

Parent Guide





Welcome from the Principal

As parents or guardians of our new students you will want their time at college to be both enjoyable and successful. This is an exciting time for them, and you, and you will be keen to find out more about us. Students are starting rigorous courses, meeting new people and being introduced to a range of activities. It is important that they settle down quickly and develop the confidence and motivation to make the most of being a student.

Some of our ways of doing things may be different from those they have experienced at school and may take some adjustment, but we work closely with parents to ensure the transition is as smooth as possible.

For parents/guardians of Year 2 students this guide has useful information about achieving success and next steps.



James Staniforth,
Principal and Chief Executive

“Shrewsbury Colleges Group,
where every student makes
outstanding progress”

Term Dates

Autumn Term
4 September - 20 October 2017
31 October - 15 December 2017



Spring Term
2 January - 16 February 2018
26 February - 29 March 2018



Summer Term
16 April - 25 May 2018
4 June - 12 July 2018



Dates to note in addition to term dates

Jobs Fair

29 September 2017 | 20 April 2018

Apprenticeship Awards

9 November 2017

HE Fair

24 November 2017

Advice Event

11 January 2018

22 March 2018

17 May 2018

21 June 2018

Group Interviews

10 January 2018

07 February 2018

17 March 2018

24 April 2018

20 June 2018

11 July 2018

Progress Evening

6 March 2018

Celebrating Vocational Achievement Evening

25 May 2018

HE Graduation

13 June 2018

HE Info Evening

19 June 2018

Progress Grades

Progress Grades 1

Week beginning 6 November 2017

Progress Grades 2

Week beginning 22 January 2018

Progress Grades 3

Week beginning 19 March 2018

Progress Grades 4

Week beginning 14 May 2018



Friendly environment



Achieve your potential

Sources of information

Throughout the year there are regular updates with information including upcoming events. You can find this information by visiting the College website, shrewsbury.ac.uk, Moodle - the College virtual learning environment and our social media pages:

 /shrewsburycollege  @ShrewsburyCol  @shrewsbury_college

This information is arranged in an A to Z format and replicates, largely, the information given to students in their planner.

- **Absence Reporting**

If your child is unwell, please inform us by 10am on the day by using the absence reporting email absence@shrewsbury.ac.uk informing us of your name, student ID and reason for absence. Please email us before 10am. If a student hasn't arrived at College, a text will go out to you at 12pm for those found to be absent in the morning and at 6pm for an afternoon absence – **we will only send one per day**. Please contact the College during the day for information about a morning absence and the following day if you receive an evening text.

- **Careers Information, Advice and Guidance:** This is available at The Agency in the Enterprise Suite.

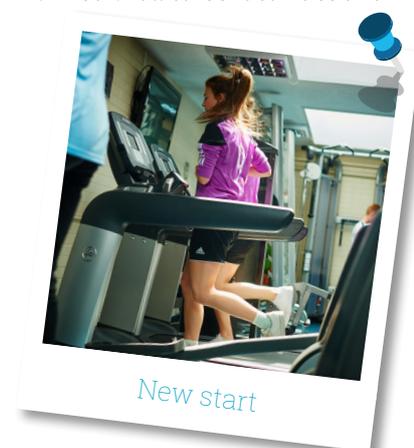
- Make an interview with Paul Kelly, Careers and Progression Advisor (*book via Tutor or contact Paul direct on pak@ssfc.ac.uk*)
- Browse through a range of careers literature about progression to higher education; further education, employment and training and taking a gap year
- Discuss work experience or volunteering opportunities
- The Careers Bulletin on Moodle contains up to date and important information relating to Careers. The Careers Library on Moodle contains resources for reference
- The Agency e-newsletter will keep students and parents/carers informed of all career activities and opportunities.

- **Changing Course:** Students will have had careful advice and guidance to ensure they are on the right courses. On rare occasions a student may want to change a course. Students should talk to their personal tutor about whether it would be sensible to swap courses but should carry on attending the initial courses until a decision has been made.

