



6th Form
College
Jersey

STUDENT HANDBOOK

www.highlands.ac.uk    

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WELCOME

We are delighted that you have chosen to join our community for the next step in your learning.

At Highlands College 6th form you will be treated as an individual while we encourage you to find your own path and forge a successful and happy future.

In this handbook you will find all the information that you should need to ensure that you thrive; with information on college life, facilities, and the support available to you.

WE PROVIDE

- › Expert tutors with industry experience; all our lecturers are dual-qualified, this means that not only do they hold vocationally relevant qualifications, they have also undertaken teacher training
- › Transition and induction opportunities to settle students into college life, including ‘Right Choice Review’
- › Regularly observed classes to ensure they are of high quality
- › Friendly, welcoming and well-organised study programme
- › Regular tutorial support to ensure the academic progress of each student
- › Student Life team committed to providing support, activities and services
- › Advice and guidance on a range of topics, from careers to welfare
- › Parents’ evenings, student progress meetings, open days and feedback sessions



WHAT WE EXPECT FROM STUDENTS

- › Honesty and co-operation with staff and fellow students
- › Punctuality for all college, placement, and training commitments
- › Complete all homework and coursework by the required deadlines
- › Maintain a 100% attendance record including any authorised absences
- › Behave in a mature and appropriate manner to all staff and students, at your work placement and training provider environments
- › Let the college, work placement or training provider know of any absence, on the day the absence starts and provide evidence if required, i.e. medical appointment cards
- › Wear your I.D. badge at all times while on campus
- › Provide us with details of any additional needs you may have that could affect your learning
- › Attend all examinations (if applicable)
- › Avoid booking any holidays in term time

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TIMETABLE STRUCTURE

For the 2020-2021 academic year the College is adopting a block timetabling model for classroom learning due to the requirements of social distancing and remote learning:

TIMETABLE A	TIMETABLE B
08:45 - 10:15	09:15 - 10:45
10:15 Break	10:45 Break
10:30 - 12:00	11:00 - 12:30
SITE BREAK	
1:00 - 2:30	1:30 - 3:00
2:30 Break	3:00 Break
2:45 - 4:15	3:15 - 4:45
4:15 Break	4:45 Break
4:30 - 6:00	5:00 - 6:30

ONSITE TIMETABLE BLOCKS

Operating this timetable model will guarantee that you have face to face contact while minimising social contact.

Central to this model will be the introduction of 6 core timetable structures (teaching bubbles) separated into colours for ease of understanding. These groups will be:

- Green, Blue and Orange (following timetable model A)
- Grey, Purple and Red (following timetable B)

The College will ensure a maximum number of students are following any timetable structure at any given time.

You will be told which timetable bubble you should follow when you arrive at college.

Virtual classrooms have also been created to cater for lessons planned for remote delivery.

ATTENDANCE & PUNCTUALITY

You are expected to attend each lesson in college punctually and to log on for each of your online lessons. Tutors will monitor your attendance and punctuality and your parents/carers will be contacted if you have any unexplained absences or a poor record.

To report absence, please telephone: 01534 608608

HOLIDAYS IN TERM TIME

Under no circumstances should you arrange holidays during term time nor should you book personal appointments (e.g. driving lessons) to clash with timetabled classes. Unauthorised absences of more than 10 working days could result in your withdrawal from the college.



TERM DATES

AUTUMN TERM 2020

Mon 7 Sept to Fri 18 Dec
Half Term:
Mon 26 Oct to Fri 30 Oct

SPRING TERM 2021

Mon 4 Jan to Thurs 1 April
Half Term:
Mon 15 Feb to Fri 19 Feb

SUMMER TERM 2021

Mon 19 April to Wed 30 June*

*If 10 May is a Bank Holiday,
term will end Thurs 1 July



WHAT MAKES UP YOUR STUDY PROGRAMME?

The aim of our curriculum is to prepare you for your next steps, whether this be to university or the workplace. Whichever path you choose to follow, our curriculum will help to ensure that you develop a range of skills for the future.

