

Working in Partnership
with Students and Parents





HIGHLANDS COLLEGE

Our core purpose is to:
Raise Skills, Improve Lives

Our key values are to:

- Put the student first
- Strive for excellence in all we do
- Work to promote a fair, open and respectful learning and working environment
- Work to maintain the sustainability of the College

We are a long established and well-resourced college of further and higher education. We provide a valuable service for Jersey linking secondary education to the world of work or further study, both on and off the Island, and also provide valuable vocational training for employees of local industries and businesses.

Our industrial/business links with many advisory bodies, corporate partners and local associations help us to be responsive to current trends and national initiatives.

Professor Edward Sallis OBE

Principal and Chief Executive
Highlands College, PO Box 1000,
St Saviour, Jersey, JE4 9QA, Channel Islands
Tel 01534 **608608** Fax 01534 **608600**
www.highlands.ac.uk



Tutors We will.....

- Start on time
- Be prepared
- Mix it up
- Spark debate
- Use our imagination
- Check that you're learning
- Explain what and why
- Set fair deadlines
- Give clear feedback
- Spread our enthusiasm



Highlands COLLEGE

Students We Will...

- Be on time
- Get organised
- Get organised ourselves
- Stretch with others
- Work questions
- Ask questions
- Get involved
- Know our deadlines
- Hit our initiative
- Use our feedback
- Act on feedback
- Remember why we're here



INTRODUCTION

We believe that forming a close partnership between students and the College will help to ensure that they gain maximum benefit from the time that they study with us. For students under 19 their parents are also an important part of this partnership. After reviewing feedback that we have received we have produced this booklet which answers many of the frequently asked questions.

It should

- Introduce you to some of the ways in which the College helps and supports its students to fulfil their potential
- Describe how the College aims to keep students and parents informed about progress

Remember

We are a provider of post compulsory education and training primarily for students over 16 years of age. We work hard with all our students to prepare them adequately for employment or further study. We place great emphasis upon developing a level of personal motivation that will serve them well in their chosen route when they leave the College. Students are expected to develop a mature approach to their work taking responsibility for their actions, becoming self reliant and confident. These are all values appreciated in the wider world of work and further education.

INITIAL CONTACT WITH PROSPECTIVE STUDENTS

We work closely with all the Jersey schools by visiting pupils in years 10 and 11. We also arrange whole year group visits and open nights for parents and pupils. We produce course information sheets, prospectuses and the schools' careers staff visit the College as a group or independently in order to keep informed about new developments.

We do all of this to raise the awareness of applicants and their parents of the courses we offer, links to local and national employment and going on to higher education.

THE APPLICATION PROCESS

The first step in the application process is for prospective students to submit an application form for the programme of study in which they are interested. Prospective students can apply for more than one course.

For schools' pupils the completion and submission of application forms is organised on-line through their school's careers teacher. Mature students should contact Student Services on 608654 for an application form.

Most courses have entry requirements. Normally these requirements are necessary but not sufficient or the sole conditions of entry. Possession of these requirements does not guarantee a place as places may be limited and so an early application is recommended. Late applicants may have a reduced number of programmes of study to choose from. It is important that any medical conditions and support requirements are clearly notified to the College so that the correct advice can be given at interview.

By various means the College and its staff try to ensure that all relevant information about the programmes is made available to prospective students well before an application is made, including any specific entry requirements that may apply. This can be via careers staff in schools, school visits, our prospectus, website, leaflets explaining the programmes in detail etc.

When the College receives a complete application form, together with appropriate references, an interview is arranged with specialist tutors as soon as possible.

Applicants will be given interviews for their first and second choice of course. Should students wish to be interviewed for a further course this should be discussed with their careers teacher or directly with Student Services.

THE INTERVIEW

We work hard to ensure that all applicants are placed upon programmes of study that match their ability, learning style and career aspirations in order to achieve success.

We aim to ensure that the interview is not a stressful experience. We want to find out if the applicant fully understands the programme, where it will lead to, the entry requirements and progression routes to employment or further education.

It is essential that the interviewers can see that the applicant has a commitment to study, the potential to be successful and has an understanding of the programme's level of study. It is an ideal time for the applicant to check any particular details of the programme that may concern them.

Parents are welcome to attend the interview if they wish because for many students the support of a parent or guardian is essential.

Our aim is to get well informed, capable students onto programmes of study that match their current level of achievement. We endeavour to improve their skills and ability to enable them to progress to employment or further study.

Often students are asked to bring with them examples of previous work or specific assignments requested prior to interview. A record of achievement is especially welcome.

Once the interview has taken place the College will write to the applicant giving a reply in one of three ways:-

1. **CONDITIONAL OFFER** - A place may be available on the course depending upon the achievement of certain criteria, which will be made clear to the applicant at the time the conditional offer is made.
2. **RECOMMENDATION** - The course applied for may not be a suitable one for the applicant at that time for various reasons. We would normally recommend at this stage another more suitable course, a careers interview with school/college staff, an alternative option or sometimes all three.
3. **WAITING LIST** - When demand exceeds the maximum predetermined number of spaces available on a particular programme of study we may be able to create a waiting list of suitable applicants. We will endeavour to keep you fully informed and assist you in making alternative arrangements if you feel it is necessary.

