



A GUIDE FOR PARENTS 2009 - 2010

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1 INTRODUCTION

Welcome to Barton Peveril College!

The College recognises that parents play an important role in enabling your daughters and sons to achieve their educational potential. This guide aims to encourage a three-way partnership between parents, students and the College. It outlines the College's routines, its services for and expectations of students, and the opportunities for your involvement in this partnership. The College values your help in ensuring that students have full-time study, paid work and social life in sensible proportions. We welcome your feedback on the education we offer your son / daughter and the information we provide to you.

2 KEY DATES

TERM DATES 2009-2010

Autumn Term 2009: Tuesday 01 September – Friday 18 December

Half Term: Monday 26 October – Friday 30 October

Spring Term 2010: Monday 4 January – Thursday 01 April

Half Term: Monday 15 February – Friday 19 February

Summer Term 2010: Monday 19 April – Friday 16 July

May Bank Holiday: Monday 3 May

Half Term: Monday 31 May – Friday 04 June

COLLEGE CALENDAR 2009 - 10

You may notice some discrepancies between these dates and those in your son / daughter's Student Planner. Please go by the dates below which are accurate as at 4th September 2009.

AUTUMN TERM

AUGUST 2009

Fri 28 Year 1 Enrolment

SEPTEMBER 2009

Tues 1 Start of Term / Year 1 Enrolment
Weds 2 Adult Learning Information Evening (6-8pm)
Thurs 3 Year 2 Appointments
Weds 9 Year 1 Induction / Teaching
Thurs 10 Year 1 Induction / Teaching
Fri 11 All students in College
Mon 14 Adult Learning courses start this week
Thurs 17 Higher Education Finance for 2nd year Students
Fri 18 UCAS applications: Internal Deadline (Oxbridge, Medical, Medicine and Dentistry)
Thurs 24 Higher Education Finance for 2nd year Students
Weds 30 Freshers' Fair

OCTOBER 2009

Wed 21 12.35 finish for students
Open Evening (5.30 – 9.00pm)
Thurs 22 Inset Day
Open Evening (5.30 – 9.00pm)
Fri 23 Non-Teaching Day
Mon 26 - Fri 30 Autumn Half Term

NOVEMBER 2009

Mon 2 UCAS applications: Internal Deadline
Sat 28 Adult Learning Taster Day

DECEMBER 2009

Thurs 3 Parents' Evening
Thurs 10 Parents' Evening
Thurs 17 Celebration Event
Fri 18 End of Autumn Term (1.00 pm finish for Students)
Mon 21 Dec – Fri 3 Jan Christmas Holidays

SPRING TERM

JANUARY 2010

Mon 4 Start of Spring Term
Mon 11 Jan – 3 Feb Exams
Sat 23 Adult Learning Taster Day

FEBRUARY 2010

Mon 15 – Fri 19 Spring Half Term
Thurs 25 Routes to Higher Education Evening
Sat 27 Adult Learning Taster Day

MARCH 2010

Tues 2 Inset Day
Thurs 4 Routes to Higher Education Evening
Thurs 11 Arts Fair
Tues 30 Parents' Evening

APRIL 2010

Thurs 1	End of Spring Term
Mon 5 – Fri 16	Easter Holidays
Fri 2 & Mon 5	Bank Holidays

SUMMER TERM**APRIL 2010**

Mon 19	Start of Summer Term
Wed 28	Higher Education Fair (Date to be confirmed)
Thurs 29	Open Evening – year 10s (6.00 – 8.00pm)

MAY 2010

Mon 3	May Bank Holiday
Mon 17 May – 30 June	Exams
Sat 22	Adult Learning Taster Day
Mon 31 May – Fri 4	Summer Half Term
Mon 31	Bank Holiday

JUNE 2010

Mon 7 – Fri 11	Inset and Course Review Week
Mon 14	Year 2 Enrolment – 2 nd years classes begin
Sat 26	Adult Learning Taster Day

JULY 2010

Thurs 1 or Wed 7	Futures Day (tbc)
Thurs 1	Adult Learning Information Evening
Fri 2	Leavers' Day
Fri 2	Summer Ball
Mon 5	Introductory Day
Tues 6	Introductory Day
Fri 16	End of Summer Term for Students (<i>provisional to be confirmed</i>)

AUGUST 2010

Thurs 19	AS / A2 / OCR & BTEC National Results Available
Tues 24	GCSE / National Certificate Results Available

