

## 10 Code of Conduct

10.1 As a member of the College community, you will be expected to uphold the College rules; in the event of transgression you will be subject to the College's disciplinary procedure agreed by the Governors.

## 11 Equality and Diversity

11.1 The College aims to be a community where all its members are valued and respected. This will be achieved through the curriculum, resources and environment and also through the quality of the relationships among the members of the community, as outlined in the College's Equality and Diversity Policy.

11.2 Students are actively encouraged to join the Equality and Diversity Society in College.

## 12 The Equality Act 2010

12.1 In accordance with the Equality Act 2010 the College undertakes to:

- i. promote equality and diversity;
- ii. promote social cohesion and build community links;
- iii. respect the dignity of all people who visit, study and work at the College;
- iv. provide conditions which encourage all learners to participate, progress and achieve in their learning;
- v. actively challenge unacceptable actions and behaviours such as harassment or bullying.

12.2 Commitments to equality will be applied regardless of:

- i. age;
- ii. disability;
- iii. ethnic origin;
- iv. gender;
- v. gender re-assignment;
- vi. marriage / civil partnership;
- vii. pregnancy and maternity;
- viii. religion or belief;
- ix. sexual orientation.

### 12.3 Policy Statement:

- i. The commitment to equality and diversity is endorsed and led by the College leadership team.
- ii. All College staff and students have responsibilities to comply with equality and diversity law. All are encouraged to build an awareness of equality and actively challenge all instances of inequality, helping to take positive action to remove any barriers to access, achievement and progression.

## 13 Child Protection

13.1 A copy of the College policy is posted on the College website. Copies are also available from the Student Services Office. Catherine Cole, Deputy Principal (Student Services), is the designated senior manager responsible for child protection issues.

## 14 Data Protection Act (1998)

14.1 **Control of Personal Information:** Some of the information provided during the enrolment process is required by the Young Peoples Learning Agency (to be the Education Funding Agency from 1 April 2012), which is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data, but it also allows the Agency to share information with other organisations for the purposes of detecting fraud. A copy of the College's Control of Information Policy is held in the Student Services Office.

14.2 **Media Images:** Photographs are often taken and videos made during College activities. We like to use these in presentations, displays, booklets, newsletters or for publicity. If you have specific objections to this, then please indicate this on the Enrolment Card.

## 15 Employers and Local Community

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

- i. making College facilities available for hire or loan;
- ii. holding regular open consultation meeting with local residents and their council representatives;
- iii. seeking further contact with local industry and commerce to develop the curriculum and to invite their views on matters relating to the College.

15.2 The College requests that parents show consideration for local residents by dropping off and picking up their sons/daughters well away from the College site.

15.3 Student car drivers must purchase one of the three types of student car park permit, subject to availability. Students may not park in the residential streets within 1km of the College.

## 16 Feedback

16.1 The College and the Governing Body welcome feedback from students and parents. Many messages of gratitude and congratulations are received and they are greatly appreciated by a committed and excellent staff.

16.2 If students, their parents, employers or local community members have any cause for concern, the matter should be raised with the student's teacher or Personal Tutor.

16.3 If no satisfactory response is received, or if a complaint is thought appropriate, a letter should be sent to the Principal at the College. The Principal will always investigate complaints and will make an initial response within 10 working days.

16.4 If complainants are not satisfied with the outcome, or wish to complain about the Principal, a letter should be sent to the Chairman of Governors at the College who will respond within 10 working days.

16.5 In the event of a complaint not being satisfactorily resolved, a letter should be sent to The Director of Children's Services, Elizabeth II Court East, The Castle, Winchester, SO23 8UG,

Revised June 2011

# The Sixth Form College Farnborough

Principal: Simon Jarvis

## College Charter 2011

An outline of your rights and responsibilities as a student at The Sixth Form College Farnborough.

### You are entitled to expect The Sixth Form College Farnborough: to help you

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

### to provide an education which

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

### to be accountable for what we do

- by setting the highest standards and publishing our results;
- by telling you exactly how to make a complaint if one is necessary.