APPEALS PROCESS

Any applicant or parent who is unhappy about a decision should contact the Principal in writing. The appeal will be investigated and recorded in the Complaints Register.

MAXIMUM AND MINIMUM NUMBERS

All courses have maximum or minimum numbers. The College reserves the right not to start a course if insufficient numbers of suitably qualified applicants are received.

In some situations a maximum number of students has to be set, which means that once this number of places has been provisionally allocated, further applicants may be placed on a waiting list. Students in this situation should look at other course alternatives. Please contact Student Services on 608509 if you have any concerns.

ACCEPTING AN OFFER OF A PLACE

Once an offer has been made it is important that applicants accept their place as soon as possible by returning all the documents requested in the offer letter.

ACCEPTING THE OFFER SIGNIFIES ACCEPTANCE OF ALL COLLEGE POLICIES.

If for any reason a student is unable to attend the course once they have confirmed acceptance, the subscription fee will be returned in full, providing the Admissions Officer is notified on 608626 by 12th September 2011.

An information evening for prospective parents will be held in June 2011.

ENROLMENT DAYS

All students who have received and accepted an offer of a place must attend College to enrol on their chosen programme of study on one of the days listed below. If they have achieved the grades specified in their offer their visit will be a brief one. However, if the grades achieved were different to those requested, they will need to discuss this with our staff who will be available to meet with them.

Our Enrolment Days are **between 10am and 2pm on Thursday 25th August and between 10am and 12pm on Friday 26th August and Tuesday 30th August 2011.** Applicants will need to bring with them a copy of their offer letter and evidence that the conditions of their offer have been met (eg. exam results). All fees will be payable at this time.

Failure to attend on an Enrolment Day may result in an applicant's place being offered to another applicant.

The first day of term is Monday 12th September 2011.

INDUCTION

At the start of the academic year students will have an introduction/welcome to the College given by the Principal and Student Services staff, which is followed up in more detail by their Personal Tutors.

At this time students are also given their own personal copy of the student handbook which contains brief details of relevant policies, codes of conduct etc and these are explained in general terms. At a later stage Personal Tutors will fully explain the minimum levels of behaviour, performance and timekeeping requirements and standards the College expects from its students.

ID CARDS

All full-time students are given a Highlands College student ID card. This is valid for one year. Students should carry their ID card with them at all times. It will be needed for identification for the Learning Resources Centre, examinations, IT support and student discounts.

The ID card can be used by full-time students on the Connex buses (not the schools' bus service) for a reduced fare. This reduced fare is available every day (including weekends and school holidays) between 7am and 7pm.

Lost cards can be replaced at a cost of £2.

TUTORIALS

Tutorial Support

This is a high priority at Highlands College. Each full-time student has a Personal Tutor and is part of a tutor group that meets regularly.

The Personal Tutor

Personal Tutors take a special interest in their tutees, keeping in close contact with them and giving them professional support and guidance. Their number one priority is to help students make the most of their studies, so that they are well prepared for the challenges of higher education and/or employment.

The Personal Tutor will be your first point of contact should you need to get in touch with the College or have any queries or concerns. If you have any difficulty contacting a Personal Tutor due to their teaching commitments, the Faculty Administrator will usually be able to pass on any important messages.

Personal Tutors will treat each student as an individual and in an adult way. Students are encouraged to:

- Draw up an Individual Learning Plan and set meaningful targets for their studies
- Balance their study with possible employment
- Use any spare time they have profitably ie working on assignments in the Learning Resources Centre
- Prepare their CVs
- Access careers information and guidance
- Research employment prospects
- Research further study options on and off island

The Tutorial Programme

This is a programme of activities organised and delivered to each tutor group, which is the Personal Tutor's responsibility, designed to:

- Enhance students' studies
- Develop effective interpersonal and study skills
- Support progression
- Ensure that students have a balanced programme of study and make effective use of non-scheduled periods
- Encourage students to participate in some of the curriculum enrichment activities on offer eg sports, events, additional qualifications, etc
- Monitor students' progress and set targets
- Give initial careers advice
- Organise specialist support if required
- Help with study skills and time-management
- Complete tutorial records
- Monitor timekeeping and attendance

LEARNER VOICE

At Highlands College we work hard to create an effective partnership between staff and students through the power of 'Learner Voice'. All students have the opportunity to express their opinions through annual QDP surveys, and upload areas on the VLE (Moodle), for example. We also encourage all courses to elect a Learner Rep who attends half termly 'Student Parliament' meetings as well as, in some cases, course team meetings. The opinions of students are listened to and some major changes have been made to the College at the students' behest, for example the refurbishment of the toilets in the Media Block and a change of tender in the canteen.

COUNSELLING SERVICE

(Direct line Tel: 608628)

(e-mail: vicky.riceweber@highlands.ac.uk or diane.hearne@highlands.ac.uk)

At some point, a student may have problems which may affect their performance and wellbeing. In these circumstances the College can offer a discrete and confidential counselling service to students who need help and support of a personal nature. Students may be referred by their tutor or can make their own appointments on the above direct line number or e-mail addresses, or via the Student Services' office on 608654.