- **Charges:** There is a £35 voluntary contribution to the College fund each year that students attend college. This fund subsidises college student based activities and facilities of various kinds, including the minibus, student handbooks, student council activities, common room refurbishments, sporting enrichment and initial student printer credits, in-house printing of student curriculum guides, student ID badges and lanyards, contributions to unplanned, but valuable, in-year student activities. Exam fees are not normally charged. However if a student chooses to re-sit an exam then they are normally expected to pay. Some subjects offer the opportunity for students to purchase their own textbooks at cost and some departments ask students to buy additional materials. Details are available on request. Students will be expected to provide their own stationary products eg. A4 lined paper and files.

- **Communications:** Students are advised that it is college policy that staff may contact you to discuss academic progress, attendance and conduct during their time at College. We will text you at the end of a day where a lesson is missed and you have not informed us of a reason. We will also contact you by text or email to remind you of key college dates. It is therefore important that we are advised of any changes in address or contact information.

Please contact Reception to advise any changes, reception@shrewsbury.ac.uk.



- **Community Activities:** We are keen to encourage our students to take advantage of volunteering opportunities in the community. Further information is available on Moodle and from The Agency team.
- **Controlled Assessments:** These are external examinations in some courses which lie outside the main examination periods.
- **Coursework Deadlines:** Students are advised of coursework deadlines by the appropriate staff. This information is available both on Moodle and the College website.
- **Diversity and Equality of Opportunity:** We believe that the differences between people are valuable. These occur in areas such as age, ethnicity, disability, gender, religion, sexuality and economic background. We will not tolerate any bullying or harassment against members of the College community. We also believe everyone should have the opportunity to succeed with us regardless of background. If you, or your son/daughter, have any concerns on matters relating to diversity you should contact their Student Support Tutor in the first instance.
- **Email:** Students must check their college email daily - the College will use it to communicate with them. Their college email address is their *studentid@shrewsbury.ac.uk*.
- **Enrichment:** The enrichment programme includes courses and activities students participate in at college in addition to their subject qualifications. There are a range of options available on a voluntary basis. A timetable is available on Moodle.
- **External Examinations:** These occur primarily in May/June, though some examinations / assessments take place outside these times. Information is made available on the College website in the Parents communications section when it is available.
- **Financial Matters:** Extra financial assistance is available through the 16-19 bursary. Eligibility for financial support is based on household income. Further information is available on the College website and Moodle. Applications are considered throughout the year. If you are unhappy with the decision that we make regarding any bursary application you can appeal as follows.
 - If the applicant does not agree with the panel's decision they should give notice that they wish to appeal via the Student Services team
 - The applicant must give notice of their appeal within 10 working days from receipt of the original decision
 - The applicant will be asked to state the reasons for disagreeing with the decision and why it is unfair
 - A panel will be convened within 20 working days. The panel will consist of members from the Senior Management Team
 - The applicant will be asked to attend a meeting of the panel and may wish to be accompanied by a friend / representative
 - The panel will review the action taken by Student Services in the original decision
 - The applicant will be notified of the panel's decision in writing within 5 working days
 - The decision of the panel will be final.





- Homework:** Students have been advised at the start of the year to plan their private study in and outside College. Their tutor is happy to help with this. If little or no work is being done at home then it is unlikely that your son/daughter is making the most of their course. There is always research, reading and reviewing to be done when they are not in lessons. Students are issued with a Student Handbook to help them plan their schedule of work.

- Moodle:** Students have access to a full range of learning resources and services on Moodle which is accessible from any internet-enabled computer. Students should log on to Moodle every day to keep up to date with what is happening in college.

- Music & Dramatic Arts (MaDA) and Performing Arts:**

There are many college music groups for students to join e.g. choir, concert band, string orchestra, big band, brass ensemble, and a jazz combo. Some are timetabled activities others are held during lunchtimes. Groups are also formed based on student demand and interest. A concert is staged twice a year.