### In return, we expect YOU to

- demonstrate a commitment to your studies in order to improve your achievement;
- maintain a 100% attendance record at all your classes (except for illness or other justified absence);
- be punctual for all your College commitments;
- be suitably dressed and equipped for College work;
- complete all required coursework and private study within the deadlines set;
- keep safe and look after any College property loaned to you e.g. textbooks;
- complete all clearance formalities before you leave College;
- show concern for and maintain the clean environment of the College;
- be co-operative with both staff and fellow students;
- uphold the College Equality and Diversity policy;
- support the ethos of the College and not engage in activities which bring it into disrepute;
- read and abide by the College policies.



Prospect Avenue

Farnborough

Hampshire

GU14 8JX

t: 01252 688200

f: 01252 688206

www.farnborough.ac.uk



## 1 Introduction

1.1 The College is committed to its role as a distinguished major provider of the highest quality education. The Governing Body and staff of the College seek to achieve this in partnership with students, parents, employers, institutions of higher education and the local community.

1.2 The facilities offered by the College are described and illustrated in the College prospectus, together with a comprehensive course guide, listing the courses available and the entry requirements. In assessing entry qualifications, the College takes account of prior learning and formal qualifications may be waived in exceptional circumstances.

1.3 Students are encouraged to undertake work experience during their studies at the College. Advice about work placements, both at home and abroad, is provided by the Director of Enterprise Learning.

1.4 Students with disabilities are welcome and the College is committed to providing additional support, within available resources, under the guidance of the College's Learning Support team. Initial enquiries should be made to Catherine Cole, Deputy Principal (Student Services).

1.5 The College is proud of its record of examination success. Examination results will be published each year in accordance with the statutory requirements.

## 2 Admissions, Guidance & Counselling

2.1 The admissions procedure and courses are detailed in the College Prospectus and Course Guide respectively, which are accessible on the College website.

2.2 Open Evenings and information sessions:

- i. the two Open Evenings take place in the Autumn term and are intended to give visitors a taste of College life. They give potential students and their parents an opportunity to see the facilities available, observe activities in the classroom and talk to staff and current students about the courses available.
- ii. there is an Information Evening in April to help students who are still unsure of course choices.

2.3 Each new student has at least two interviews with information, advice and guidance as the main focus; one after application and one during the enrolment period.

2.4 At interview, students will have the benefit of high quality advice and guidance from an experienced senior member of staff. This advice will be unbiased because the interviewer, except in special cases, will not be representing a particular area of the curriculum.

2.5 During their course of study, each student will be entitled to receive careers advice about progression to higher education and employment.

2.6 The student's Personal Tutor will be responsible for ensuring that appropriate advice and guidance are provided and for the writing of reports and references on the student, which will refer to attendance and punctuality.

- i. The College undertakes normally to honour reference requests from employers and educational establishments within 15 working days.

ii. Before references can be completed, the student must provide relevant documentation such as completed application forms, evidence of fee payment and anything else required.

iii. Students may request the date when a reference has been sent and the College monitors its success in meeting its target.

iv. References are held in student files and kept for 6 years after leaving the College.

2.7 A confidential counselling service is provided within the College for students.

## 3 Fees

3.1 The College normally admits students and makes no charge for tuition for students who are 16, 17 or 18 on 31 August in the year of admission to a course and who have been resident in this country for 3 years or more.

3.2 For students who do not meet these criteria, a tuition fee is charged - details from the Deputy Principal (Student Services).

3.3 Gift Aid: the College seeks a voluntary parental contribution from full-time students.

## 4 Study Costs

4.1 The College provides essential textbooks for full-time students. However, additional books and photocopying may need to be purchased privately.

4.2 The College does not supply stationery or other materials to students.

4.3 Study trips are arranged by many subject areas and students are expected to cover the cost of these trips themselves. In special circumstances financial assistance in the form of a grant or loan can be arranged. Students are advised to limit themselves to a maximum of 8 days out of College in any year.

4.4 In the case of students re-sitting an examination within the duration of the course, the full cost of the examination will be charged.

4.5 Students undertaking additional public examinations beyond the formal requirements of their programme of study will be charged the full cost of these additional examinations.

4.6 Students with less than 90% attendance (see Charter Agreement - section 8) should expect to be excluded from the College; any examinations outstanding will be charged at full cost.