INFORMATION & GUIDANCE TUTOR

(Direct line Tel: 608509)

(e-mail: mary.hubert@highlands.ac.uk or joy.thomson@highlands.ac.uk)

Our Information & Guidance Tutors meet with course groups to provide information on career progression to further study at Highlands College, to employment or higher education. Personal appointments are also available and can be made directly on the above telephone number or through Student Services on 608654.

Students have the opportunity to attend the Higher Education Convention in order to explore university options available after College. If students intend to further their education after College they will be able to talk individually or as a group with staff about higher education.

CAREERS JERSEY

(Direct line Tel: 449440)

Careers Jersey works closely with our own Information & Guidance Tutors and

offers specialist advice on employment and higher education in order for students to be well prepared for life after Highlands College. Advisors from Careers Jersey come in to give talks and advice to groups of students and sessions are built into the tutorial curriculum.

MOVING ON TO UNIVERSITY FROM HIGHLANDS COLLEGE

All students who achieve level 3 qualifications are eligible to apply for higher education courses at university. We support all students through this decision making process with:

- Group tutorials
- Individual tutorials
- Visit to the annual Higher Education Convention
- Access to visiting university lecturers
- Parents' Evening during Summer Term
- Access to the careers staff at Highlands College and Careers Jersey

The application procedure for university will start during the first year of their 2 year programme.

There are strict deadlines that must be met and therefore there is a need to encourage students to start researching university options well before they leave for the summer break of their first year.

The experiences and opportunities that university life will bring to any student will enhance their independence, maturity and employability, not to mention the fantastic time they will have while they are there! Therefore, it is vital that the right course and university is chosen.

Highlands College is also able to offer degree level education on Island and these options will be discussed with students during the higher education application process.

LEARNING RESOURCES CENTRE

The Learning Resources Centre (Tel: 608590) is on the first floor of the University Centre building. All College students may join and use the following facilities.

Opening times are displayed on the door.

Facilities

- 74 networked computer workstations with Internet access, linked to black and white printer
- Scanner
- Books and other material for lending and reference with joint access to the Jersey Library catalogue

- Networked photocopiers - colour and black and white
- Journals, periodicals and newspapers (list available on request)
- Careers resources and university prospectuses are also located in the Careers Office in the Learning Resources Centre
- Videos and DVDs

COMPUTER ASSISTANCE

The Learning Resources Centre provides full computer software support to students. It is the first point of contact for all computer-related matters. Services include saving work to disk or memory stick, changing computer passwords and dealing with login queries for which photo ID is required.

INTERNET ACCESS

By a variety of means Internet access and usage is monitored. All students have to accept the College's Acceptable Use Policy prior to gaining access. If these conditions are not complied with access can be withdrawn. Persistent or repeated misuse will incur the College's disciplinary procedures. (Student Disciplinary Procedure is displayed in full on page 22). Students should note that in some businesses a record of inappropriate Internet activity is liable to prove a barrier to employment. Passwords must not be given to anyone else for security reasons.

Students will be guided in the safe use of the Internet during induction and tutorial periods.

ADDITIONAL LEARNING SUPPORT

All our first year students will undertake an initial screening assessment early in their first term at College. This gives us information to help us help them! A wide range of additional support is available to meet the needs of individual students. They may have a learning difficulty, physical or sensory disability, a health difficulty, etc. They may need help with assignments/coursework, revision techniques, essay/report writing or more specific help with English and/or maths.

Whatever the need, the College has a range of specialist support staff who work with individuals and small groups. Please let the Learning Support team know if any such support is needed. It will enable us to organise it early and discreetly.

LITERACY AND NUMERACY SKILLS

Low levels of literacy and numeracy have a profound effect on individuals, their families, on the economy and on society.

The College offers support to its students to enable them to develop their literacy and numeracy skills so that their everyday use of language and numeracy is a source of pride and not embarrassment.

Every student will be given the opportunity to gain appropriate numeracy and literacy qualifications up to Level 2 if they have not already gained a C grade at GCSE.

EXAMINATIONS

We encourage students to record their success by taking internal and external examinations. Where they are relevant to the course and form an essential part of their full-time programme there is no charge for the first attempt at an examination. However, all resits will be charged for.

If a student is absent for an examination, both the examination entry fee and a £10 administration fee will be charged to the student unless an acceptable reason is given, such as a medical certificate being supplied.

Please Note: Results will not be provided for up to 6 months, nor will examination certificates be released, if candidates have any outstanding financial debts within the College.

Please also read the section "Absences and Timekeeping" for further information on examinations.

KEEPING YOU INFORMED

Initial Progress Report

All students have a review midway through the first term. For the majority of students, this confirms that they have made the right choice of course/subjects. However, there are some occasions when this review indicates that the student's choice has not fitted his/her expectations or capabilities. If this is the case, students will have the chance to discuss their options with their Personal Tutor.

Monitoring Progress

At Highlands College, a structured and demanding schedule of study is combined with a monitoring process that sets achievement targets which are challenging but realistic.