3 WHO CAN HELP YOU?

- 3.1 Main Reception and Absence Line:** Deal with general telephone enquiries.
Tel number: 023 80 367 200
- 3.2 The Finance Office:** Deals with enquiries about bus travel and parking permits.
- 3.3 The Student Services Manager, Debra Collins, and her team:** By telephoning 02380 367200 with any enquiries about enrolment, finance, UCAS etc or by emailing studentservices@barton.ac.uk
- 3.4 Your Son / Daughter's Personal Tutor.** The tutor is responsible for your son / daughter's academic progress and welfare whilst at College. The letter which accompanies this guide gives you the name and contact details of your child's Personal Tutor, Student Progress Manager and Head of Faculty.
- 3.5 The Student Progress Manager.** Each student at the College belongs to one of four faculties, depending upon which faculty their personal tutor teaches in. These faculties have a Head of Faculty who is in charge of the teaching and staff in that faculty and a Student Progress Manager whose role is to ensure that the College looks after the academic progress and well-being of its students. As a parent, whilst your first point of contact on matters to do with progress is the personal tutor, your next step up is to contact the Student Progress Manager. The letter which accompanies this guide gives you the name and contact details of your child's Personal Tutor, Student Progress Manager and Head of Faculty.
- 3.6 The Faculty Administrator**
Provides administrative support for the Student Progress Manager and Head of Faculty and may contact you on their behalf or you may wish to leave messages with them.
- 3.7 The Senior Leadership Team**
- Principal, Jonathan Prest
 - Vice-Principal, Pat Mullins
 - Vice-Principal, Nigel Groves (responsible for Adult Education and College business functions such as Finance, Estates etc.)
 - Assistant Principal, Mat Chart (responsible for Quality and for the Arts Faculty)
 - Assistant Principal, Mark Henderson (responsible for Students and for the Maths, IT and Science Faculty)
 - Assistant Principal, Mandy Wood (responsible for the College's curriculum and the Humanities and Business Faculties)

4 STUDENT COURSES

4.1 STUDENT COURSES

Almost all students under 19 are on a full-time programme of study:

- either, a one year Intermediate BTEC/OCR National Certificate programme
- or, a two year programme of Advanced Level GCE (AS/A2) or BTEC/OCR National Diploma studies

4.1.1 For First Year Students (Advanced and Level 2)

- The minimum requirement for a full timetable is a commitment of 20 periods per week plus two tutorial lessons.

- The majority of first year Advanced Level students are on a programme of 4 subjects at AS or a full award BTEC/OCR National Diploma, plus 1 or 2 AS subjects.
- The majority of students on one year courses are studying a BTEC/Level 2 OCR National Certificate plus GCSE English and/or Maths.

4.1.2 Functional Skills / Key Skills

- It is a government expectation for all students to have achieved level 2 or equivalent in three main Key Skills: Communication, Application of Number and Information Technology.
- If any student entering the College has not achieved Level 2 IT, they will be required to do so.
- If any student has not achieved GCSE C grade Maths or English they will be required to take these qualifications.

4.1.3 For Second Year Students

- The majority of second year students are on a programme of 3 A Levels and an Extended Project or other AS level (or a full award BTEC/OCR National Diploma and 1 A Level)

4.2 STUDY PERIODS AND THE PATTERN OF THE COLLEGE DAY

- Lessons take place every day between 8.30 am and 3.55 pm (Wednesday 0830 – 3.30 pm).
- Each student has an individual weekly timetable.
- Attendance at tutorial is compulsory: on two days per week, students attend tutorial lessons between 12.35 pm and 1.15 pm (first years on Monday and Thursday, second years on Tuesday and Friday). Tutors will often arrange to see individuals for meetings after the first 10 minutes of tutorial or at other times during the week.
- Most students will have 5 – 10 study periods per week; it is vital that students make full use of this time, especially if they are committed to outside paid part-time work by allocating 2 – 3 lessons to each subject a week for private study.
- Whilst attendance at College during study periods is not compulsory, we strongly encourage students to use the resources available in the Learning Resources Centre and in departmental study/resource areas.

4.3 TUTORIAL ACTIVITIES AND THE COLLEGE'S TUTORIAL PROGRAMME

- All students have an entitlement to tutorial support and guidance which supports their academic progress and personal development whilst at College.
- During their time at College, students will build up a record of their progression from enrolment to leaving College and moving onto employment, further training or Higher Education.
- This process will be supported at every stage by the Personal Tutor and will include action planning, reviewing performance, careers advice, CV development, applications to Higher Education and employment.
- Futures Day in the summer term is dedicated to all matters regarding future progression to university or a job. Attendance is compulsory.
- One Year Level 2 Students follow a programme specifically designed to meet their needs, which focuses on the students ensuring they make the most of their time at College.

4.4 HOMEWORK

Students are expected to study for approximately as much time outside of lessons as they do in lessons. A well organised student can use private study lessons to complete much of his / her weekly homework during the College day. Teachers will set a minimum of one homework task per 5 hour subject per week. At higher levels of study, students are expected to read, check over their notes and investigate topics they have found challenging as part of their weekly work. This will not be set by teachers!

