

A GUIDE FOR PARENTS, CARERS AND GUARDIANS OF FULL-TIME STUDENTS

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Visit our website for the latest information:
www.southport.ac.uk



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Disclaimer

The information in this publication is correct at time of going to press. Every effort is made to ensure accuracy but from time to time inaccuracies may appear. The College reserves the right to amend details included in this publication. All Southport College students are subject to the College's policies and procedures



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Principal's Introduction

Welcome to Southport College's Guide for Parents, Carers and Guardians of Full-Time Students

At Southport College, we are very proud of our high standards of teaching, excellent facilities and outstanding support for students. Moving on to college is an important step in a young person's life and we value your support and involvement as parents and guardians in enabling your child/ward to achieve at Southport College.

We have very high expectations of our students and recognise that you too will want the best for your child/ward and that is why we encourage you to take an active, supportive interest in their education. We will do our utmost to help your child/ward to do well and we will keep you informed about their progress throughout their course.

In return, we ask you to encourage your child/ward to do all they can to succeed, including attending lessons, wearing their ID badge in College, completing work to time and ensuring they always strive to do their best.

This guide is designed to help you keep in touch with the College and contains useful tips, contact information and a handy College calendar. I hope you'll find this guide useful and that you won't hesitate to contact the College at any point during your child/ward's time with us.

John Clarke
Principal



Keep in touch

Please don't hesitate to contact the College at any point during your child/ward's time at College. Our Information and Reception Team can help with all aspects of information, advice and guidance and can be contacted on **01704 392704** or by emailing: guidance@southport.ac.uk.

If you are reporting an absence, or wish to contact a Progress Tutor, please ring 01704 500606. Further instructions are available on page 7 of this guide.

Your feedback

We welcome your feedback and comments about how we can improve our service to you. During your child/ward's time at the College, please feel free to contact us. For compliments, comments or complaints contact our Information Co-Ordinator on 01704 392822 or email them at **Learnervoice@southport.ac.uk**.

Each year we undertake a Parent Survey, which is an important way for us to monitor what we're doing well and where we could do better. However, please don't feel that you need to wait for a survey in order to voice your opinions; we genuinely welcome your feedback.

Student Information and Reception Opening Times

Term Time

Monday 8.15am-5.00pm

Wednesday & Thursday 8.15am-7.00pm

Friday 8.15am-5pm

Non-Term Time:

Mon-Thurs 8.30am-5pm & Fri 8.30am-4pm

Our postal address is:

Southport College
Morningson Road
Southport
PR9 0TT

Visit our website for the latest information:
www.southport.ac.uk

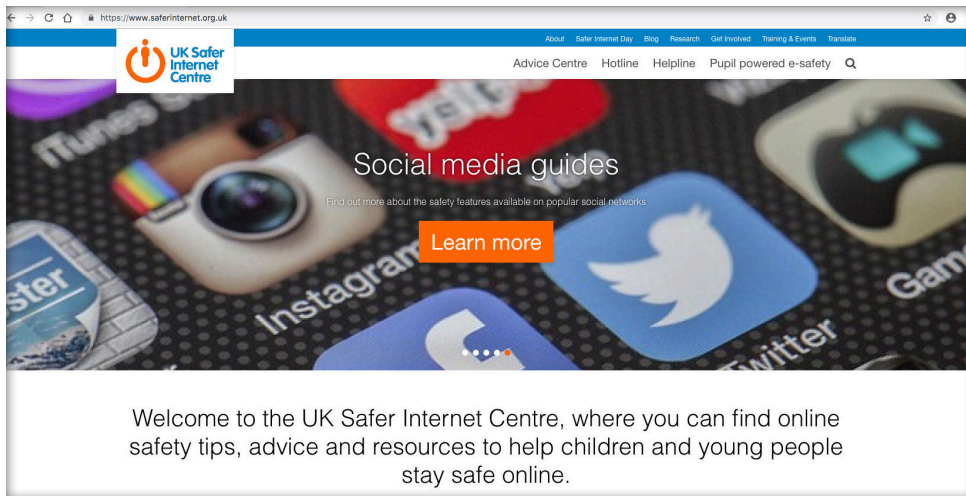


Staying safe in a digital world

The College will make every effort to ensure that learners are given every opportunity to access online content in order to study, provided it can ensure its safeguarding commitment to the whole college community. Computer skills are vital to access employment and life-long learning as IT is now seen as an essential skill for life. Unfortunately, there are also risks attached to the use of the internet and social media; everyone at the College is expected to use it responsibly, inside and outside of College premises.

