>
<b>Pastoral &amp; Student Services Administrator</b>	Caroline Holmes	02	<a href="mailto:Caroline.Holmes@coulsdon.ac.uk">Caroline.Holmes@coulsdon.ac.uk</a>
<b>Attendance Officer</b>	Cathy Turner	21	<a href="mailto:Catherine.Turner@coulsdon.ac.uk">Catherine.Turner@coulsdon.ac.uk</a>
<b>Student Support &amp; Pastoral Manager</b>	Nikki Waters	21	<a href="mailto:Nikki.Waters@coulsdon.ac.uk">Nikki.Waters@coulsdon.ac.uk</a>
<b>Admissions Officer</b>	Carmel Clancy-Bloom	21	<a href="mailto:Carmel.Clancy-Bloom@coulsdon.ac.uk">Carmel.Clancy-Bloom@coulsdon.ac.uk</a>
<b>Admissions Officer</b>	Janet Williams	21	<a href="mailto:Janet.Williams@coulsdon.ac.uk">Janet.Williams@coulsdon.ac.uk</a>
<b>Work Placement Coordinator (Health &amp; Social Care)</b>	Carmel Clancy-Bloom	21	<a href="mailto:Carmel.Clancy-Bloom@coulsdon.ac.uk">Carmel.Clancy-Bloom@coulsdon.ac.uk</a>
<b>Work Placement Coordinator</b>	Donna Hollick	159	<a href="mailto:Donna.Hollick@coulsdon.ac.uk">Donna.Hollick@coulsdon.ac.uk</a>
<b>Contact numbers to report absences</b>	01737 551176 or Cathy Turner (ext 169)	21	<a href="mailto:Catherine.Turner@coulsdon.ac.uk">Catherine.Turner@coulsdon.ac.uk</a>

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. Replacements for lost or broken cards will incur a charge. We regard the following as disciplinary issues:</p> <ul style="list-style-type: none"> <li>• giving your card to somebody else to get into College</li> <li>• tailgating on someone else's card.</li> </ul>
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 Student Code of Conduct &amp; Disciplinary Procedures.</p> <p>The student's parents/carers should telephone or e-mail the College by 10am on the first day, and every subsequent day of any absence, giving the name, date, reason for absence and expected date of return so the register can then be updated accordingly. Contact numbers to report absences are: Reception (01737 551176) or Cathy Turner (01737 551176 ext 169). Alternatively email <a href="mailto:enquiries@coulsdon.ac.uk">enquiries@coulsdon.ac.uk</a> or <a href="mailto:catherine.turner@coulsdon.ac.uk">catherine.turner@coulsdon.ac.uk</a>. On return to college, a letter from parents/carers needs to be brought in on the first day back to explain the absence. If this is not received within a week, the absence counts as unauthorised. This continues to apply after a student has turned 18 years of age. Alternatively, parents can complete an absence form, which is available from Student Reception. 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 Assistant Principal (Students) <a href="mailto:Jeanette.Gilbert@coulsdon.ac.uk">Jeanette.Gilbert@coulsdon.ac.uk</a></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. If you feel you are being bullied/harassed/discriminated against, or have witnessed any form of bullying, harassment and discrimination,</p>

	please speak to your Senior Tutor or to the Assistant Principal (Students). The matter will be taken seriously and investigated.
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 10 and Friday 21 September 2018, 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 College Principal, Richard Beales.
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. <b>Coats, hoods, caps and hats are not allowed in class and hoods are not allowed to be worn anywhere on college premises.</b> The current trend for young men to wear their trousers 'low slung' or 'sagging' is not permitted as it is deemed inappropriate. Equally young women at the college should not be wearing low cut/crop tops or extremely short skirts. 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 (including 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 believed to be 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, 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 to Student Reception. 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 classrooms and all other learning areas, including the ILC, you are only allowed to drink water. Food consumption in classrooms 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/Caps/Hats	Hoods, caps and 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, reviewing 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 will show 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 <i>Firewall</i> 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's disrespectful to your peers and teachers to arrive late as it disrupts lessons and learning. You will find a journey planner on page 10. 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	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 <b>off</b> in lessons unless specified for a particular lesson by a 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, sports hall, 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"> <li>• Motivation (quality of the student's work relative to their ability)</li> <li>• Class ethic (conduct/behaviour in class)</li> <li>• Time management (meeting deadlines and keeping up to date)</li> <li>• These three areas together make an average effort grade.</li> </ul> <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"> <li>• Arrive on time, bring your textbooks/learning packs/resources, pen/paper/USB stick</li> <li>• Make sure you have completed all homework and independent learning</li> <li>• Get involved in the lesson, make notes and contribute</li> <li>• Be curious about your subjects</li> <li>• Enjoy the learning process and experience</li> <li>• Challenge and stretch yourself – your brain is like a muscle that likes to be exercised.</li> <li>• Strive for success</li> </ul>



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](http://www.tfl.gov.org) or
- [www.trainline.com](http://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 e.g. 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

## Collection of Examination Certificates

Certificates are important documents and should be kept in a safe place. Even many years after leaving college, it is highly likely that further colleges, universities and employers will ask to see them. Students are therefore strongly advised to remember to collect their examination certificates from college within the time frames detailed below. Students should note that certificates are NOT the same as exam result slips.

### **How long will the college keep my certificates?**

The college is only required to hold certificates for a period of **12 months from the date of issue**. After this time, the college can send the certificates for secure destruction.

### **When will my certificates be available for collection?**

Generally, within three months of receiving your examination results.

### **Will the college remind me to collect my certificates?**

Students will be reminded about collecting certificates in tutorials. No further reminders will be given.

### **How can I collect my examination certificates?**

There are three ways to collect your certificates:

#### **1. Collection in person**

To arrange this please telephone Reception on 01737 551176 to notify us in advance that you will be collecting your certificates. Please bring I.D. with you.

#### **2. Collection by nominated person**

To arrange this please telephone Reception on 01737 551176 to notify us in advance that you will be collecting certificates. Please bring written authorisation from the relevant student giving the designated person permission to collect the certificates on the student's behalf.

#### **3. Recorded Delivery**

To arrange for your certificates to be sent by post (Recorded Delivery), please write to us at Examinations, Coulsdon Sixth Form College, Placehouse Lane, Old Coulsdon, Surrey CR5 1YA. Please either enclose a cheque for £4.50 (payable to Coulsdon Sixth Form College) or send a SAE with stamps to the value of £4.50 to cover the cost. Please also confirm the address that you require the certificates to be sent to.

**Please note that the Exams Office can only take instructions from the student concerned, not parents/carers or friends.**

### **What can I do if I have not collected my certificates and the college no longer holds them?**

You will need to contact the relevant exam boards and follow their replacement certificate procedure. This is a costly and lengthy process which you will need to instigate and pay for yourself. Please be aware that replacement exam certificates can cost anything between £40 to £60.