4.5 ENRICHMENT AND WIDER OPPORTUNITIES IN COLLEGE

Students should make a real effort to benefit from the wide range of enrichment opportunities at College. Experience shows that students who become involved in extra-curricular work, sports, music, clubs, Duke of Edinburgh Awards etc. enjoy their College experience more and do better. Selective universities and employers always value the extra-curricular activities students have become involved with at College. Indeed, it is sometimes these which make the difference between the offer of a place or not. Students with significant hobbies and interests outside of College should be encouraged to continue these. For some careers and university courses appropriate work experience or hobbies may be an important part of a selection process. Please encourage your son / daughter to 'get involved' in this side of College life.

5 PAID WORK

We recognise that students benefit in many ways from part-time employment, but beyond 8 hours a week such work becomes detrimental to academic achievement and therefore the purpose of being at College. It is important for students to achieve the right balance between homework, paid work and social life. We strongly advise students (and parents) to consider these points before taking on part-time work:

- Is the employer offering a contract with satisfactory conditions?
- Does the job involve working all – or part of – both days at the weekend (in effect, making a 7 day working week)?
- Could the employer demand extra hours for work or training during College time, or in the late evening?
- Is there flexibility to reduce working hours, or to give up work temporarily before and during exam periods?

6 ABSENCE

The attendance and absence of students is recorded electronically by their Tutor and subject teachers. If a student is absent from a subject or tutor period this is recorded on the website and you can access this 24 / 7 to keep yourself informed.

Tutors, subject teachers, Student Progress Managers and Heads of Faculty may also, in some cases, contact home to enquire about absence or failure to submit coursework.

6.1 NOTIFYING THE COLLEGE ABOUT ABSENCE: PLEASE KEEP US INFORMED!

- We hope that parents will notify the College as soon as a student is absent through illness, accident or family crisis. Please telephone the College on the first day of absence. The message will be recorded and sent to the Tutor.
- Please continue to update the College on a daily basis in the event of a prolonged period of absence. If appropriate, arrangements can be made via the Student Progress Manager for work to be sent home.
- We also expect students to inform their Tutor and teachers in advance about appointments or special family commitments outside College which will cause absence. A letter of confirmation from home may be requested in these cases.
- Confirmation in writing of a reason for absence may be asked for in some other circumstances, at the discretion of the Tutor/Student Progress Manager.

6.2 SERIOUS ILLNESS OR ABSENCE

In the case of serious illness or other circumstances which may affect examination performance including the ability to meet fixed College coursework deadlines, a student may be advised to put in a request for special consideration from the examination board. If this is the case, a medical note from the student's doctor will be required by the Examinations office.

6.3 FAMILY HOLIDAYS

Holidays should not be arranged during College term times and are counted as unauthorised absence. They disrupt a student's learning and can cause serious problems with coursework deadlines and modular examinations on fixed dates throughout the year. College staff will not help students catch up with work missed due to unauthorised absences.

6.4 ABSENCE OF STUDENTS IN RECEIPT OF AN EDUCATIONAL MAINTENANCE ALLOWANCE

- Students in receipt of an Educational Maintenance Allowance will have a weekly attendance check; all unexplained or unauthorised absences have to be reported and any such absences could result in the withdrawal of payments.
- This makes it doubly important for parents of such students to notify us of reasons for an absence as soon as possible.

7 DISCIPLINARY PROCESS

7.1 THREE STAGE WARNING SYSTEM

In cases where student attendance, behaviour, attitude or progress falls below an acceptable standard, the College will normally operate a three stage warning procedure. If students have not responded to the comments and efforts of teachers and their personal tutor then:-

First Warning issued by the Student Progress Manager or Head of Faculty following a meeting between them and the student. Parents will be sent a letter informing them of this meeting and the warning that has been issued and actions agreed.

Second Warning. If the first warning is not heeded or does not lead to satisfactory improvement, the Student Progress Manager and Head of Faculty will invite parent(s) into a meeting where a second warning may be given.

Third stage. In the event that the student does not meet the progress required by the second warning then he or she may be asked to leave College. This will be managed by one of the Senior Leadership Team and parents will be given the opportunity to meet him / her.

Appeal. Students have a right of appeal against a decision to ask a student to leave College.

7.2 SERIOUS BREACHES OF THE COLLEGE'S RULES

In the case of serious breaches of the College's rules and regulations, the student may be suspended by the Principal or one of the Senior Leadership Team in effect jumping to the third stage of warning. If this occurs, a message will be sent home explaining the situation and inviting parents/guardians to make an appointment with a member of the Senior Leadership Team.

8 MONITORING AND REVIEWING STUDENT PROGRESS

8.1 We are providing parents this year with an unprecedented amount of information about the progress of their son / daughter.

The College website allows parents to access data on attendance (recorded and updated each day), completion of a weekly homework task (regularly updated) and progress against a benchmark grade (which is updated half termly – see table below).