All our courses are made up of the following aspects to enhance your experience, knowledge, and skills and to prepare you for success:

EMPLOYABILITY AND WORK EXPERIENCE

All courses at Highlands College incorporate the development of employability skills and are taught through tutor-led sessions and an online learning platform. You'll get to research employment options and receive support to prepare you for that all important job, including CV writing, covering letters and mock interviews. We have a dedicated online jobs board, which is updated daily.

Having relevant, up-to-date and valuable work experience will make you stand out from the crowd when seeking full-time employment in your chosen field. We encourage all students to find part-time work whilst at college to help develop their employability skills. We're proud of our strong industry links and offer work experience placements for all levels of study.

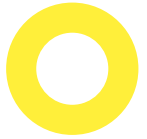
UNIVERSITY PREPARATION

Not all students enter into employment upon completion of their sixth form course, in fact, around 50% choose instead to study further at university level. Several of our courses have direct learning pathways into University College Jersey (UCJ), but regardless of whether you choose to attend UCJ, or whether you go further afield, we support you fully as you take this next step.

MATHS, ENGLISH AND HUMAN BIOLOGY GCSES

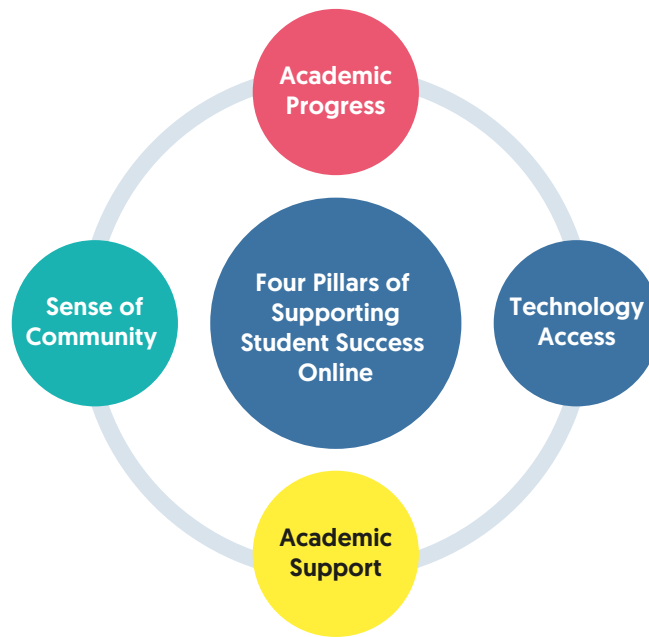
Having competence in Maths and English are the skills most valued and requested by employers. If you haven't achieved a grade 4 or higher at GCSE, you'll work towards them with our dedicated Maths and English tutors and drop-in clinics. If you already have the grades, we'll help you to strengthen and develop these valued skills.

For progression on to some courses, or into some careers such as primary school teaching and nursing, you may find that you will need a GCSE of grade 4 or above in science. If this applies to you, we offer a course preparing for the GCSE Human Biology examination, which you may be able to study as part of your full-time course.



THE HIGHLANDS COLLEGE APPROACH TO ONLINE LEARNING

We use Microsoft TEAMS as our default digital delivery platform and a proportion of your course will be delivered online. Our approach to online teaching, learning and assessment is summarised by the four pillars model:



ACADEMIC PROGRESS – structured and scaffolded learning opportunities

TECHNOLOGY ACCESS – resources, training and guidance materials to reduce technological barriers

ACADEMIC SUPPORT – guidance and materials to promote and sustain positive personal development

SENSE OF COMMUNITY – access meaningful collaborative interactions to promote and sustain positive mental health

[Lee, 2010; Coonin et al., 2011; Huwiler, 2015, Anderson, 2008; Kumar and Heathcock, 2014]

ENRICHMENT AND COLLEGE CLUBS

Every student is expected to take part in enrichment activities.