Instrumental tuition is available from visiting music staff (Shropshire Music Service). Students receiving tuition are required to participate in at least one musical group each term.

- Progression Events:** These are held at different points in the year to help to make career choices.

Progress Evenings will be held on Tuesday 6 March. This is an opportunity to meet teachers and discuss progress on the course, with a view to next steps and target grades required.

- ProPortal and ProMonitor:** This software allows staff and students to track their progress. It gives information on attendance, targets and progress check grades. Student Support Tutors use this system to discuss targets with students and to track performance closely. It is only available online whilst in college.

- Safeguarding:** All parents/ guardians are asked to sign in at Reception when visiting any of the campuses. Students are required to wear, visibly, their student ID and lanyard. Signage around college advises students who to contact the Safeguarding team if they have any concerns about their own or other students' welfare and safety.

- Social and Catering Facilities:** There are a number of areas for students to meet and to buy food, which include Bridges Café. There is a common room on both sites. Vending machines are also available. There is a free breakfast for all students club which runs on both campuses before the start of each day.



- **Social Media:** The College has social media accounts on Facebook, Twitter, Instagram, Snapchat and LinkedIn. We will use these accounts as another communication tool with students, parents and other interested parties to keep you advised of what's happening at college. Some departments and groups also use social media to communicate with students.
- **Sport and Recreation:** There are a range of sporting and recreational activities on offer coordinated by The Agency. Details of fixtures and activities are posted on Moodle throughout the year.
- **Sport, Recreation and Duke of Edinburgh Award:** Many sports involve physical contact which can lead to injuries. When you are off site on a recreational activity or a Duke of Edinburgh expedition, the member of staff in charge will attend to you if you have an accident. Students participating in the Sport, Recreation and Duke of Edinburgh Award* programmes will be required to sign a Health & Safety and Student Responsibilities document which is laid out below. (*Please note there is a cost to doing the Duke of Edinburgh Award.*)
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Help is always at hand

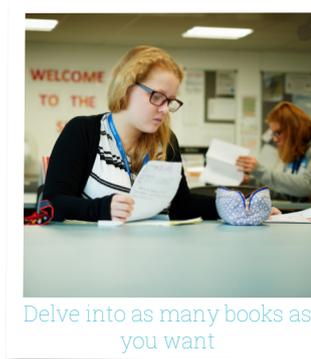
- The College has insurance for public and employers liability
- The College has personal accident insurance for permanent injuries. Short term injuries are not covered. Details on Sport & Rec notice board. It is important that you read them
- There is no cover for loss of earnings for students in part time employment who are unable to work due to an injury caused during a college sport or recreational activity
- Transport is provided by The College to sporting and recreational activities where necessary
- This may be a local coach company or college minibus. Students may be transported without a member of staff on board but meeting the sports coach/instructor at their destination
- Students are occasionally transported in staff cars where the appropriate staff insurance is held for usage of the car at work
- Students may accept lifts from other students to and from college sport and recreational activities. This is at their own risk
- Students may ask to be dropped off at a more suitable location on the return journey on request
- Students may make their own way home from college activities off site
- Students are expected to provide their own personal protective equipment e.g. gum-shield, shin pads etc. for the appropriate sport, including the necessary waterproof/ warm clothing
- Students must bring their own drinks (water/sports) & food as necessary for their sporting activities
- Students are responsible for alerting members of staff involved in activities of any relevant medical conditions
- Students with asthma are expected to have their inhalers accessible at all times
- Students may have their photo / video taken and this used in promotional material
- Any valuables such as MP3 players / phones / cameras / jewellery / cash etc. are the responsibility of the student. This is not covered by The College and should be covered by household insurance.

- **Student Council and Student Ambassadors:** This is made up of representatives, elected by students to support their interests and welfare, and to present their opinions to the management of the College. The leaders of the Student Council may also be student governors.

Student Ambassadors help with college events such as Open Evenings with their main role being to assist prospective and present students. The Council also runs events (eg. parties, concerts and charity events) and acts as a forum for debate on issues that affect students. The Council is also responsible for allocating financial grants to student societies and trips.