September	Benchmark grades placed on website
October half term	Current predicted grade and effort grade
November (end)	Summary review with current predicted grade, potential grade and effort grade
February half term	Current predicted grade and effort grade
March (end)	Summary review with current predicted grade, potential grade and effort grade
July (end of term)	Current predicted grade and effort grade updated

We do expect parents to visit the website regularly to keep themselves informed and to encourage a helpful dialogue with their children about academic progress.

At the end of November and March there is also a full review on the website which includes comments from individual subject teachers. Parents' Evenings follow the reviews allowing an informed face to face discussion between students, teachers and parents.

We hope you will find this an excellent source of up-to-date information and we believe it will help your son / daughter to reach their potential.

8.2 EXPLANATION OF GRADING SYSTEM

8.2.1 Benchmark Grade

Almost as soon as students arrive at College they will be given a benchmark grade for each of their subjects. The benchmark means, "How do students across the country with the same profile of GCSE results perform in this subject at AS / A level?" This grade remains the same throughout the student's course.

8.2.2 Current Predicted Grade

Every half term teachers will look at how a student is performing. They will ask themselves "In the light of everything I have seen so far from this student, their homework, effort in class etc. given my experience I predict them to achieve this grade by the end of the course."

8.2.3 Potential Grade

Sometimes teachers feel a student could exceed the norm or, with some extra effort or in the light of excellent achievements so far on the course, could do better than the benchmark grade or the predicted grade. At the review meetings in November and March they add a potential grade. As the name suggests, it is about a student's potential and it is used to encourage, stretch and motivate students.

8.2.4 Effort Grades

Each half term every teacher will record an effort grade for students. This is deliberately a 'gut' opinion not a calculated grade. It is intended to communicate in a simple way the teacher's perception of the effort which a student is putting into his / her work:

- 0 = unsatisfactory
- 1 = some effort
- 2 = good effort
- 3 = excellent effort

8.2.5 Weekly independent work

In every subject (equivalent to one AS level) a teacher will set at least one piece of independent work each week. The nature of this work can vary hugely as can the way it is assessed eg it might be preparing a presentation to the class or completing a teacher marked essay. Depending upon how the work is assessed, a teacher may update the weekly independent work in the same week it is due to be completed or a couple of weeks later if it is a substantial assessed piece.

The website gives a space to record completed work each week. Once it has been assessed a simple grading system appears:

- 0 – work not completed
- 1 – work completed but not to a satisfactory standard or in need of re-submission
- 2 – work completed to a suitable standard
- 3 – work completed to an excellent standard above and beyond the requirements

9 PROGRESSION AT COLLEGE TO ANOTHER YEAR OF STUDY

9.1 FIRST YEAR LEVEL 3 STUDENTS (AS or VOCATIONAL LEVEL 3)

All First Year Level 3 students on AS courses will be asked to apply for entry to A2 courses in February/March. These courses commence in June. Transfer to a further year of study is not an automatic right. This depends on satisfactory achievement (including attendance, effort and behaviour) in the first year. Any causes for concern in relation to transfer will be discussed in early June and the students will be notified. It is hoped that the majority of cases will already have been identified by the procedures in place.

9.2 ONE-YEAR LEVEL 2 STUDENTS

Students currently on a one year Level 2 course who wish to progress to a Level 3 (Advanced) course are encouraged to do so, as long as the following conditions apply:

- There is a suitable course available at the College (students will be strongly encouraged to seek careers guidance before applying).
- The student has achieved the necessary entry requirements for the courses he/she wishes to follow (**a merit grade is required**).
- The student has maintained a good record of attendance and effort throughout their one-year course.
- The student has the support of their teachers, Tutor and Tutor Manager for their application.

- Students wishing to apply for courses for the following year are advised to discuss their plans as early as possible with their Tutor. Special application arrangements are in place to support their smooth transition into Level 3 study.

10 EXAMINATIONS

The College pays the entry fees of all full time students for examinations during and at the end of each course. However, students themselves will have to pay the entry fees (which can be £100 for three A Level subjects) if the following circumstances apply:

- they repeat any examination already taken at the College.
- they have an unsatisfactory record of attendance at lessons and registration.
- they become part time students by dropping below the minimum timetable specified as part of College policy.
- they fail to attend an examination / submit work
- they are withdrawn late from an examination because they have jeopardised their chance of success – for instance by absenteeism, or failure to complete coursework, practical tests or projects.

11 FINANCIAL SUPPORT FOR STUDENTS

11.1 EDUCATIONAL MAINTENANCE ALLOWANCE

- Students may be entitled to a payment of up to £30 per week, depending on household income. There is a further bonus available if the student shows good progress and study habits.
- The income ceiling is approximately £30,000 per annum.
- Forms are available from the College for those who have not already applied.
- Students receiving this allowance will be subject to weekly attendance checks because any unauthorised absences will be reported. (See point 6, Absence above.)