Tutors will monitor students' progress against achievement targets during tutorials. Students find it helpful to receive individual feedback from their tutors, and the tutorial period provides an opportunity for the student and tutor not only to review progress but also to discuss how to build on strengths and remedy any weaknesses. Tutors help students draw up action plans so that there are always clear goals to work towards.

Reports

Reports on students' progress will be produced at least twice a year. Personal Tutors will discuss these reports with students, and copies will also be sent to parents (subject to a student's age).

Should the need arise, students (and/or parents, if appropriate) may also be contacted by the College if progress, timekeeping or attendance is causing concern.

COURSEWORK/HOMEWORK

Coursework/homework plays an important role on all courses. It is essential that it is done thoroughly and presented on time in order for students not to be overloaded with a backlog of work. The self-discipline that will develop whilst at College will play an important part in students' future careers.

The following notice, displayed around the College, is based upon our past experiences.

ASSESSMENT GUIDELINES

	HOMEWORK AND COURSEWORK	IMPACT ON
Band	What you do	Completion and Achievement
Dark Green	You always hand in homework and coursework on time and the work is completed to the best of your abilities.	You are highly likely to successfully complete your course and get the most out of your studies.
Green	You always hand in homework and coursework on time and the work is nearly always completed to the best of your abilities.	You are highly likely to complete your course but might not do as well as you could.
Amber	You sometimes hand in your homework and coursework on time but it is rarely completed to the best of your abilities.	You risk getting a lower grade than you should or maybe not completing the course.
Red	You never hand in your homework and coursework on time and it is never completed to the best of your abilities.	There is a very high likelihood you will be asked to leave College.

THE COLLEGE DAY AND WEEK

A student's timetable will be extremely flexible and often not conform to an 09.00 - 17.00 pattern, especially if they have chosen to use our excellent facilities to complete their assignments on site instead of at home. Some courses may be scheduled to run over four days.

Students are expected to work a minimum of thirty hours per week as follows:

- Scheduled contact time with staff on their main course.
- Study time with the guidance of their Personal Tutor, which may include learning support, GCSE resit tuition, functional skills etc.
- Enrichment, aimed at broadening experience and widening horizons, and tutorials.
- Depending on the programme there may be some time not allocated to specific scheduled activities. During this time students are expected to organise their time appropriately, working without close supervision eg completing assignments. This requirement for self-discipline is helpful preparation for the demands of higher education and/or employment.
- The Learning Resources Centre is well equipped and available for supervised use. Times of opening are published termly.

WORK EXPERIENCE

All full-time students have an entitlement to work related learning and for many this is a vital component of their study programme and is designed to add an extra dimension to students' studies. Most students will have acquired sufficient skills to safely carry out a range of vocationally specific tasks under supervision.

The College has developed close partnerships with local businesses in every vocational area. Staff will clearly explain the type of work to be carried out and include any specific health and safety requirements.

We operate under the Education, Sport & Culture Trident guidelines and procedures. Obviously, both the College and employers expect all health and safety requirements to be adhered to at all times. There is no payment for work experience. Travel arrangements and hours of work may well be different to those of the College day. This activity is a highly valued part of the course, helps students decide upon future employment, looks good on CVs and can be used for reference purposes.

WORK OUTSIDE COLLEGE

Surveys have shown that many students have part-time jobs. In the vast majority of cases there is no conflict between College study and outside work. In fact, the experience can be of great benefit to students, developing their confidence and independence, giving them experience of working with people outside education and generally widening their horizons. It is, however, important to keep a correct balance - working too many hours affects a student's ability to keep up with their course and therefore will affect their achievements.

FIRST AID

First aid advice may be obtained initially from faculty staff. If a student is for any reason unable to carry out their studies they will be sent home. It should be noted that medication, eg Paracetamol, for pain relief, is not available from staff within the College.

ABSENCES AND TIMEKEEPING

Naturally we expect 100% attendance and timekeeping. All absences and lateness are recorded. However, illness and other exceptional circumstances may mean that occasional absences from College are unavoidable. Please ensure that the Faculty Administrator is informed of any illness by 09.30 on the first day of absence. A doctor's note will be required after 3 consecutive days absence. Certain illnesses or sickness require students to remain away from college for 48 hours after the last incident of sickness. Driving lessons and routine dental/doctors' appointments should **always** be organised outside College times.

Personal Tutors must be informed of **ALL** absences by letter, telephone or email. If a student is repeatedly absent from classes without the prior knowledge of their Personal Tutor, parents of students who are under 19 will be informed by telephone or letter. Attendance and timekeeping is recorded at every scheduled session of each component of a student's programme including tutorials, functional skills and enrichment. Poor attendance is closely monitored and dealt with by the College's disciplinary procedure and could lead to eventual exclusion from the College. (The Student Disciplinary Procedure is displayed in full on page 22).

It is our experience that poor attendance and/or timekeeping leads to poor achievement. If attendance falls below 85% during any one term of an academic year, students may be required to pay the examination entry fee for that programme. If a student is absent for an examination, both the examination fee and a £10 administration fee will be charged to the student unless an acceptable reason is given, such as a medical certificate being supplied.