- **Learning Resource Centres:** All campuses have their own study centres. The Wakeman Hall Learning Resource Centre (WSC) and the quiet study room are at the English Bridge Campus; there is also a Learning Resource Centre available to students at London Road campus.

Learning Resource Centres house a broad range of learning resources in print and audio-visual formats together with a number of computers. There is also a collection of digital resources available via The Digital Hub accessible via Moodle. Staff are available to support students with their learning.



- **Study Support:** There are two types of support available.
 - **Specialist Support:** This is for students with a specific learning need that may require assessment for additional support and/or access arrangements in exams. Students who disclosed such a need in their application or at interview are contacted automatically for support. If you feel your son/daughter needs this support and they haven't been contacted, a 'self-referral form' is available on Moodle Study Support. It should be completed and given to Saskia Warren (Student Support Officer) via Reception or by e-mail to smw@ssf.ac.uk. It does take time to process any assessments and access arrangements so don't leave it till the last minute. The specialist study support team are based in Priory House, Welsh Bridge Campus – where assessments take place.
 - **General Study Support:** All students find some of the work they do challenging. Staff in the study support area can help them to be successful at college in all aspects of their work. This is often practical help relating to the development of study skills. Students can refer themselves for this help using the same process as for Specialist Support.
- **Transition Evenings:** Held in the first half term, this is an opportunity for parents to come into college. There is a talk from the Senior Leadership Team and an opportunity to meet Student Support Tutors and exchange information.
- **Tutorial System:** Every student belongs to a Tutor group and will have weekly tutorials. The tutor is there to give help, advice and support, to communicate important information, to monitor academic progress and to encourage personal and social development.
- **Work Experience:** This is available to all students and is a valuable way to help make career choices, source employment and Apprenticeships. Talk to The Agency for details.

What follows is an extract from the student handbook given to all students at the commencement of their studies. It lays out our expectations of students in their behaviour, attendance and academic integrity. It also gives some basic 'safety' information entitled 'safe learner'.

Student Code of Conduct

We believe that you are a special, unique individual

We value you as an individual

We want to work with you to ensure you are successful

In order to be successful you should:

- Attend all lessons, turn up on time ready to work and with the right equipment
- Organise your week so you have time to study, socialise and work
- Make sure you know what your target grades are and what you need to do to achieve the best you can
- Ask for help when you need it and not run away from problems or concerns
- Understand that what matters is hard work, not being a genius
- In return, tutors, assessors and teachers provide feedback on your work, how to improve it, how to access additional help and who to go to help solve problems.

Managing Your Attendance

You are expected to:

- Attend every lesson
- Ensure you are punctual to all lessons and your attendance is registered by your teachers.
- Get permission in advance if you are not able to attend your lesson and provide Reception with evidence
- In case of absence you must inform the College by 10am by emailing absence@shrewsbury.ac.uk
- A phone call or email should be received on each day of your absence to ensure we are informed of your progress and likely return date to college

Your attendance levels can be seen on ProPortal if you log in.

You can expect College to:

- Register your attendance and punctuality at every timetabled commitment
- Text your parent/carers on each day where you miss a lesson and they have not contacted us
- Provide appropriate support and guidance to help you manage your time and organisation effectively
- **The College may take disciplinary action if your attendance/ punctuality falls below our expectations**



- **Adverse weather conditions:** There are occasions when adverse weather conditions cause the College to close. If this is necessary regular announcements will be made on Radio Shropshire from 7.00am, posted on Moodle, our website and social media pages.

Academic Misconduct

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any student.