11.2 COLLEGE LEARNER SUPPORT FUNDS

- For students from families on Income Support or a low income, Learner Support grants administered by the College are available, subject to income assessment.
- Application forms are available from the Student Services Manager, Debra Collins.

11.3 COLLEGE DISCRETIONARY FUND

- Students who experience sudden and unexpected financial hardship or face financial circumstances which make it difficult for them to continue at College, can apply to the College's Discretionary Fund for financial support.
- Students should see the Assistant Principal (Students) or the Student Services Manager, Debra Collins, for further details.

12 CAREERS GUIDANCE AND HIGHER EDUCATION APPLICATIONS

Careers Information and advice is delivered using a variety of workshops, guest speakers and Futures Day when the UCAS application materials are launched. We also have in-house careers advice from a team of advisers attached to us from the Connexions service. They are available to give expert help and guidance to every student, on careers, Higher Education, scholarships, training schemes and Apprenticeships. Appointments can be booked in advance at the desk in the Careers Centre.

Our College Careers and Work Experience Co-ordinator, Mo Latham, is available in the Careers area, next to the Student Centre to give general advice every day at tutor time. Mo can offer help when researching university courses, gap year opportunities and where to look for information on different jobs and professions.

We can arrange practice interviews, work shadowing and work experience, if appropriate, and guidance workshops for groups of students.

The Careers Library has extensive up-to-date information - on computer, on video and in books and leaflets - about jobs, Apprenticeships and courses in Further and Higher Education and gap year opportunities. Material is constantly updated.

12.1 WORKSHOPS AND FAIRS

A large number of organisations visit College every year in Higher Education, Arts and Gap Year Fairs, a Futures Fair, and a Uniformed Services Event for those interested in careers in the emergency services and armed forces.

There are also a series of workshops run specifically for job seekers in the second year.

12.2 HIGHER EDUCATION

Around 76% of our students go on to Higher Education and the College provides them with comprehensive help. There is an annual HE Fair in April, visits to universities, guidance from teachers, Tutors and Student Progress Managers in completing the application process; Compacts with local Institutions and other admissions schemes for specialist colleges. When examination results are published in August, we assist in finding a university place for students going through Clearing.

12.3 COMPACTS

The College has Compacts with the following institutions: University of Southampton, Solent University, University of Portsmouth, Winchester University and University of Chichester (sport related courses only) and Middlesex University.

These institutions may offer guaranteed places with lower grades to Barton Peveril students who are recommended by the College. In particular, any student who has a special reason for wanting to study locally and who may possibly not get the grades normally expected for reasons beyond their control (illness, learning difficulties, family problems, etc) should see their Tutor/ Student Progress Manager.

The Art Department has a special relationship with several Schools of Art, and interviews for their Foundation Courses may be conducted on College premises by Barton Peveril staff for automatic transfer.

12.4 OXBRIDGE AND GIFTED AND TALENTED CO-ORDINATOR

There is a specific Oxbridge and Gifted and Talented Co-ordinator, Steve Mukherjee, who is also the Head of the Humanities Faculty. He supports high ability students in their applications to top universities. For Oxbridge, there is a series of group and individual meetings, interview practice, workshops with guest speakers and other activities. All Gifted and Talented students follow a specialist programme to extend and stretch them over their two years at College.

12.5 THE CROUCHER AWARD

Two scholarships are awarded annually to students (one male, one female) of Barton Peveril College to enable them to follow courses at the University of Southampton.

The Award is designed to help talented students of modest means, living within the Borough of Eastleigh to have a university education. It has been made possible through the generosity of Richard Croucher, son of Noel Croucher, a former resident of Eastleigh who went on to set up the Hong Kong Stock Exchange. Further details of the Award are available from the Assistant Principal (Students).

13 SUPPORT AND COUNSELLING

All students have the pastoral care and support of Tutors and Student Progress Managers. Some may also need to access the additional support available in the College via our Health and Well-Being Adviser, Learning Support Department or our College Counselling Service.

13.1 LEARNING SUPPORT – IS AVAILABLE FOR A WIDE RANGE OF STUDENTS

- Anyone on a course who finds that College work is not running as smoothly as it should can access help with Study Skills and Basic Skills. Teaching staff and Tutors who identify students experiencing problems will arrange referral; students can also self-refer.
- In addition, those with specific learning difficulties (such as dyslexia) or disabilities are supported by the Learning Support department, who liaise with the student's previous school and work closely with College departments to ensure that these difficulties do not interfere with academic achievement.

13.2 IDENTIFYING THE NEED FOR LEARNING SUPPORT

- Early identification of any problems which may affect study is crucial.
- All students entering College in September 2009 have been screened by the Learning Support department to identify those who may need additional support with basic skills.
- Parents are urged to inform the Student Progress Manager if there are any issues regarding personal organisation or basic skills about which the College should be aware and which have not already been reported to the Learning Support department.