If you would like more information on staying safe online, the following websites may be useful:

- Child Exploitation and Online Protection Centre
www.ceop.police.uk
- UK Safer Internet Centre
www.saferinternet.org.uk
- CEOP's Think You Know
www.thinkuknow.co.uk
- Childnet International
www.childnet.com
- Safer Internet Centre Social Network Checklists
www.saferinternet.org.uk/checklists



What's in this guide?

This guide is for parents, carers or guardians of young people. It's designed to give you useful information so that you can take an active part in your child/ward's education while they are at College.

Contents

Principal's introduction	2
Key dates	5
ProPortal (information on your child)	6
Getting to college	7
Financial help	8
Support for learning	9
Our Expectations	10
Student Charter	11
Advice & information	12
Staying safe in a digital world	14
Keep in touch	15





British Values

The College is fully committed to the Government's British Values agenda, which aims to ensure that every young person attending the College has the opportunity to reach their potential as a British citizen.

There are four outcomes that encompass British Values:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect for and tolerance of those with different faiths and beliefs and for those without faith

These outcomes are at the forefront of every programme of study.

Trips and visits

If your child/ward is under 18 years of age, you will be required to sign a consent form for all College-organised visits.

What happens when my child/ward is not in class?

During non-contact time there are ample opportunities for self-guided study. The Library Learning Centres are open every weekday and include the latest learning resources. As well as this, there are open access computing areas in each department. During breaks, students can benefit from our catering facilities, including The Oasis as well as our proximity to town centre services.

How are we monitored?

As a College, we continually strive to improve. We are subject to official inspections by the Office for Standards in Education (Ofsted). The latest Ofsted report can be viewed at their website: www.ofsted.gov.uk.

Dress Code

Students must wear clothes which are appropriate for a learning community. When in college we ask students not to;

- wear clothing which causes offence to others (e.g. clothes that are too revealing or display offensive slogans or images)
- dress in ways which are inappropriate or disrespectful
- wear clothes or garments which the College deems to interfere with teaching and learning, or to pose a risk to health and safety

Students should arrive prepared to learn by wearing clothing that is suitable for your realistic learning environment such as safety boots or appropriate uniform

Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. Plagiarism is a serious academic offence and the consequences are severe. Where there is doubt over the authenticity of work, an opportunity will be given to demonstrate that it is genuinely that of the person claiming credit. Cheating is an attempt to deceive assessors or examiners. Cheating is considered to be gross misconduct by the College and will be treated as such, (*see Plagiarism, Copying and Cheating Policy*).

Emergency Contact Information

Please ensure that we have your up to date contact details in order for us to be able to contact you should this be required. If there is ever an occasion whereby your child/ward needs urgent treatment, we will endeavour to contact you. A member of staff will accompany your child/ward to hospital and ensure that they are registered within the hospital's care.



Advice & Information

Careers Advice

Our College courses are all about progression, whether in to employment or on to university (Higher Education – HE). Your child/ward will be able to talk to their Progress Tutor and curriculum staff about Careers or HE and visit our information, advice and guidance team who are readily available to help advise them during their time at College.

Health & Safety

Your child/ward's health and safety is very important to us. All students are fully briefed about health and safety during induction week. A full safety policy is available on the College website and in the Library Learning Centre. As with all College policies, it is important that all rules are adhered to. In any organisation, there are always potential hazards. We encourage all of our students to report anything that looks suspicious or dangerous to a member of staff or main reception.

ID Badges

As part of our commitment to safeguard both students and staff, ID badges should be worn by all staff and students at all times. Without an ID Badge, entry on to College premises may not be permitted and students will be sent home. Persistent offenders will be dealt with through MSR (Maintaining Student Responsibility) procedures.