The following notice is displayed around the college.

ATTENDANCE, COMPLETION AND ACHIEVEMENT

Band	Attendance	Impact on Completion	Impact on Achievement
Dark Green	95% – 100%	You are likely to complete your course successfully	If you work hard in the lessons, you should be able to get the most out of your studies
Green	90% - 94%	You are likely to complete the course	By missing sessions, you will probably get a lower grade than you should
Amber	85% - 89%	You risk not completing your course	By missing sessions, you seriously risk getting a low grade or failing your course
Red	below 84%	There is a very high possibility that you will withdraw from the course	By missing so many sessions, you seriously risk failing your course.

HOLIDAYS

Holidays should only be taken during College holiday periods. Any absence during term time has a serious impact on students' achievements. Permission must be requested from Head of Faculty.

HEALTH

If a student has had or develops health problems, please ensure that their Personal Tutor is informed as early as possible. Any changes in health must be highlighted and College informed.

TRAVELLING TO COLLEGE

A subsidised bus fare on the Connex bus service is available to students on production of their student ID card. This reduced fare is available every day (including weekends and school holidays) between 7am and 7pm.

COSTS

There are inevitably cost implications to consider when deciding to enter further education. All courses incur a standard subscription fee and also a course material fee. Course material fees cover some of the consumables used on courses and may include stationery, printing, copying and other specialist items and equipment. For some courses it covers protective clothing and uniforms.

Educational visits on or off Island may form a useful part of some programmes of study.

Please ensure you are fully aware of **ALL** course costs prior to starting the course. Under some circumstances, students may be charged tuition fees. Please check with the Department for Education, Sport & Culture, via the Student Services office.

POLICE RECORD CHECK

For entry onto several courses a clean police record check is required.

FINANCIAL SUPPORT

(Income Support Tel: 445505)

The staff in Student Services can give some advice about financial support whilst students are in College. However, the Social Security Department will provide full information regarding the Income Support Scheme.

Income Support is available to households that meet certain criteria. These include a minimum of a five-year period of residency in the Island immediately before the benefit is claimed. The benefit is calculated taking into account both the needs of the household and the income of the household. The course being studied must be suitable for the student and provide them with skills to improve their job prospects.

Benefits payable under Income Support are paid weekly in advance to the household. Applications should be made by an adult member of the household to the Social Security Department. Households already receiving Income Support benefits should provide details of the student and the course being studied to the Social Security Department. In both cases please advise Income Support of your application to study full-time at Highlands College before September 2011.

WITHDRAWING FROM A COURSE

Applicants need to be fully aware of their commitment prior to commencing study. The Income Support benefit payable to the student's household will be affected if a student decides to withdraw from the course.

TEXTBOOKS

Some courses provide textbooks, otherwise they may be purchased locally or borrowed from the Learning Resources Centre.

STUDENT REFECTORY

The College student refectory is open from 08.00 - 19.00 Monday to Thursday and 08.00 - 15.00 on Fridays, serving hot and cold food and drinks. If students prefer, they are welcome to eat their own packed lunches in this area. Food and drink must not be consumed in classrooms at any time.

CHARITY

As part of some programmes of study students may carry out assignments that include organising events and activities. Some are often built around raising money for charity. It is an extremely worthwhile part of their study that can combine College assignments with charitable activities.

MOBILE PHONES

Mobile phones are brought in to College at students' own risk. Their use is confined to certain areas. Users should be aware of the potential associated health risks when using these phones.

Mobile phones must be turned off completely in all classrooms, study and research areas to avoid causing disruption to other students who may be working. This includes text messaging. If this is not adhered to students will be subject to the College discipline procedure. (The Student Disciplinary Procedure is displayed in full on page 22). Mobile phones must not be taken into examination rooms as it may cause the student to be excluded from the exam.

Pay phones are available for students' use in the Nightingale and University Centre buildings.

RECREATION

The Wooden Spoon Ball Park provides students with an enclosed hard court area on campus giving a much needed recreational facility to students.

On occasions, especially for fund-raising activities, students may take part in a voluntary activity that may not be related to their course, eg the Swimarathon.

We would not normally make contact with parents in order to seek permission, unless there were particular hazards or alternative travel arrangements involved.

ENRICHMENT ACTIVITIES

These are activities that we provide for all full-time students regardless of their programme of study. They vary each year from weekly events to one-off activities. Many student groups will also arrange other activities themselves. Obviously these activities often do not fall within the remit of the normal programme of study. (Please refer to the notes under Recreation which will also apply here).

VISITS DURING THE COLLEGE TERM CONSIDERED VITAL TO THE CURRICULUM OF THE COURSE

Where visits are classed as relevant to the curriculum they will take place as normal periods of study and as such parental consent is not normally requested. Please discuss at interview the types of visits likely to be undertaken. (Parents will normally be informed as a matter of courtesy if other visits of a non-curricular type take place). Students will be made clearly aware of the behavioural guidelines that they must adhere to on all visits.