13.3 HAMPSHIRE CONNEXIONS SERVICE

- Hampshire Connexions is a multi-agency one-stop information and advice service.
- The College has the services of Connexions staff able to give information and advice regarding health issues, welfare, housing and benefits. Specialists offering information on Careers Advice and job applications are also available.

13.4 THE COLLEGE COUNSELLOR

- Students who are experiencing difficult feelings or unhelpful patterns of thinking or behaviour may want to consider seeking the support offered in counselling. The College has its own 'in-house' confidential counselling service, provided on-site near the Student Social Centre by well-qualified Counsellors.
- Full details of how to contact a Counsellor are in the student planner. Arrangements for pre-booking appointments are displayed in Tutor bases and in the public areas of the College.
- The content of counselling sessions is absolutely confidential and will not be shared with other members of staff or with parents.
- The Counsellors are also able to offer information on specialist agencies outside College which students may wish to use.
- For those students who prefer to have access to counselling with an outside agency, we retain links with 'Face to Face', Hampshire County Youth Service's Counselling Agency.

13.5 THE COLLEGE HEALTH AND WELL-BEING ADVISER.

The College has a well-equipped medical room and a team of qualified first aiders led by a qualified nurse who is our College Health and Well-Being Adviser. Any student who becomes unwell or injured at College must report to Reception where staff will organise appropriate medical help and, if necessary, inform you. **Please, therefore, ensure that the College has up-to-date emergency contact details which can be used in any such eventuality.**

The College Health and Well-Being Adviser also runs a number of health promotion events and has contacts with many external agencies working closely with the Local Authority and National Health Service.

13.6 PRAYER ROOM

The College has a room set up for students to use as a quiet prayer room.

14 THE COLLEGE CORPORATION

Barton Peveril Corporation is the governing body of the College. It has business, staff, community, local authority, parent, co-opted and student members, all of whom are voluntary. The Principal is also one of the 20 members.

The Corporation is ultimately responsible for the College's educational character and overall direction, its financial solvency and the performance of the Principal. The Full Corporation meets at Barton Peveril twice a term and its six Committees (Building Support, Finance Monitoring, Audit, Standards, Search & Governance, Remuneration & Employment) meet once or twice each term as necessary.

The agendas, papers and minutes of all meetings are available to the public in the Clerk's office, near the Art Department, Monday – Thursday from 1.00 pm – 5.00 pm.

If you would like to know more about being a Governor in a Sixth Form College, please contact the Clerk, Ros Medd, at the College (023 8036 7229).

If you have any queries or comments to make on this guide, or if you need further information on any aspect, please contact the College.

APPENDIX

COPY OF THE COLLEGE CHARTER ISSUED TO STUDENTS

COLLEGE MISSION STATEMENT

Barton Peveril College's Mission is to be a Centre of Excellence in post-16 education.

The Student Charter has been written on the basis of this Mission Statement.

YOUR RIGHTS AND RESPONSIBILITIES

This charter explains what you can expect from Barton Peveril College and what the College expects from you in return.

It is one way in which the College demonstrates its commitment to all students.

The Charter was originally produced through a process of consultation with staff, students and Governors. It has since been reviewed and revised following consultations and comments.

We hope that you will find this Charter useful and interesting. We would be very pleased to learn from you how well we meet your needs, and also if you think that there are things we could improve.

ON COURSE

As a student of the College you are entitled to high quality teaching and effective monitoring of your learning. Our main aim will be to ensure that you achieve academic success through working in partnership with your teachers.

You can expect:

- the College to have high expectations of you and to treat you with respect and consideration
- good quality teaching. Lessons will be taught by well qualified teachers who have a thorough and up to date knowledge of their subject
- an overview of the course with details of the syllabus or a scheme of work to be provided
- an introduction to each of your courses which will provide you with an understanding of the nature, scope and demands of the subject as well as the skills you will be expected to develop
- to have access to Library facilities, including the opportunity to develop information / research skills
- to be given the opportunity to sign up for a user IT account and have access to IT resources applicable to your course of study
- teaching staff to set a good example in attendance and punctuality at lessons and to offer an appropriate, varied and well prepared programme of work
- the regular setting and prompt marking of assignments as appropriate
- homework normally to be returned to you within two working weeks if you met the deadline set for it. You will be advised by individual subject staff about the return of coursework or assignments
- to receive regular feedback on your performance and attendance that is carefully monitored and recorded
- to be offered appropriate academic support
- to have access to Learning Support to enhance any aspect of your learning
- to participate in an evaluation of the courses which you are undertaking
- to have your views on the College and your college experience considered

- (if you are on a low income) to have entitlement to financial support, subject to income assessment, from the National Education Maintenance Allowance Scheme/College's Learner Support Funds, Adult Learning Grant or LSC Fee Remission Policy.

