



Cheadle & Marple Sixth Form College

A Guide for Parents

A welcome from the Principal



At Cheadle and Marple Sixth Form College we are focused on our students and their success. We encourage all students to achieve the best they can, and know that a positive relationship with parents is critical to our joint success.

We do hope you find this Parents' Guide both informative and reassuring. We are proud of the array of support services in place to help your son/daughter and to complement the high expectations we have of them.

We are committed to ensuring that all our students are happy, successful and appropriately challenged throughout their time with us.

Do take the opportunity to browse through this guide. We look forward to meeting you soon.

Christina Cassidy

BSc (Hons) PGCE MBA MIMGT FRSA

Working with you to succeed

Introduction

College life is more open and less structured than school and our students prosper within the more adult learning environment. Although classes are timetabled as normal and teachers are both expert and professional, the challenges of the sixth form mean that individual students will have to take more responsibility for their own learning. They will be expected to attend all lessons, be punctual, respectful to all within the College community and to work hard and to the best of their ability at all times.

Our aim is to ensure that all of our students receive as much support as possible during their time with us. When your son/daughter joins us he/she will be allocated a Personal Tutor, issued with a timetable and will embark on an induction programme designed to help them settle in and provide them with important information.

Personal Tutors are there for students if they need advice about any aspect of their College life. Personal Tutors receive weekly attendance reports and follow up unexplained absences with students. The Personal Tutor is your first point of contact and they will be happy to talk issues through with you, take the necessary agreed action and keep you updated on progress.



Our expectations

We expect students to attend all lessons, to be punctual and to account for all absences. Progression depends on a good attendance record and success on courses. We will contact home to follow up un-notified absence or where there are other matters of concern.

Where an absence is known in advance, it should be notified to the subject staff whose lesson will be missed. Where a student is ill or unavoidably absent on a particular day, a phone call should be made to Reception at the appropriate campus, before 9.00am (answer-phone before 8.30am).

When contacting the College please provide details of the student's name, date of birth, Personal Tutor, reason for absence and (if known) expected duration of absence.

If your son/daughter becomes unwell in College time they are asked to sign out with the Student Liaison Adviser to whom they will need to give a reason for their absence.

Medical or other appointments and driving lessons etc. should be made out of lesson time. Students are asked to bring a medical card to their tutor to verify hospital appointments and the policy on holidays includes the post exam period in June and July when Year 1 Advanced classes resume after the examinations. Please also avoid the examination results and re-enrolment period (mid August-early September).

Students should not take more than three days absence to celebrate religious festivals.

Students should not take paid employment in College hours and, although a valuable experience, we recommend that students spend no more than 8 hours a week on part-time work. Students are expected to use any study time constructively during the College day, making full use of our Open Access Learning Resource Centres. Most students will need to spend approximately 10-15 hours per week outside of lesson time completing their College work (this time will vary according to the course and level of study).

Whilst the College has few rules and regulations for its students, it does have high expectations of work and behaviour. We expect commitment to their studies and courtesy towards the College staff and towards each other. Commitment involves attendance, punctuality, completion of assignments on time and preparation for active involvement in all classes. Poor behaviour will **not** be tolerated.

Our disciplinary policy is based on the rights and responsibilities as set out in the College Charter. Guidance is provided in the Code of Conduct which can be found in the Student Planner. Formal sanctions come into effect for any serious incident or when other informal methods have failed to change a student's behaviour.

Smoking is not allowed in any part of the College building, or the surrounding environment. Students who drive to College should use our car parking facilities and not the roads adjacent to the College. All students will need a car park permit - details of how to obtain a permit are available at reception, and cars must park in designated spaces. Motorcyclists should park in the secure places provided and not take up full spaces. Any accidents should be reported immediately to reception.

All students are issued with an ID badge which should be carried at all times.



Additional courses & opportunities

In addition to their main programme of study all students are encouraged to get involved in lots of additional opportunities that will broaden their university and career options while adding fun to their time at College. These opportunities include:

Options Xtra

The wide range of activities available include Teams Sports, Music, Dance, Drama, Duke of Edinburgh Award, Languages for Holidays, Sign Language, Film Club, College Magazine, Juggling & Circus Skills... and lots more.

In addition to timetabled activities, students have the opportunity to participate in voluntary work, fundraising, work placements and European exchanges and visits.

Student representation

The Student Union promotes the interests of students within the College, organises social functions and supports local and national charities. Student representatives make important contributions to College bodies that deal with College issues. Students sit on the College Corporation and are represented at the Equal Opportunities and Diversity Group.

