

Information for students



Southport College
2019/20



Our Mission

To provide outstanding education and training for individuals and employers

Information for students

This guide contains important information about College facilities, support and policies that you will need to know about during your time as a student here. It outlines what we can provide for you and what we expect from you. At Southport College we aim to give all of our students the opportunity to succeed. We hope that you settle into college life, feel like a valued member of the College and have the support you need to make the best possible use of your time here.



Safeguarding

Southport College is committed to creating an environment that is safe and welcoming to all students. It believes safeguarding is an essential element and aims to promote a positive culture where students are able to learn and develop. We recognise our duty of care to students and the wellbeing of our students is paramount at all times. We have a dedicated team of safeguarding officers who can be contacted should you have any concerns while at the College.

Code of Conduct

As a member of the College community we expect all students to behave in an appropriate manner and treat others with courtesy and cooperation. The College has a zero tolerance approach to alcohol and drugs, weapons and bullying. The college reserves the right to search for weapons and prohibited items. Theft or wilful damage to property will not be tolerated, nor will aggressive or obstructive behaviour. Inappropriate behaviour may lead to immediate suspension or removal from college premises and subsequent disciplinary action and/or prosecution. The Code of Conduct applies to ALL College activities, including trips, field studies and work placements as well as activities based at the College. Please see Code of Conduct on page 6. As a student of the College you are also expected to behave in an appropriate manner within the wider community. Inappropriate behaviour offsite may also lead to disciplinary action being taken.

Feel Safe

Cameras are in operation throughout the college, Security Officers are also on patrol around the Mornington Road and Pennington buildings they are in place to enable us to keep you safe. As part of our commitment to safeguard both students and staff, ID badges are worn by all staff and students at all times. Entry on to College premises without an ID badge may not be permitted and students may be sent home. Persistent offenders will be dealt with through disciplinary procedures.

Bullying

We have a zero approach to bullying and harassment (including e-bullying and harassment).

Any student bullying or harassing fellow students, members of staff or College visitors will be subject to disciplinary procedures. If you would like to report any concerns around bullying please contact any member of staff.

Health & Safety

The College will ensure that the health, safety and well-being of students, staff and visitors will meet all statutory requirements within a safe working environment. Training of appropriate staff in health and safety monitoring and compliance is undertaken. In addition, the College hold activities throughout the year; as part of your course and individual events such as the annual Anti Bullying Week and Health and Well Being Day and many more.

First Aid

If you require First Aid assistance for yourself or someone else please call to the Information & Reception Desk, if this is not possible ask a member of staff to ring ext. 2699, stating where you are, what has happened and what assistance is required. If necessary reception will also call for emergency backup. We also have a Defibrillator that is ready for use by trained staff when required.

Smoking

Southport College has a no smoking policy (including e-cigarettes). Smoking is only allowed in the designated areas.

Student Guidance

As a student at Southport College you will have access to a wide range of information, advice and guidance throughout your time with us. Starting college might seem like a big leap which is why we have a range of support in place to make things easy as possible. The Information and Reception Desk is a one stop shop for any information, advice and guidance you may need before and during your time at College. There are a team of Student Advisors available 5 days a week to support you in finding the right course and supporting your chosen career pathway. We aim to ensure that you have the support you need to enable you to make the most of your time at College and plan your future.

The Information and Reception Desk can help you with:

- ✓ Information, advice and guidance about courses
- ✓ Careers education, information, advice and guidance
- ✓ Higher Education, Student Loans and university information
- ✓ Financial assistance such as travel passes and help with kits and uniforms
- ✓ Bursary funds and childcare funding
- ✓ International/EU/EEA student advice
- ✓ Links to the Student Engagement Officers for personal support
- ✓ Counselling support
- ✓ Links and support for students with Learning Difficulties/Disabilities and medical needs

Learning Support and Medical Needs

As a student at Southport College, you will have access to a wide variety of support services. We have a large team of trained staff dedicated to providing you with any additional support you may need including:

- ✓ Learning Support Transition Suite
- ✓ Learning Support in and out of class
- ✓ Support and/or screening by our Specialist Support Tutoring Team for student specific learning difficulties, in order to apply for access arrangements, eg extra time, reader, scribe etc.
- ✓ Care workers for personal care
- ✓ Social/emotional/behavioural support

All identified students who disclose a support need are individually interviewed to assess their needs and the level/type of support or tutoring required. We also regularly review all students receiving support to ensure the correct and most appropriate support is being provided.

In addition college has a Health & Wellbeing Co-Ordinator who coordinates a service for students identified with a medical need, attends first aid calls and can signpost students to relevant outside agencies.