IN ADDITION, if you are a full-time student, you can expect:

- to be given, early in your course, a benchmark grade which is the grade students nationally can expect to achieve with similar GCSE scores. Your progress will be regularly compared with this.
- to participate in formal reviews of your progress (at least one per term per subject).

YOUR RESPONSIBILITIES

This Charter has explained the College's commitment to providing you with a service of the highest quality. This service has to be a partnership, in which you play a positive role, in order to gain the full benefits.

We expect ALL students to:

- attend all timetabled classes (as in your Learning Agreement) regularly and take responsibility for your work and actions
- organise your time effectively so that you meet deadlines set by staff and complete all assignments to the best of your ability
- commit yourself to further study outside formal contact time
- take responsibility for catching up on any missed work
- behave sensibly and treat others – staff, fellow students, visitors and local residents – with respect and consideration
- adhere to all College Policies (Acceptable Use of IT, Use of the Learning Centre, Equality and Diversity, Drugs, Alcohol and Smoking and others published by the College in the planner and on the website) and the law
- only smoke in the designated smoking area at published times (we are able to offer support through the Health and Well-Being Adviser on ways to give up smoking)
- not bring alcohol or drugs on to the College site at any time.
- take care of the College buildings, facilities and equipment
- be responsible for the safekeeping and return of books and other College property and equipment issued to you
- be aware that the College site is private property: only members of staff, students and official visitors are allowed on the site unless prior permission has been agreed.

IN ADDITION, if you are a full-time student, we expect you to:

- attend tutorial sessions and all classes you are timetabled for and to follow required procedures if you are absent (these are in your College Planner)
- **be aware that if your attendance falls below 90% you may be asked to pay for your exams**
- be aware that public houses are out of bounds during College hours, including lunchtime
- carry your College ID card at all times

You should note:

- Although no uniform is prescribed, the College has a continuing interest in, and responsibility for, the appearance of its students. The aim is to encourage appropriate dress, permitting personal choice that respects the wishes of others.
- Many of our neighbours are retired people seeking quiet and peaceful privacy. Please respect this and don't gather in groups at or near the gate, or obstruct driveways.
- On College property there is a speed limit of 5mph, and students cannot park in the daytime without a permit (daytime parking permits are only available in exceptional circumstances).

Should you fail to comply with these expectations and points to note, the College will follow disciplinary procedures equal to your actions. These procedures are in your planner and the Parent's Guide. These expectations form the College Code of Conduct which you will be asked to sign at enrolment to show you agree to comply.

ADVICE AND INFORMATION

Barton Peveril College stresses the importance of informed, supportive and timely advice and counselling. This is essential to help you to achieve your full potential.

All students enrolling on courses can expect:

- sound and impartial advice prior to enrolment to help you to choose an appropriate course of study
- support and advice on developing general and subject specific study skills and use of College facilities
- assistance with personal difficulties and concerns
- access to the College Counsellor and Health and Well-Being Adviser
- access to guidance, information and advice on careers and Higher/Further Education
- written references to support your applications to Higher Education, Further Education and employment
- to be allocated to a Tutor and / or Student Progress Manager who will oversee your progress and give advice
- to have opportunities for work experience and community service
- guidance and support from careers / Connexions staff

THE STUDENT COMMITTEE AND STUDENT SENATE

Your interests and views in College will be represented and voiced by elected student representatives on a variety of College bodies such as the Corporation of Governors, the Health and Safety Committee, Student Committee and Senate. The views of all students are taken into account as part of the College's Learner Involvement Strategy, the details of which are published on the College's website.

The Student Committee is elected every year and all 16-19 students have the opportunity to vote for Tutor Group Representatives as well as Officers. The Committee is a non-political organisation concerned with all aspects of College life, ranging from social events and improving College facilities to raising money for charity. Various events are organised throughout the year and every student has an equal right to attend.

EQUALITY AND DIVERSITY

The College has an Equality and Diversity Policy and Gender Equality Scheme which are intended to be implemented for the benefit of all staff and students in the College. You are entitled to fair and equal treatment in all areas of the College regardless of your gender, sexual orientation, ethnic background, age, marital status or religion.

We wish to ensure access for every student who would benefit from our courses. If you wish to study at the College and feel that you have a specific need arising from a disability or learning difficulty, you are invited to inform the College and to discuss this with the member of staff who interviews you. Further information on issues relating to access is contained in the College's Disability Statement: 'Meeting Individual Needs'. Copies are available at Reception and in the Learning Centre.

HEALTH AND SAFETY

The College has a Health and Safety Policy which must be adhered to at all times. Copies are available on the Intranet, in each student tutor room or the Adult Learning office.