RESIDENTIAL VISITS

Some courses have short residential periods during the year. We are usually able to use the Island forts or other residential sites. Other courses have off-Island visits that, although not essential, do form a useful part of specific programmes of study. (Costs are the student's responsibility and should be discussed at interview and if the intention is to take part we recommend some early planning to provide the money at the appointed time).

Specific visits ie off-Island, overnight residentials etc do require parental consent for students under the age of 19. Full details of the itinerary etc will be provided.

We comply with the current Department for Education, Sport & Culture visits policies.

POLICIES

We have a number of policies on various issues that may change in order to reflect current local and national legislation.

Because of their size it is not appropriate to detail them in this document but they are available for students to access in the Student Services' office. The policies are not designed to restrict access or be exclusive, but to regulate and create a consistently fair place to study for all students. Students need to be clearly aware of the guidelines and framework under which the College operates as it is to their overall benefit. The Student Disciplinary Procedure is displayed in full on page 22.

(In Jersey there is no automatic right to study after the age of 16 and therefore students who do not perform to the laid down guidelines may forfeit their place in the College).

HEALTH & SAFETY

Each curriculum area of the College has very specific requirements regarding students' health and safety. They may include the purchase of personal clothing or the compulsory wearing of other protective equipment. All of these requirements will be fully explained at interview and during induction and must be adhered to at all appropriate times or entry to the session will be denied.

FIRE & EVACUATION OF BUILDINGS

Fire evacuation procedures will be explained to students during induction.

SMOKING

The Highlands College campus is a non-smoking site.

SECURITY

All students are advised to take care of their personal property and not to leave valuables unattended at any time in classes or work rooms. Vehicles should be locked and valuables kept out of view at all times. Highlands College accepts no responsibility for any loss or damage to vehicles or property whilst on site. Under no circumstances must private vehicles be left overnight in any of the College car parks.

PARKING AND CAR PARK ACCESS

Parking spaces are limited and therefore cannot be guaranteed. All users of the site are expected to drive carefully with consideration for others, and park in the spaces provided without obstructing clearly marked access areas and disabled bays. Any person not complying with this simple guideline will have their right to park a vehicle withdrawn. Vehicles including motorcycles are parked at owners' risk and no responsibility will be accepted for loss or damage or injury to persons using the car park.

Access roads on the campus come under the Road Traffic (Jersey) Law 1956. The car parks are classed as 'public places' and are covered by certain aspects of Jersey Law. Vehicles therefore must display a valid insurance disc and motorcyclists must wear helmets etc.

DATA PROTECTION

The information you provide will be processed for the purpose of administration, careers, guidance and statistical purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of Data Protection (Jersey) Law 2005. Highlands College has data sharing agreements with other States of Jersey departments. If you would like to know more about this contact Highlands College on 608506.

COMPLAINTS AND CONCERNS

Should you have any cause for concern or complaint regarding any aspect of the College, please do not hesitate to contact the Principal, Professor Edward Sallis, on 608500.

AND FINALLY ...

As Head of Guidance and Support it is my responsibility to co-ordinate the support systems for students and to ensure that they have the guidance and help they need before and whilst they are in College. We really care about our students at Highlands College and do all we can to make sure they have the best possible opportunities to succeed. Working in partnership gives us every reason to be confident that Highlands College students will reap the benefits of our combined efforts.

If I can be of assistance at any time, or if you have any suggestions for improving the services we provide, please do not hesitate to contact me or any of my colleagues at the College on the telephone numbers listed below.

Christine Wilson, Head of Faculty, Guidance and Support

Tel: 608589

Direct Line

Principal & Chief Executive	Professor Edward Sallis	608500
Deputy Principal	Dr Gary Jones	608576
Heads of Faculty:		
Arts, IT & Media	Peter Hubert	608577
Business & Professional Studies	Jeff Reed	608528
Community Studies	Gill Oakes	608584
Guidance & Support	Christine Wilson	608589
Vocational Studies	Ian Greenwood	608601

Please Note: The information contained in this booklet was correct at the time of printing. However, the College organisation, practices and policies are regularly updated and this may result in changes being made to the content of this booklet during the academic year.

HIGHLANDS COLLEGE ACADEMIC TERM DATES 2011/2012

AUTUMN TERM 2011

Enrolment Days: 25, 26 and 30 August 2011

Attendance on one of our Enrolment Days is compulsory. You must bring your GCSE results, your "COPY" Offer Letter and any outstanding fees with you.

Academic Term: Monday 12 September 2011
Friday 16 December 2011 (inclusive)

Half Term: Monday 24 October 2011
Friday 28 October 2011 (inclusive)

SPRING TERM 2012

Academic Term: Wednesday 4 January 2012
Friday 30 March 2012 (inclusive)

Reading Week: Monday 13 February 2012
Friday 17 February 2012 (inclusive)

SUMMER TERM 2012

Academic Term: Monday 16 April 2012
Friday 29 June 2012 (inclusive)

NO HALF TERM

Public Holidays: Monday 7 May 2012
Wednesday 9 May 2012
Monday 4 June 2012

WHAT NEXT?

