

Parent Handbook

2021 - 2022



St Helens College



Knowsley
Community
College



Welcome by Simon Pierce, Principal & Chief Executive



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Simon Pierce
CEO/Principal

A very warm welcome to St Helens College and Knowsley Community College. We are delighted that your son/daughter has chosen to continue their education with us.

We want all of our students to be happy, healthy and successful during their time with us. Making the transition from school to college is an exciting time but can present some challenges as young people adjust to their new surroundings.

Our support teams and teaching staff are very experienced and equipped to support our students, help them settle in and ensure they receive the best possible education and personal development opportunities whilst studying with us.

This handbook is intended to answer any questions you may have about your son's/daughter's experience at College, however, please do get in touch with your child's Progress Coach or Tutor, if you have any questions that you feel are not covered.

We are very proud of our College and look forward to working with you as we prepare your child for a bright and successful future.

Student Standards for Learning

Aims

The College has a range of regulations, policies, procedures and standards to ensure learning can take place in a safe, friendly, positive and supportive environment for all students and staff.

As a College, we aim to provide your son/daughter with the academic and pastoral support and guidance they will need to help them to perform to the best of their ability and achieve success.

The Standards for Learning identify the expectations the College has of students so that we can help them to achieve in a supportive and non-threatening environment.

1. The College provides a safe, friendly and positive environment for all students and staff

We have developed a range of policies, procedures and regulations to make sure everyone knows what is expected of them whilst they study and work here. All Policies and procedures can be found on our website by visiting: www.sthelens.ac.uk/policies or www.knowsleycollege.ac.uk/policies.



2. All absences from College must be reported

100% attendance is expected. Students are required to attend every timetabled session and any additional sessions deemed necessary to support their progress. Parents should notify the College Absence Line and the Progress Coach of any absences before 8.45am for each day you are absent.

More information about our absence policy can be found on the parent section of the website.

3. Punctuality

Be on time.

100% punctuality is required for all sessions and activities related to their personal timetable including:

- a) Sessions and other timetabled activities e.g. remote sessions
- b) Work or industry placements
- c) Appointments with College staff
- d) Internal and external interviews

Lateness is unacceptable and students will be required, at a convenient point during or after their lesson, to explain their reason for lateness.

Sanctions may also be applied depending upon the circumstances and frequency of lateness.

Attendance and Reporting of Absence

Expectations

During a student's time at College, we will help them to develop knowledge, skills and attitudes to prepare them for the world of work.

We expect them to approach coming to College with the same commitment they would if they were employed.

As with any job, attendance at College is expected to be 100%. Good attendance at College is vital to successfully completing their programme of study.

Students are expected to attend every timetabled session and planned activity related to their programme. This will ensure they have the best opportunity to successfully achieve their qualifications and to prepare them for future progression opportunities.

Holidays

It is not acceptable to book holidays in term time.

Driving Lessons and Examinations

Driving lessons and examinations should not be booked during College time.

Medical Appointments

Students are expected to make appointments with their doctor and dentist in their own time, not during timetabled sessions and activities.



Punctuality

Expectations

Students are expected to arrive on time for every timetabled session or activity.

When students arrive late, it causes a disturbance to the other students in the class and loss of valuable learning time.

This is unfair to the students who arrive on time.

If students do arrive late for a session, they are expected to follow the guidance given and to cause minimum disruption.



Employability

Punctuality and time management are essential life skills.

Employers would not find it acceptable for anyone to arrive late for work.

We want students to practise and demonstrate these skills whilst studying.

Tracking

Students will be expected to track their punctuality on ProPortal and where improvement is needed, set themselves weekly SMART targets to ensure punctuality improves.

The student and Progress Coach will track this weekly.

If punctuality decreases below 95%, the following College procedures will be followed:

- A Performance Improvement Meeting will take place with the Progress Coach where punctuality SMART targets will be set.
- These targets will be reviewed and checked each week in the tutorial session.
- Students will be responsible for reviewing success in relation to these targets.

Progress Coach (PC) and Tutorial Sessions

Students will be allocated a Progress Coach (PC) to guide and support them to maximise their opportunities to successfully achieve their programme of study, help them to achieve the best grades they can attain and to enable them to make positive progress to the next stage of study or employment.

The PC will undertake **one-to-one reviews** with students to check, track and monitor progress.

Students will be guided to set ProPortal **SMART targets** in order to remove any barriers to learning.

The PC will record **Performance Improvement Meetings** and review these weekly to identify whether students are 'On Track' for success.

Tutorial Sessions

Students will be timetabled for a tutorial session each week. Within the session they will:

- Set ProPortal SMART targets for attendance, punctuality, academic assessments and homework tasks.
- Develop a ProPortal Individual Learning Plan (ILP) including their careers and progression action plan.
- Undertake topics to enhance and enrich their personal development.
- Undertake one-to-one progress discussions relating holistically to personal development and behaviour and attitudes throughout their learning journey.

Together with the PC, students will make informed judgements on whether they are:

B - Below target **M** - Meeting target **E** - Exceeding target



Study Programme and Progress Points

Study Programmes

A Study Programme is a combination of qualifications, personal and employability learning experiences that will prepare students to progress into employment.

It includes the following:

- Maths and English
- Main vocational or academic qualification
- Tutorial sessions
- Work experience
- Enrichment opportunities

Progress Points

During a student's time at College, their overall performance will be monitored regularly.

One of the mechanisms for doing this is our tracking system.

The system is divided into three sections:

1. Behaviour & Attitudes
2. Personal Development
3. Progress

Each section will be reviewed at four points during the college year.

The purpose of reviews is to monitor and record student progress across a broad range of skills, knowledge and behaviours, all of which will help to prepare them for their next step, whether this is employment or further learning, such as an apprenticeship or studying in higher education.

A student's overall Progress status reflects their progress against all expectations.

The teaching team will assist the Progress Coach in reviewing performance and making informed judgements on whether students are working either Below target, Meeting target or Exceeding target. This will allow students to set ProPortal SMART targets in tutorial sessions so to support working towards their highest possible standard.

Reports to parents will be generated in both December and April. Parents evening will take place in November and March.

Useful Information

Reception:

St Helens: 0800 99 66 99 **Knowsley:** 0151 477 5850

Absence Line: 01744 623154

Safeguarding and Wellbeing Team:



Jeanine Williams

Safeguarding & Wellbeing Manager

07545103527 / 01744 623842 /
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Safeguarding & Wellbeing Officer

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Paul Johnson
Chaplain

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Academic Progress & Development Managers:

Cath Jones

07766510382 / 01744 623272

Donna Critchley

07545103522 / 01744 623269



Learning Support and Careers

Learning Support

Anne Ignatius - 01744 623260
aignatius@sthelens.ac.uk

Careers Advice

St Helens: 01744 623236
Knowsley: 0151 477 5883



St Helens College