College Security

We take security on campus very seriously but balance this with the desire to be an open College, with a welcoming environment for our diverse range of learners. We have a network of over 100 CCTV cameras and uniformed security staff on patrol

around the campus who will liaise with the local police when necessary. Should you have any security concerns, please contact the College reception on 01704 500606.

Eating and Drinking

The College has a refectory called The Oasis. Here your child/ward can buy healthier meals, such as fresh salads, sandwiches and pasta, as well as quick takeaway food. The Oasis also has a range of vending machines.

Workload

All College courses include work outside of the classroom. Your child/ward is expected to take responsibility for their learning and complete any homework within the set deadlines. You may request assignment schedules and individual learning targets from their departmental office.

Progress Tutors

As a full-time student, your child/ward will be allocated a Progress Tutor to help them achieve their qualification by offering support. They will see their Progress Tutor once a week, in group sessions or on a one-to-one basis to work through their Individual Learning Plan. They will discuss relevant issues surrounding topics such as drug awareness, healthy living and staying safe.

Key dates

Parents' evenings and reports from College

We have two official parents' evening periods during the year. Visit our website for parents' evening dates, www.southport.ac.uk.

Annual reports, which summarise academic progress will be sent home in the Spring Term

In addition to these official periods, you can contact the College at any time to arrange a meeting to discuss your child/ward's progress and targets. Please note that for students over the age of 18, we cannot discuss their situation without their consent.

College Calendar 2019-20

Autumn Term	
Commences	Monday 2 September 2019
Half-Term Week	Monday 21 October to Friday 25 October 2019 (inclusive)
Finishes	Wednesday 18 December 2019
Spring Term	
Commences	Monday 6 January 2020
Half-Term Week	Monday 17 February to Friday 21 February 2020 (inclusive)
Finishes	Friday 3 April 2020
Summer Term	
Commences:	Monday 20 April 2020
Finishes:	Friday 5 June 2020

Enrolment opening hours may vary. Please call Main Reception on 01704 500606 for more information.



ProPortal: Helping to keep parents informed

ProPortal

ProPortal is a way for you to keep you updated on your child/ward's academic information, timetable, attendance and annual reports. It is a very useful tool, and access is available via our website on <http://proportal.southport.ac.uk/>.

To gain access, follow the on-screen sign-up process (*making sure you answer all questions as accurately as possible*).

Data protection is our up-most priority; any questions answered incorrectly will mean your request is rejected. Access is restricted to emergency contacts declared by the student and only where the student has given permission for you to access their data. The student can remove access to their data at any point. There may also be some occasions when access to this information may be suspended.

If you require any of your details to be changed or would like to be removed from our systems/records this can be done at any point either by the website or coming into the College.

If you are having any problems accessing the ProPortal please contact our Student Records department on 01704 500606.

Click College ⇒ Click Parent Area ⇒ Click ProPortal Green Box



Student Charter

We aim to offer high quality education and training services that meet the needs of all of our stakeholders. Our stakeholders include students, employers, the local community and, of course, parents and guardians. Customer care is important to us. The Student Charter demonstrates our commitment to these groups and is available to read on the College's website.

Our Student Charter is based on these core values:

Positivity

You can advance in our positive culture by:

- Recognising the importance of enjoying college
- Supporting a healthy college
- Leading by example; by adopting an 'I can do' approach
- Working together to complete tasks
- Engaging in cross college enrichment and fundraising activities

Innovation

We will encourage innovation in you by:

- Making full use of college resources including the LLC and Student Guidance
- Actively take part in Learner Voice activities to improve your student experience
- Embrace challenges and consider new ways of working
- Represent the College in cross-college and external competitions

Achievement

To promote a culture of achievement and high expectations, we expect you to:

- Attend all classes and any other activities that form part of your agreed programme regularly and on time
- Ask for help if you need it and tell staff about any concerns that may affect your learning so help and support can be arranged

- Set yourself aspirational targets to ensure you achieve your potential

- Take ownership of your career planning

Professionalism

You will need to:

- Take responsibility for organising your own learning
- Be accountable for your own actions
- Observe all health and safety regulations by caring for the physical environment of the college
- Always wear your student ID badge to maintain a safe and orderly environment
- Arrive on time and be ready to work; by being prepared with correct equipment and/or appropriate clothing

Respect

You will be expected to respect and value others by:

- Respecting college rules and complying with the 'Classroom Standards'
- Cooperating with all staff and students
- Behaving in a polite, courteous and friendly manner that does not offend and does not discriminate
- Acting in accordance with the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different backgrounds, faiths and beliefs



Our Expectations

Reporting an absence

Attendance is compulsory and all students must attend 100% of their timetabled sessions. If there is a particular reason why your child/ward is unable to attend, you should contact Reception on 01704 500606 to report their absence as early as possible. You should advise on the nature of the absence, how long it is likely to last and whether they have sought medical treatment. A doctor's note will be required for absences longer than seven days.

Conduct

We expect all students to behave appropriately, treating staff and other students with respect and consideration. The College does not tolerate bullying in any form. The full Maintaining Student Responsibility (MSR) procedure is available from the Information and Reception Desk or college website.

Maintaining Student Responsibility (MSR) Policy

If your child/ward's tutors are concerned about their ability to succeed in the course due to poor attendance or missing deadlines, a Case Conference may be arranged under the College's MSR policy. The relevant Head of Department and Progress Tutor will be in attendance to agree an action plan and subsequent performance will be closely monitored. Parents of students who are under 18 will be invited to the Case Conference meeting if appropriate.

Your child/ward's timetable has been designed to provide the contact hours necessary for us to deliver the course and for them to succeed in their study. It's very important that they attend all classes and on time. Failure to do so not only jeopardises their chances of success but could also lead to financial support being withdrawn and action taken under the College's MSR policy.

Classroom Standards

It is important that students should arrive in good time for the start of their lessons. On arrival in class, we ask that students abide by the following rules:

- Arrive on time to all classes
- Have a professional attitude and appearance at all times
- Take responsibility for own learning by working as requested
- Be prepared to learn by having all of the correct equipment and PPE
- Listen to others and be respectful to my fellow students and college staff at all times
- Only use mobile phones and devices with permission
- Respect the learning environment by keeping it clean, tidy and safe
- Try ones best at all times
- To wear their ID badge at all times
- Not to chew gum
- Not to eat or drink other than in designated areas (other than bottled water)
- Not to smoke on the premises except in the designated smoking areas

Abiding by these rules will help to ensure that all students have a productive and focused learning environment.

Getting to College

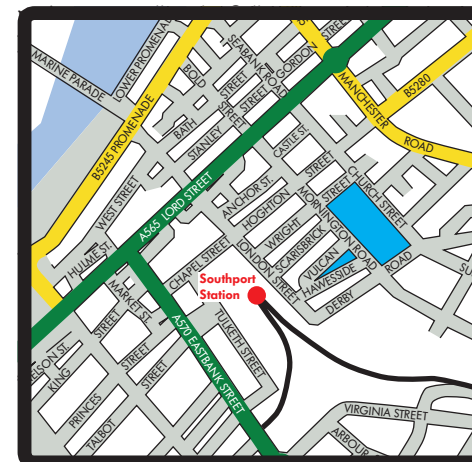
Public Transport

The College is easily accessible by public transport and is very close to Southport town centre. The railway station is only a five-minute walk away and provides regular links to Liverpool and Manchester. Buses from across the region stop regularly on Lord Street which is also a five-minute walk from the College.

Cycling and Car Parking

If students cycle to College there are secure bike storage facilities on-site.

A large NCP car park is situated just a few minutes' walk away from the College, next to the train station. Students can park here at a discounted rate of £3.00 per day with a Saver Ticket which is available from the Information and Reception Desk, if you arrive before 9.30am or £3.50 after 9.30am. Please contact the Information and Reception Desk for details (*please note that there is no student car parking on campus between the hours of 7.00am and 5.00pm, Monday to Friday, other than disabled users and motorcycle users.*) Alternative car parking is available on the streets and other car



Useful travel contacts

www.arrivabus.co.uk



www.merseytravel.gov.uk



www.nationalrail.co.uk tel: 08457 48 49 50



www.traveline.org.uk tel: 0871 200 22 33



www.stagecoachbus.com tel: 0871 200 22 33

Travel Passes

The College offers students* who live over 1.0 miles away from College and study a full-time Further Education course have the opportunity to apply for a free travel pass. The passes can be used on either Stagecoach, Arriva or Merseyrail networks.