Employment or Higher Education in Jersey

Highlands College students who are successful on their courses are highly sought after as potential employees. In 2010 students secured a variety of full-time employment placements. Some examples of jobs our students have moved on to are:

- Apprenticeships in:
Carpentry & Joinery
Electrical Installation
Mechanical Engineering
Motor Vehicle Engineering
Painting and Decorating
Plumbing
Trowel Occupations

- Administration
- Airport Assistant
- Army
- Bank Clerk
- Beauty Therapist
- Care Assistant
- Coaching
- Commis Chef
- Customer Service Agent
- Fashion Writer
- Fishing
- Hair Stylist
- Health Care Assistant
- HR and Marketing
- IT Technician
- Makeup Consultant

- Nanny/mother's help
- Nursery Assistant
- Nursery Officer
- Retail
- Teaching Assistant
- Teaching Surfing
- Trainee Accountant
- Trainee Trust Administrator
- Web Design

Students who have studied to level 3 may choose to continue their studies at university. The College recognises that going to university off-Island does not suit everyone and opportunities are available at Highlands College to study the following degrees:

- Foundation Degree in IT for Business
- Foundation Degree in Business Management (subject to approval)
- Foundation Degree in Accounting and Finance (subject to approval)
- Certificate in Foundation Studies in Art & Design
- Foundation Degree in Art & Design
- Foundation Degree in Childhood Studies
- BA (Hons) Financial Services
- BSc (Hons) Social Sciences
- BSc (Hons) Construction Management
- BSc (Hons) Architectural Technology
- MSc Human Resources
- Executive MBA

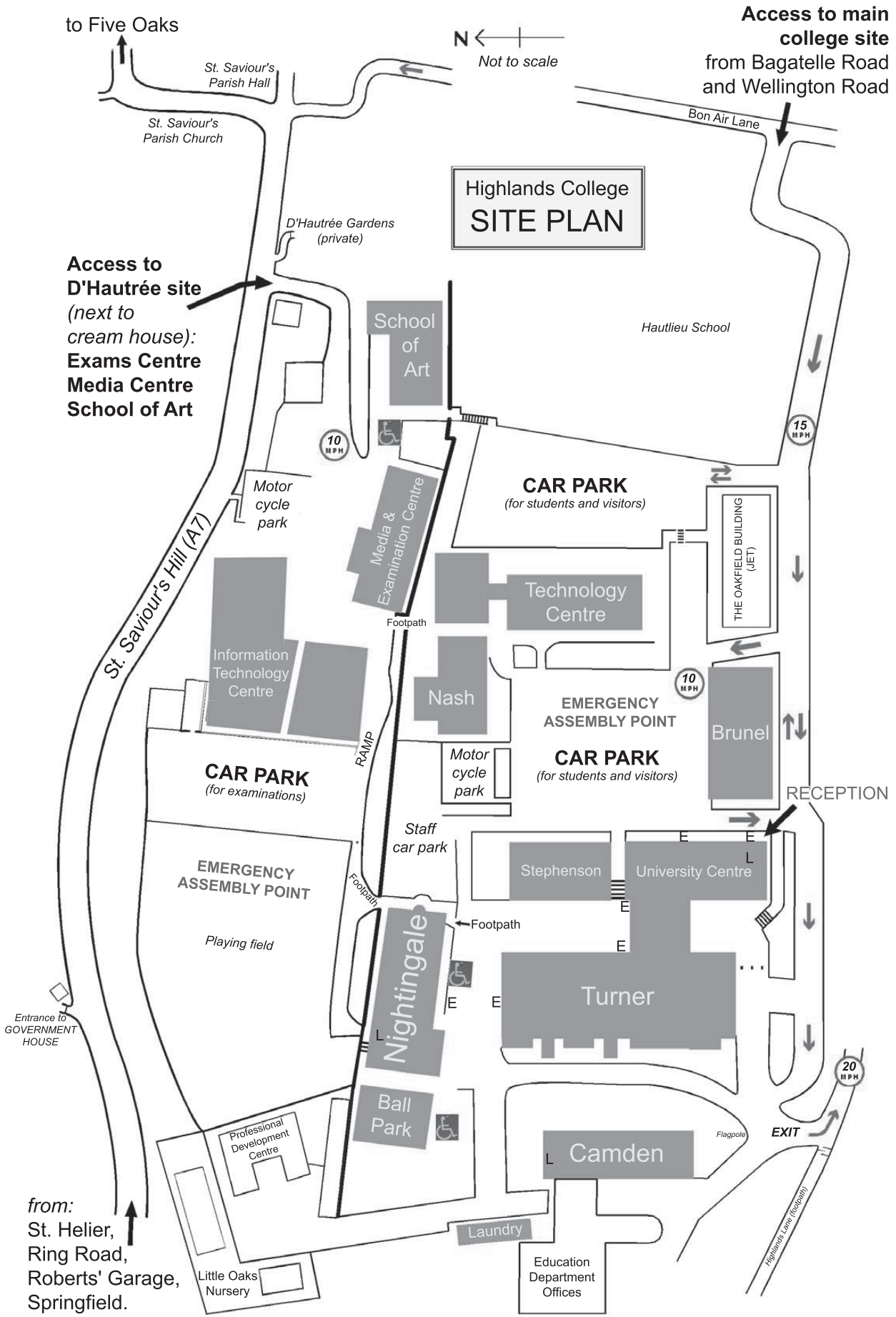
<h2>STUDENT DISCIPLINARY PROCEDURE</h2>	<p>The College expects you:</p> <ol style="list-style-type: none"> To set yourself high goals To accept responsibility for your actions To recognise the importance of your studies To accept the contribution of others To work together as a team To work hard and have fun <p>The College has THREE zero tolerance rules:</p> <ol style="list-style-type: none"> Illegal Drugs Possession, use, selling and/or under the influence of Bullying Physical, through gossip or technology Health & Safety Not complying with instruction, messing about, negligence
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<h3>Minor Misconduct</h3>	<p>For example</p> <ul style="list-style-type: none"> Attendance Punctuality Performance Disruption Use of mobile phones Eating/drinking in class Rowdiness Habitual swearing 	<p>Verbal Warning</p> <p>Who: Personal Tutor</p> <p>Action:</p> <ul style="list-style-type: none"> Note on Student File and contract issued Investigate support needs and implement if necessary Student re-admitted to sessions
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<h3>Serious Misconduct</h3>	<p>For example</p> <ul style="list-style-type: none"> Repeated minor misconduct Continued disruption to learning Swearing directed at other people Inappropriate use of IT systems Aggressive behaviour 	<p>Verbal Warning (Recorded)</p> <p>Who: Personal Tutor & Curriculum Manager</p> <p>Action:</p> <ul style="list-style-type: none"> Formal record of incident placed on file and Orb Investigate support needs and implement if necessary Student re-admitted to sessions 	<p>Written Warning</p> <p>Who: Head of Faculty</p> <p>Action:</p> <ul style="list-style-type: none"> Formal letter to student and parent, carer, employer from Head of Faculty Meeting with parent, carer or employer Investigate support needs and implement if necessary Student re-admitted to sessions
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<h3>Gross Misconduct</h3>	<p>For example</p> <ul style="list-style-type: none"> Illegal drugs Breach of Health & Safety Bullying Breach of individual pre-entry behaviour conditions Continual repetition of minor/serious misconduct Fighting/assault Serious disruption to learning Theft Serious misuse of IT e.g. hacking 	<p>Authorised Absence</p> <p>Who: Head of Faculty</p> <p>Action:</p> <ul style="list-style-type: none"> Student asked to leave campus immediately if in a fit state to do so Immediate telephone call to parent, carer, employer Notify PA to Deputy Principal (ext 503) Formal letter to student, parent, carer, employer from Head of Faculty Student not allowed on campus until INVESTIGATION STAGE completed and action agreed
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<h3>Investigation</h3>	<p>Who: Deputy Principal</p> <p>Learner and representative</p> <p>Outcomes:</p> <ul style="list-style-type: none"> Establish needs for further actions No case to answer Appropriate level of warning Recommendation to Principal for further action 	<h3>Decision</h3>	<p>Outcome of Authorised Absence</p> <p>Who: Principal</p> <p>Supporting information from:</p> <p>Deputy Principal Head of Guidance & Support Head of Faculty Representative for student Student Course Co-ordinator</p> <p><small>Senior Post Holder will deputise in the absence of the Principal</small></p> <p>Outcomes:</p> <ul style="list-style-type: none"> No case to answer Appropriate level of warning Further investigation Temporary/permanent exclusion Investigate support needs and implement if necessary 	<p>Appeal in writing, within 7 days, to The Director of Education, Sport & Culture, c/o The Principal's Office</p>
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Access to D'Hautrée site (next to cream house): Exams Centre Media Centre School of Art