4.7 In the event of unjustified absence from an examination, the full cost of entry will be charged to the student.

## 5 Financial Assistance

5.1 **New bursary scheme:** The Government has a bursary scheme to help the most vulnerable 16-19 year olds to continue in full-time education. The scheme is made up of two parts - a guaranteed payment to a small group of the most vulnerable and a discretionary fund for schools and colleges to distribute. Those young people who are in care, or who are care leavers, those on income support and other groups that could be described as most vulnerable will receive financial support as defined by the government regulations.

5.2 The Discretionary Fund will provide help to students whose access to further education might be inhibited by financial considerations. These funds are means tested and can provide assistance with the cost of books, equipment and other study related expenses. It may be possible to assist with transport in exceptional circumstances.

## 6 Teaching for Learning

6.1 As a student at The Sixth Form College you can expect all lessons to be well prepared by well-qualified subject specialists. Your learning programmes will be designed using an appropriate range of materials and resources organised so as to deliver coherent, stimulating courses which lead to nationally recognised qualifications.

6.2 You will be encouraged to identify your *preferred style of learning*. You will also be assisted to develop greater strengths in the learning styles which come less naturally in order to strengthen your learning portfolio.

6.3 *Emotional Intelligence* involves the ability to monitor your own emotions and those of others. Self awareness, awareness of others, self-motivation and motivating others, together with managing your own emotions and dealing with those of others, are qualities that will ensure you will grow as an individual and as a learner. You will receive more guidance about these ideas from your Personal Tutor and teachers.

6.4 The ways of learning will be varied; you can expect to study independently, work as part of a whole class and in small group sessions.

6.5 Individual assignments will have to be completed outside the normal classroom time, such as topic research, note-taking, preparation for group presentations, essay writing or reading.

6.6 You can expect completed written assignments to be marked by your teacher, a peer or yourself according to criteria made known to you and returned within reasonable time in accordance with curriculum area policy.

6.7 Support for your studies is available in UpGrade.

## 7 Monitoring Progress

7.1 Your progress will be monitored carefully and recorded by your teachers.

7.2 Students have access to their own attendance and review data through CristalWeb.

7.3 During your learning programme, you will formally review your progress with your teachers and your Personal Tutor. There will be a range of opportunities to comment on your experience at the College.

7.4 Teaching staff will arrange to discuss individually with you any aspect of your progress, at any point during your course, at your request and at a mutually convenient time.

7.5 Each year of your learning programme, your parents/guardians will be invited to College to consult with teachers on your progress. Your parents/guardians will, however, have the right to seek a report on your progress and discuss it with your teachers at any point during your learning programme, as agreed with your teachers.

7.6 Parents/guardians will be contacted by your Personal Tutor if any significant change is to be made to your learning programme. Following discussion with you and your parents/guardians, you will receive written confirmation of any significant change to your learning programme within three working days of the change being made.

## 8 The Charter Agreement

8.1 Your responsibilities as a student at the College are defined in the following Charter Agreement. You must undertake to:

- i. demonstrate a commitment to your studies in order to improve your achievement;
- ii. maintain a 100% attendance record at all your classes (except for illness or other justified absence);
- iii. be punctual for all your College commitments;
- iv. be suitably dressed and equipped for College work;
- v. complete all required coursework and private study within the deadlines set;
- vi. keep safe and look after any College property loaned to you e.g. textbooks;
- vii. complete all clearance formalities before you leave College;
- viii. show concern for and maintain the clean environment of the College;
- ix. be co-operative with both staff and fellow students;
- x. uphold the College Equality and Diversity policy;
- xi. support the ethos of the College and not engage in activities which bring it into disrepute;
- xii. read and abide by the College policies.

8.2 Your individual learning programme will give you the opportunity to develop personal and social skills together with communication, numeracy and IT skills. All references written on your behalf by the College will take due account of your development in these key areas in addition to your achievements on academic courses.

8.3 Where work placements are a key element of learning programmes, they will be carefully selected to be supportive of your needs and appropriate to the vocational context in which you are studying. Upon completion of a period of work placement, employers will be expected to provide a detailed report of your work which will be held in your College records.

## 9 Enrichment

9.1 You will have the opportunity to participate in a wide range of social, cultural and sporting activities, many of which are run by students. The College has close links with outside organisations, who provide the chance for volunteering.

9.2 You will receive a Transcript of Enrichment at the end of your studies which will detail the enrichment activities in which you have been involved whilst at College.