International links, study trips and educational visits

The College is proud of its extensive international links and aims to offer opportunities for all students to have an overseas experience whilst they are with us.

All visit organisers undertake a risk assessment of any proposed activity and participants will be briefed as to any health and safety issues surrounding the trip or visit. Organisers will inform parents/guardians of the key activities to be undertaken and of any special arrangements that have been made. Your agreement for any local off-site activity, eg sports fixtures, will be assumed. All such activities are risk assessed beforehand and appropriate controls put in place.

If, for any reason, you are not happy with this arrangement, please contact us. Should we not receive any objection, we will assume your

consent to the participation of your son/daughter in events of this nature. The College has a comprehensive insurance policy for visits abroad (details on request).

Please note: if students go on a visit in their own car and carry other students as passengers, the College has no insurance to cover accident or injury to any party.

A+ Programme for the gifted and talented

This is a specifically designed programme for those students who have one or more academic abilities developed to a level significantly ahead of most others in their year group. These students would expect to be applying for high demand courses at university and therefore require additional support in order to secure places. The host of additional activities and opportunities include an extended project, specialist talks and visits and interview coaching.

Essential Skills

All students are helped to develop the 'Essential Skills' that are valued by universities and employers alike.

The Academy of Sports Excellence

All outstanding performers are given access to high quality coaching, facilities, national competitions and mentoring which will help develop their skills and attitude while maintaining a healthy balance between their sport and study commitments.

The Career Academy UK

The Career Academy UK in Business and Finance is a national initiative that challenges Business students to achieve their full potential. Successful applicants benefit from a 'Capital Experience' in London, visits to international companies, personal employer mentoring and a 6 week paid work placement "internship" within a major local or national company during their summer break after year one.

What are the important documents?

Student Progress Reports

Student progress is reported on formally once a year and there are also a number of Consultation Evenings arranged. Subject staff complete progress reviews indicating performance in relation to attendance, effort and approach to study, meeting deadlines and teacher grades. These reviews are compiled into a report which is sent home.

Individual Learning Plan

Individual Learning Plans provide the focus of our assessment systems. They create an on-going record of discussions between your son/daughter and his/her Personal Tutor.

The Student Planner

Students are advised to record all information about key dates/assignments and meetings with tutors in their Planner. They should bring it to all lessons and meetings and, if completed conscientiously, the Planner will provide a record of your son/daughter's life in College.

The College Charter

This simple document sets out the rights and responsibilities for all students.

The Code of Conduct

This is located in the Student Planner and gives an overview of the conduct expected of our students as representatives of the College.

The Learning Agreement

This document provides evidence for our external auditors of your son's/daughter's programme of study in the College. We ask students to confirm their programme twice a year. Each student keeps a copy.



Parent representation

The Governing Body - or Corporation - currently consists of 18 members, including one parent governor. The term 'parent' includes natural parent, adoptive parent, legal guardian and step-parent. The College values the contribution of parents and the position is held for a period of 3 years or until your son/daughter leaves the College.

If you are interested in being nominated, please contact the Clerk to the Corporation or the Principal to discuss.

The composition of the Cheadle and Marple Sixth Form College Corporation is:

Category	Determination
Business	6
Co-opted	3
Staff	3
Principal	1
Students	2
Nominees from Local Authorities	1
Nominees from Community Bodies	1
Parent Governor	1
Total	18

Term Dates

Term dates for the academic year are published on the College web site and are confirmed with students at enrolment.

The assessment dates and schedule (progress reports, parent consultation evenings, exam dates etc) are also available on the College web site.

Contacting the College

If you have been particularly pleased with the service received by your son/daughter, please get in touch. Compliments cards are held on reception and we will ensure that the relevant member of staff is made aware of your comments.

The College also welcomes feedback from parents when there are problems. Copies of the complaints procedure are held at reception. In the first instance you or your son/daughter should contact the relevant member of staff who will try to resolve the problem as soon as possible. Our aim is to make a full written response within 10 working days if the complaint is of a formal nature.

The College's main reception numbers are:

Cheadle: 0161 486 4600

Marple: 0161 484 6600

In most cases, however, your first point of contact is your son/daughter's Personal Tutor who will always return your call within 48 hours should you not get through straight away. If the Personal Tutor is not available then please ask for a Senior Tutor.

If you remain concerned about any issues then please contact the Head of Pastoral Support at the relevant campus:

Cheadle: Mike Rivett (0161 486 4659)

Marple: Sharon Burton (0161 484 6731)

The Head of Student Support is Amanda Crossan (0161 486 4661)



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