You can access any of these services by calling the following numbers:

Learning Support Team 01704 392862/392872
Specialist Support Tutoring Team 01704 392866
Health & Wellbeing Co-Ordinator 01704 392620



Library Learning Centres

There are 4 Library Learning Centres at Southport College. The resources are available to all staff and students, whether you are studying part-time or full-time. The LLCs offer welcoming, friendly and quiet environments for individual study or for group work. LLC staff are happy to assist with any research or IT queries you may have.

Progress

Every full time student will work towards achieving a series of criteria to form a 'Passport to Progress' unit. This includes 3 main areas: Work Ready, Life Skills and Values. Every week you will work towards your career goals and set regular, achievable targets with your Progress Tutor. In addition to group sessions, you will also have 1:1 support from your Progress Tutor.

Facilities/Enrichment

- ✓ Reception
- ✓ Sports Hall
- ✓ Studio
- ✓ Gym
- ✓ Hair and Beauty Salons
- ✓ Theatre performances

College Calendar 2019 / 20 Full Time Programmes

Autumn Term 2019

| | |
|-----------------|---|
| Commences: | Monday 2 September |
| Half Term Week: | Monday 21 October to Friday 25 October (inclusive) |
| Finishes: | Wednesday 18 December |

Spring Term 2020

| | |
|-----------------|---|
| Commences: | Monday 6 January |
| Half Term Week: | Monday 17 February to Friday 21 February (inclusive) |
| Finishes: | Friday 3 April |

Summer Term

| | |
|---------------|-----------------|
| Commences: | Monday 20 April |
| Bank Holiday: | Friday 8 May |
| Bank Holiday: | Monday 25 May |
| Finishes: | Friday 5 June |



Code of Conduct

- ✓ Take an active part in pre-enrolment and induction activities, so that you can be sure the programme you have chosen is the right one for you
- ✓ Take responsibility for organising your own learning
- ✓ Complete all work as directed both in class and as homework (including English and Maths)
- ✓ Use your time to learn to the best of your ability
- ✓ Attend classes and any other activities that form part of your agreed programme regularly and on time (in accordance with the attendance and punctuality policy)
- ✓ Ask for help if you need it
- ✓ Hand your work in on time, ensuring it is your own work
- ✓ Make full use of the resources available, including the Library Learning Centres, computer facilities and Information & Reception Desk
- ✓ Cooperate with all members of staff and other students
- ✓ Pay any fees and charges promptly or, if you have difficulties, discuss them with a member of Information & Reception staff
- ✓ Keep to all College rules and regulations
- ✓ Tell staff about concerns that may affect your learning, so help and support can be arranged
- ✓ Behave in a polite, courteous and friendly manner that does not offend and does not discriminate
- ✓ Observe all health and safety regulations
- ✓ Care for the physical environment of the College
- ✓ Treat everyone with equal respect
- ✓ Comply with Maintaining Student Responsibilities Procedure
- ✓ Have your student identity card visible at all times when on College premises

Safeguarding Policy

This policy states the responsibilities of the College in relation to Safeguarding children and vulnerable adults, in response to current legislation and guidance. The policy and procedures applies to all students, staff, providers of services to the College including volunteers and contractors, and all other users of the College and all College activities.

Safeguarding Officers

Karen Marsh

Student Engagement Officer
Ext 2758

Rebecca Rothwell

Student Engagement Officer
Ext 2713

Liz Jones

Head of Central Services
Ext 2759

Laura Innes

Quality & Support Officer
Ext 2886



Academic Progress Policy

This policy covers all full time students regardless of age.

During your course targets will be set not only addressing issues arising e.g. poor attendance, poor punctuality, improvements in standards of work etc, but they will also be set for students who are performing well and encourage the student to raise standards even further. The following are examples of standards required:

- ✓ Attendance (including English & Maths) – min 90%
- ✓ Punctuality – min 90%
- ✓ Behaviour – general classroom behaviour plus any specific conduct incidents (Significant conduct Issues must be followed through MSR – Conduct procedures)
- ✓ Positive attitude towards work and the effort needed to succeed

The first 6 weeks of your course is known as your probationary period and will involve Progress meetings and Head of Department meetings if you are unable to achieve your targets within this period and may result in your withdrawal.

After your probationary period if standards drop then a Head of Department meeting will be called and a verbal warning will be issued with further targets set. If these are not met a case conference meeting will be held and a written warning issued with further targets. If you do not meet the targets you will be withdrawing yourself from your programme of study.