**Students aged 16-18 who live more than 3 miles away from the College are eligible for travel passes (or funds where necessary). Students who live 1.0 to 2.9 miles away from the College and are aged 16-18 are means tested before passes are issued. Students aged 19 and over will be means-tested to assess for eligibility before passes are issued. Other terms and conditions apply. Additional information is available on the application form or through contacting the Student Information Centre.*

If your child/ward is not eligible to receive a travel pass, it is worth finding out further information about public transport options in your area. Many transport operators offer a student ticket or regular user discount.



Financial help

16-19 Bursary Fund

This is a fund of £1200 intended to assist those students who face the greatest barriers to being in education, e.g. young people in care, care leavers, young people in receipt of Income Support.

Help with Kits and Uniform

If you do not qualify for the 16-19 bursary fund we may still be able to help you with the cost of kits, uniform and other course costs.

Free Meals

Free meals have been introduced and are now available to disadvantaged *16-18 year old students in Further Education.

*Terms and conditions apply

19+ Funds

If you are over 19 years old you can apply for help with kits, uniform and other course related costs. We will need to consider your income but you can apply whether you are studying either full-time or part-time. To apply or if you are unsure of your eligibility for any of these funds, please contact Information and Reception Desk.

Advanced Learner Loans

If you're going to study on a course at Level 3 or 4 you can now apply for a loan to help with the cost of your course. This is an ideal opportunity for people who have previously been unable to enrol on a course due to the upfront costs. And if the loan is for an Access to Higher Education course and you subsequently go on to complete a higher education course, you don't have to pay the loan back.

If you have any financial concerns or general worries about learning and how you can fund or access courses, please come and speak to our friendly Information and Reception Team. Our Information and Reception team can also help you with the process and provide you with the support you need to return to learning. You can call them on **01704 392704** or email **guidance@southport.ac.uk**

Support for learners

Safeguarding Children and Vulnerable Adults

Southport College is committed to a positive policy of equality & diversity and makes every effort to support students. With our duty of care to students and staff, we strive to ensure their health, safety and wellbeing at all times. If you have a concern that your child /ward or another student is at risk in any way, please contact one of our Safeguarding Officers on 01704 392821, or the Director of Quality and Support on 01704 500606. We can direct you to a dedicated member of staff within the College, or to an outside organisation that can offer help and support.

As a College we aim to ensure that vulnerable students are identified and are enabled to receive appropriate support, through the access to the Safeguarding Team, progress/pastoral sessions and/ or through targeted external support. Vulnerable students could include:

- Young people who are looked after or who have recently left care
- Young people who have been excluded from schools
- Students with additional learning needs
- Students with mental health problems
- Students in contact with the criminal justice system
- Those who live with drug misusing parents/carers
- Young people who are homeless or involved in prostitution or grooming

Equality and Diversity

The College has a positive policy of equality and diversity. We are an all-embracing College, benefiting from a diverse student and staff population. We will not discriminate on the grounds of age, disability, ethnic origin, gender, religion, sexuality, or on any other grounds in the provision of our service. Should you become aware of any discrimination, please bring this to our attention immediately by contacting our Assistant Principal - Curriculum & Quality on 01704 500606.

We are a supportive, disability-friendly College. Should your child/ward require any reasonable adjustments during their time at College, please contact the Learning Support team.

Bullying

We have a Zero Tolerance Policy towards bullying. If you have any concerns about bullying, Safeguarding Officers are available to help.

Further information can be found in our Anti-Bullying policy which is available on our website.

Learning Support

Students at Southport College have access to a variety of support services. If your child/ward has a learning difficulty or disability, contact Learning Support on 01704 392872 or 01704 392862.