Safe Learner - Be Sure You Are Safe

When in College, all staff and students must comply with the requirements of the Health and Safety at Work Act, 1974. This means you must help maintain a safe environment and must not interfere with or misuse anything provided by the College. So remember:

- Behave in a sensible way and be considerate to others
- Co-operate during an emergency
- Follow instructions given by staff eg. do not look into a data projector
- Follow safe working practices eg. wear personal protective equipment, secure long hair, remove jewellery, dispensing of hazardous substances.
- Treat with respect any equipment, signs, posters etc. relating to health & safety; report any damage
- Only use equipment if you have been given permission and training on it, and use it only for its intended purpose
- Avoid obvious hazards and report any you discover.

In particular:

- Keep doorways, staircases and corridors clear particularly fire doors and emergency exits.
- Don't tamper with any fire fighting equipment
- Report spillages to Reception or Site Staff
- Use the litter bins provided for your litter and chewing gum
- Respect fellow students by keeping quiet when they are taking exams
- Be very careful when crossing roads, and when moving around the car park
- Avoid blocking the pavement on Claremont Bank.



Take on a new adventure



Be Safe On line

- Make sure you know with whom you are communicating
- Never agree to meet up with people that you have “met” on line without confirming their identity, being accompanied and informing your parents and/or guardians
- Maintain appropriate security and privacy settings. Whenever you’re about to post something online, pause and just imagine someone in authority, someone you respect, reading that poster looking at that photo. If that feels uncomfortable, don’t do it.
- Avoid over-dependence on social media for your social life. Find the right balance for you.
- Treat other people on line in the same way as you would want to be treated – and how you would expect people to address you in person.

Social Areas

- Please use social areas sensibly and do not mistreat the furniture and fittings. Help keep them clean and free from litter by using the bins provided. Don’t play music at a volume where it can distract teaching and learning.



New beginnings

A safe college community...



If you are **concerned that you, or somebody else you know, is at risk of harm**, please contact a member of staff or one of the Safeguarding Team below, who are **here to support you**.



Amanda Crane
Safeguarding Practitioner

Tel: 01743 342 651
Mobile: 07792147365



Sue Croxon
Safeguarding Manager

Tel: 01743 342 345
Mobile: 07792147376



Caroline Batchelor

Tel: 01743 342 539
Mobile: 07837111934



Robin Breakwell

Tel: 01743 342 386



Claire Tabberer

Tel: 07814 138 419



Ted Coxon

Tel: 01743 342 537

You can also contact the following services directly to ask for advice or to report a safeguarding concern:

Children's Services (if the concern is for a child under the age of 18): **0345-6789021** or **Adults: 0345-6789044**

Telford & Wrekin: **01952-385385**

Protecting Vulnerable People (West Mercia Police): **0300 333 3000**

NSPCC: **0800 800 5000** and Childline: **0800 1111**

Information on services in Shropshire is available on this website: **safeguardingshropshireschildren.org.uk**

If you believe there is an immediate risk of significant harm, please call the emergency services on 999.

You can also contact the Safeguarding Team on **pleasehelp@shrewsbury.ac.uk** for help and advice

Other general risks to remember:

- Valuables should not be brought to College
- College BYOD - Students are able to use phones tablets and laptops but must be responsible for their safety
- Do not cycle within the College site
- Bicycles should be securely padlocked and are brought to college at your own risk. We suggest they are insured under your household policy.
- Do not use mobile phones etc. in teaching areas unless permission given
- Do not use chemical / inflammable substances on the College site
- Do not drink alcohol and gamble on site
- Any instances of possession, use or supply of illegal substances whilst involved in College activities, on or off site, will be dealt with using support, guidance and disciplinary procedures
- Accepting car / motorbike lifts from other students is at your own risk. Check they are insured.
- Both campuses are **No Smoking Areas.**



Know and understand the ‘rules’ – don’t put yourself at risk

If you wish to use your own equipment in College, you must get permission from your Student Support Tutor or teacher. It must meet College safety standards and only be used in the area and for the purpose intended.

Potentially Dangerous Areas

The areas of the College which you should not enter are:

- The site supervisor’s areas
- Switchgear cupboards/server rooms
- Areas with cones or barriers where there is a temporary danger or where site staff / contractors are working

Emergencies / Illness

It is important that if you have a medical condition, allergy etc. you let the College know when you join us. If the condition changes or you develop one, then let your Student Support Tutor know. Reception need to know of any change of emergency contact numbers.