Positive Behaviour Policy

The College strives to create an environment that is safe and welcoming to all students, staff and stakeholders and promote a positive culture where students are able to learn and develop in a respectful and fair environment. We expect students to behave in an appropriate manner at all times and any student who cannot do this will be subject to the disciplinary procedures as set out in this policy. These procedures are applied to all Southport College students including those students in outreach and community venues, on placements and as part of Work Based Learning.

Examples of Misconduct

- × Disrespectful behaviour towards staff or other students
- × Unacceptable levels of noise and/or unruly behaviour in College, including study areas or the classrooms
- × Bad language aimed at staff or other students
- × Failure / refusal to comply with reasonable instructions from a member of staff
- × Misuse of the computer network e.g. social networking sites, use of another students password, inappropriate use of the internet
- × Ball games being played in unauthorised locations, indoors or outdoors
- × Smoking outside of the permitted areas, including electronic cigarettes
- × Eating in areas other than the refectory
- × No Badge, no entry (More than 3 incidents within a month)
- × Failure to return library books
- × Abusive phone calls to staff
- × Failure to return equipment
- × Failure to pay fees
- × Substance misuse onto College premises, e.g. consuming alcohol or drugs on College premises or during the College day

(This list is not exhaustive)

Examples of Gross Misconduct

- * Verbal or physical, threatening or intimidating behaviour
- * Sexual Assault
- * Carrying offensive weapons e.g. knives, guns, Tasers, dangerous objects
- * Using a Dog as a weapon
- * Wilful damage to College property
- * Disregard of College Health & Safety Guidelines e.g. in workshops
- * Stealing from staff, students or a member of the public whilst on College premises or on a College related activity e.g. work placement, trip
- * Showing prejudice to a minority group or group with protected characteristics
- * Downloading, storing, transmitting or viewing pornographic or offensive material.
- * Malicious allegations against a member of staff
- * Bringing the College into disrepute
- * Inciting others to carry out acts of misconduct or gross misconduct

(This list is not exhaustive)

If there is satisfactory evidence of misconduct a decision will be made by the Head of Department (Curriculum) as to whether a student will be issued with a formal verbal or written warning. Further conduct issues will then be dealt with under persistent misconduct.

A record of all warnings will be kept on the student's individual file and made available to course teams via ProMonitor. They will be disregarded for the purposes of future disciplinary action as set out below:

- | | |
|-------------------------|-----------|
| ✓ Verbal Warning | 6 months |
| ✓ Written Warning | 12 months |
| ✓ Final Written Warning | 24 months |

If there is satisfactory evidence of gross misconduct or persistent gross misconduct then the student may be suspended and a panel selected for a hearing of which you attend. The following decisions may result from this:

- ✓ Exclusion from the College
- ✓ Final written, written or verbal warning
- ✓ The drawing up of a Learning Responsibility Agreement to include behaviour modification. Any attendance, non-completion of work etc (as per academic policy) must also be included in the Learning Responsibility Agreement as discussed in the hearing.
- ✓ Referral to Support Services (internal or external)
- ✓ Ban from using College resources e.g. computers
- ✓ Change of group
- ✓ Letters of apology as appropriate
- ✓ Payment in respect of damaged goods / property

(This list is not exhaustive)



Anti-Bullying Policy

Bullying is 'Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally'.

Bullying can include, but is not restricted to: name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, inappropriate text messaging and cyber bullying (including through web-sites, Social Networking sites and apps), sending offensive or degrading images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours.

Bullying can happen to anyone. This policy covers all types of bullying including:

- * Bullying related to race, religion, culture or nationality.
- * Bullying related to learning difficulties, disabilities or health conditions.
- * Bullying related to appearance.
- * Sexist or sexual bullying.
- * Bullying related to sexual orientation.
- * Bullying related to gender reassignment.
- * Bullying related to age.
- * Bullying of your carers or looked after children or otherwise related to home circumstances.
- * Bullying related to a person's marital or civil partnership status.
- * Bullying related to pregnancy or maternity.
- * Instances of bullying will be dealt with through MSR Conduct Procedures.

Attendance and Punctuality Policy

This policy applies to all students of the College, with the exception of students and School Links.

College timetables are designed to deliver teaching and learning to students in the number of hours and sessions needed by them to succeed on their chosen Programme of Study. If students do not attend then they limit their ability to succeed, students who are not punctual not only reduce their time for study but also delay and restrict the teaching and learning of other students within the group.