Access to main college site from Bagatelle Road and Wellington Road

from: St. Helier, Ring Road, Roberts' Garage, Springfield.

E = Easy Access Wheelchair = Disabled Parking L = Lift

CR: 01/2011



OPPORTUNITIES FOR LIFE LONG LEARNING

Don't forget that learning at Highlands College isn't just for school leavers!

There are many opportunities for people of all ages to further their qualifications, learn a new skill, brush up an old one or just try something for fun. If you would like a copy of any of our prospectuses, or just an informal chat about opportunities for your own learning, ring the Student Services team on 608654.

BEAUTY SALON

Come and pamper yourself with beauty treatments at our commercial styled salon at realistic prices. The Beauty Salon offers all the treatments you find on the high street and is open to students and members of the public. For an appointment (term time only) please telephone the Beauty Salon on 608555.



HAIRDRESSING SALON

Get a new style or just a trim in our training salon. Under expert guidance our students, many of them working in salons already, will pamper you at less than commercial cost. For an appointment (term time only) please telephone the Hair Salon on 608555.

COLLEGE TRAINING RESTAURANT

Our training restaurant is a superb learning environment for our students, also offering the public a dining experience at very reasonable prices with food cooked and served by our own students. Lunch and dinner is available in our training restaurant during term time. To make a reservation please telephone 608563.



Supporting our local education

Investing in our future

There's nothing more important than a good education so there's no better place for NatWest to invest in our community than with Highlands College.



 **NatWest**

Helpful Banking

visit www.natwestinternational.com