FINANCIAL CHARGES AND HELP

If you are under 19 on 1st September when you enrol on a course as a full-time student then you can expect:

- free tuition (subject to 'Home Student' status)
- the College to provide access to essential textbooks and equipment, other than stationery and calculators. A charge may be made for additional trips, magazines, fieldwork, materials and some sports and art activities etc.
- Students taking a modern language will be expected to provide a dictionary but should not do so prior to the start of the course as advice will be given regarding the most suitable at enrolment. Advice is also available on the purchase of calculators for maths and science courses
- the College to pay for your examination entries except where you are re-sitting a course, module or unit that you have previously taken at the College or where you fail to meet your responsibilities in terms of attendance and work commitments
- advice on where to seek help if you are experiencing financial difficulty
- to be asked to pay a voluntary enrolment contribution. This single payment is a contribution towards the routine administration costs for applications to Higher Education, other Careers initiatives, and provision of information for parents. It also subsidises the activities promoted by the Student Committee. Students whose parents are in receipt of benefits or who are from homes with a low income will not be expected to pay this fee. Non-payment will have no effect on the provision of services to students or on their ability to take part in all activities.

If you are under 19 on 1st September when you enrol on a part-time course then you can expect:

- free tuition
- the College to provide access to a range of textbooks, and equipment in the Information Centre
- to pay additional charges for trips, magazines, fieldwork, materials and some sports and art activities
- to pay for your exam entries
- advice on where to seek help if you are experiencing financial difficulties

If you are aged 19 or over you can expect:

- the College to charge for tuition and examination fees (details available from the Adult Learning office – Tel: 023 8036 7225)
- the College to consider remitting these fees. The criteria used for deciding when fees will be discounted or waived are also available from the Adult Learning office.
- the College to provide access to a range of textbooks and equipment in the Information Centre
- to pay additional charges for trips, magazines, fieldwork, materials and some sports and art activities
- advice on where to seek help if you are experiencing financial difficulty.

PARENTS'/GUARDIANS' RIGHTS

For 19 year olds and under:

The College recognises that for our students aged 16-19, parents and guardians play an important role in supporting you and helping you to achieve your academic potential. We expect that your parents or guardians will rightly have a major interest in our partnership with you.

With students' approval, parents can expect to have access to the following information whilst their son / daughter is on the course:

- to receive an Introductory Parents'/Guardians' Guide in the Autumn Term
- to access on the website regular information about student attendance, progress in comparison with benchmark grade and progress with homework.
- the opportunity to attend Parents'/Guardians' Review Evenings with student to discuss performance and progress with subject teachers
- to receive an invitation to a meeting about Higher Education courses and applications procedures
- information about Higher Education funding arrangements through the Student Loans Company and other appropriate agencies

LINKS WITH EMPLOYERS

If you are offered work placements you can expect the College to give you adequate preparation and to make the purpose of the placement clear to employers. College staff will seek comments on the outcome of the placement.

If you are seeking work you can expect the College to provide employers with a written reference for you which will contain information about your course of study, your performance, progress and general conduct, with an indication of any contribution you have made to any aspect of the life of the College.

WHAT TO DO IF THINGS GO WRONG

This Charter indicates the standards you have a right to expect from Barton Peveril College. Occasionally things can go wrong, and it is important that you tell us about it at once so that we can try to put it right. If you are not satisfied with the teaching or any other service provided by the College, you are advised to take the following action:

1. Speak or write to the member of staff who might be regarded as closest to the problem or to the appropriate Tutor or Student Progress Manager. If you are part-time and 19+ please write to the Head of Faculty for Adult Learning. Hopefully this will lead to a resolution of the issue.
2. If you are not satisfied with the outcome, then you should contact a member of the Senior Leadership Team explaining the nature of the problem and why you feel it is not being satisfactorily resolved. If you choose to write, you will receive a reply within ten working days from one of the Senior Leadership Team who will then investigate your complaint and agree with you a date by which you will have received a response.
3. If you remain dissatisfied you can then write to the Principal who will reply within ten working days. He will conduct his own investigation and respond to your complaint within an agreed time period.
4. If the College cannot sort out the problem to your satisfaction you can complain to the Learning Skills Council or direct to the Secretary of State.

EXAM QUALIFICATIONS AND RESULTS

If you have a complaint about a particular qualification you can complain to the QCA; The National Qualifications and Curriculum Authority.

If you believe your results are wrong, you should contact the College and speak to the Examinations Officer who will advise you. If it is possible to appeal; this is done through the College and will involve a fee. N.B. Your results may go down as well as up as the result of an appeal. If the results remain unchanged and you wish to take the matter further, it is possible to appeal through the College to the Independent Appeals Authority for School Examinations (in the case of GCSE, GCE A-level and AS examinations).

You are entitled to request the return of your marked examination papers for all GCE and some GCSE subjects. A fee is payable for this service. Subject teachers also have the right to request the return of marked papers for professional purposes but they must ask your permission.