With the above in mind the College expects all students to:

- ✓ Ensure 100% attendance (including English and Maths)
- ✓ Arrive on time for the beginning of all sessions
- ✓ Notify your Progress Tutor (full time) or course tutor in advance if you know that you will be late for a session (with an acceptable reason)
- ✓ Recognise that poor attendance and punctuality can result in any financial support being withdrawn
- ✓ Acknowledge that poor attendance and punctuality will result in action being taken under the Maintaining Student Responsibility - Academic Policy (Full time students)



Plagiarism, Copying and Cheating Policy

This policy sets out how Southport College addresses any issues regarding the authenticity of work submitted by a student for assessment. This policy applies to all students of Southport College.

The College has an obligation to its students, partner universities, employers and awarding bodies to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly. For these reasons the College will undertake all appropriate measures to ensure that student work is in fact their own, and that plagiarism and other forms of cheating have not taken place.

The College will also ensure that appropriate action is undertaken where cheating or plagiarism has been detected.

Plagiarism - Noun

① The practice of taking someone else's work or ideas and passing them off as one's own

② In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward

③ Plagiarism is the act of copying or stealing someone else's words or ideas and passing them off as your own work

An example of plagiarism is when you copy a paper from the Internet, put your name on it and turn it in as if you wrote it.

An example of plagiarism is when you buy a term paper or essay written by someone else and attempt to use it as your own.

An example of plagiarism is paraphrasing materials without correctly attributing the source or research text.

¹ www.oxforddictionaries.com/definition/english/plagiarism

² www.plagiarism.org/plagiarism-101/what-is-plagiarism

³ <http://www.yourdictionary.com/plagiarism>

Equality and Diversity Policy

The Equality Act 2010 consolidates the General Equality Duty and establishes a new Public Sector Equality Duty for public authorities covering nine protected characteristics: disability, age, race, gender, sexual orientation, religion or belief, pregnancy and maternity, gender reassignment, and marriage and civil partnerships.

The College's mission statement reinforces the Equality Act 2010 through its commitment to create a safe and secure environment for students and staff in which equality of opportunity and diversity of backgrounds and experiences is valued.

The College is committed to valuing diversity and to promoting and implementing equality of opportunity in all of the activities and services that it provides to students, staff and visitors to the College.

The College aims to provide the conditions which encourage everyone to participate in learning and actively combat harassment and bullying.

The College values the diversity of all students and staff and the contribution they make to the success of the College.

The College has a belief and commitment for the right of everyone to be given equal access to opportunities and be treated with dignity and respect regardless of age; disability and/or learning difficulties; ethnic origin; gender; marital status or domestic responsibilities; religion or belief; sexual orientation; or socio-economic background.

Student Charter

This Charter tells you:

- ✓ What you can expect from us
- ✓ What we can expect from you

This Charter and all its statements are reviewed annually. The review outcomes are reported to the Governing Body who initiate development and change where appropriate. All full-time students have the opportunity to vote for Student Representatives who represent their course at Student Representative meetings and Team meetings. All students are eligible to apply for vacancies as Student Governors

The College creates an environment that is safe and welcoming to all students, staff and stakeholders. We promote a positive culture where students are able to learn and develop in a respectful and fair environment.

Learner Voice

Do you have an interest in how this College is run? Would you like to be a part of the decision making process? Would you like to help make positive changes to the College you are a part of?

There are various ways to get involved with College and use your voice to make positive steps for the College to change and move with the times:

- ✓ Student Representatives
- ✓ Student Representative groups
- ✓ Student surveys
- ✓ Student Events Team
- ✓ Comments, Compliments and Complaints procedure
- ✓ Student Governor representatives
- ✓ Opportunities for informal discussions with Information & Reception staff as well as those available with course tutors
- ✓ Opportunities to contribute to the development of College policies

Comments, Compliments and Complaints

The College will aim to listen to the views of all who use our services and continually try to improve as a result of student feedback. We wish to encourage suggestions/comments, compliments and complaints about our services. A complaint is an expression of dissatisfaction with a service. Often when we are aware of a problem we can remedy it quickly. The College is committed to taking all complaints seriously by:

- ✓ Making the process of complaining as straightforward and easy as possible
- ✓ Listening and responding to all written complaints
- ✓ Investigating in a thorough and professional manner
- ✓ Informing the complainant of any outcomes
- ✓ Using the information gathered to improve our services and provide staff training if required
- ✓ Making sure our complaints service is accessible to individuals with learning difficulties and/or disabilities and those for whom English is a second language



For further information relating to anything in this booklet

Information & Reception Desk
Southport College
Morningson Road
Southport
Merseyside
PR9 0TT

Or your Progress Tutor/Course Leader

If you would like this publication in an alternative format please contact the Information & Reception Desk on 01704 392704 to discuss your needs.

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The information in this booklet is correct at the time of going to press.

Every effort has been made to ensure accuracy. The College reserves the right to amend details in this publication.