If you feel ill – go to Reception and ask for a First Aider or ask a teacher/friend to contact Reception. Instructions are posted by all phones. First Aiders cannot administer medication. Your parents will be contacted if you sign out of college ill or leave college after being seen by a First Aider.

If you come across someone who is ill or injured then –

- Tell the nearest member of staff or
- Stay with them and send someone else to get help. (Remember to ask the name of the ill/injured person).



Fire / Emergency

All rooms and areas have Emergency Procedures instructions posted up. Read them and make sure you know the correct exit route from the area you are in and where your assembly point is.

If you discover a fire –

- Sound the alarm at the nearest alarm call point
- Leave the building by the quickest safe route and go to the nearest safe assembly point

If the emergency alarms sound (a continuous ring):

- **Leave the building quickly and quietly via the nearest fire exit. Proceed to the fire assembly points.**
- **Stay with your class teacher**
- **Do not re-enter the site until the all-clear has been given.**

If you have activated the fire alarm please inform either a member of the site team or a member of senior management at the assembly point and let them know the location of the suspected fire.

Security

You must wear your student ID at all times when on site. You should not arrange to meet non-College friends on campus. If you see someone acting suspiciously on site you should report it to a teacher, Reception, or site staff. You should not take action yourself. You may be asked to complete an incident form as an official record.

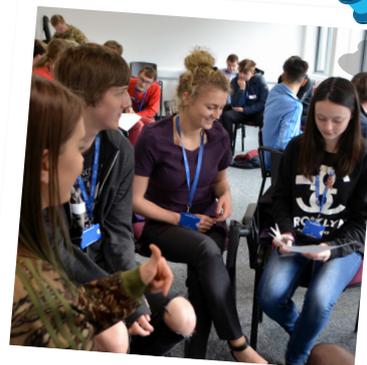
Lost Property

If you lose something, ask the Reception if it has been handed in. If you are unfortunate and think something may have been stolen, report it to Reception. You will be asked to complete an incident form as an official record.

If you find any lost property please hand it in to Reception.

Student Council and Charity Events

The College wants to encourage student groups to enjoy organised activities and charity events on the campus. If you are thinking of holding an event, please ensure you have the permission of the Principal. The Health & Safety Officer will want to discuss your plans with you and assess the risks and how they will be controlled.





Trips and Visits:

You may have the opportunity to take part in educational trips or visits in connection with your courses. You must play your part in making the trip a success by:

- Only signing up for a trip once you have checked that you will not be missing any exams / controlled assessments
- Paying for the trip by the required date
- Advising of any health condition
- Arriving on time for the start of the trip
- Being appropriately dressed for the activity, bringing any equipment, refreshments or essential medication etc.
- Letting College know if you are ill and unable to go on the trip
- Following instructions from your teacher
- Looking after your money and possessions
- Ensuring your family know your expected arrival time back at College and arranging to get back home if you arrive back late



Student visit to Athens

Overnight and International Trips: You will be in unfamiliar surroundings so extra thought needs to be taken into account on such matters as:

- The emergency exits routes from your accommodation
- Behaviour that may be deemed not acceptable outside your own home
- Local customs and rules
- Different languages
- Traffic hazards for example if the traffic travel on the right not the left.



Higher Education visit to Barcelona



SHREWSBURY
COLLEGES GROUP

Shrewsbury College

London Road Campus
London Road, Shrewsbury
Shropshire, SY2 6PR
T: 01743 342342
E: prospects@shrewsbury.ac.uk
W: www.shrewsbury.ac.uk

 [/shrewsburycollege](https://www.facebook.com/shrewsburycollege)

 [@ShrewsburyCol](https://twitter.com/ShrewsburyCol)

 [@shrewsbury_college](https://www.instagram.com/shrewsbury_college)