Not only are they a fun way to spend time with your peers, but the range of activities on offer will complement and enhance your overall college experience. The enrichment activities will also strengthen your application when it comes to moving on to either the world of work or university. Whether it's trying a new sport, taking up a new hobby or generally enhancing your skills, there is something for everyone!

TUTORIAL PACKAGE

To support your success, you can expect to experience highly-effective tutorial support to develop the key characteristics that all high-performing students possess:

VISION › YOU KNOW WHAT YOU WANT TO ACHIEVE

EFFORT › YOU PUT IN MANY HOURS OF PROACTIVE INDEPENDENT STUDY

SYSTEMS › YOU ORGANISE YOUR LEARNING AND YOUR TIME

PRACTICE › YOU PRACTICE AND DEVELOP YOUR SKILLS

ATTITUDE › YOU RESPOND CONSTRUCTIVELY TO SETBACKS

HEALTH & WELLBEING

In addition to the services offered by the 'Student Life' team (more information on page 11), we also deliver a robust P.S.H.E (Personal, Social, Health and Economic) education programme. Among other things, students learn about:

- › Positive relationships
- › Sexual health and wellbeing
- › Smoking cessation
- › Drug and alcohol awareness
- › Emotional health and wellbeing
- › Healthy lifestyle choices
- › Volunteering opportunities



LIFE AT THE COLLEGE

GET INVOLVED

The Student Enrichment programme broadens personal horizons, develops new skills and contributes to personal and social development. Activities include volunteering, sport, the Duke of Edinburgh Award and team building challenges. You could become a Student Ambassador and represent the college at a variety of exciting events such as the Pride of Jersey Awards and the IoD Debate, or join the Rights Respecting Steering Group and help the college to achieve UNICEF's Rights Respecting Schools Gold Award.

STUDENT VOICE

Play an active part in shaping and improving the learner experience at Highlands College by having your say. Share your opinions and represent your peers and the college by getting involved in our Student Voice opportunities. Each course appoints at least one Student Rep per tutor group, they meet throughout the year with Heads of Department, Student Life, Senior Leadership and as a Student Council to discuss issues. Four Student Governors (two for Further Education and two for Higher Education) are also elected to represent students' views on the college's Governing Board.

RIGHTS RESPECTING

Based on the principles of equality, dignity, respect, non-discrimination and participation, Unicef UK's Rights Respecting Schools Award recognises that the rights of children and young people are at the heart of our ethos

and culture. A Rights Respecting College models rights and respect in all of its relationships. Highlands College is currently certified as Bronze: Rights Committed and working towards achieving Silver: Rights Aware.



CAFÉ CONNECT

This is the social hub of the college, open all day and provides a fantastic, affordable menu with a wide range of healthy meals and snack options. The relaxed and contemporary environment makes it the perfect place for students to meet up and have some downtime.

RESOURCES

- › Learning Resource Centre – library and reference support
- › Campus wide printing, scanning and copying facilities
- › Office 365 – Bring your own device to class
- › Quiet study areas & hot desks
- › Campus-wide Superfast WIFI
- › Breakout areas

STUDENT LIFE TEAM

Our friendly Student Life team are on hand to offer information and support with a range of issues that you may encounter during your time at Highlands College. We are also here to encourage you to become fully involved in college life.

Our dedicated team provides:

- › Emotional health and well-being support
- › Financial support
- › Counselling service
- › Student Voice and Student Ambassador opportunities
- › Enrichment activities
- › A link to outside agencies in the community
- › Support with safeguarding situations
- › Small group chat and well-being activity sessions

The Student Life Team can be contacted directly by you or with the assistance of your Personal Tutor or other agencies. Call into our office in the Café Connect Lounge or contact us via telephone or email.

CONTACT

T 608654 | E student.life@highlands.ac.uk
Facebook @HighlandsStudentLife

COUNSELLING SERVICE

If you feel that you are having a particularly difficult time, you can access our free and confidential Counselling Service.

Counselling can often be the best way to overcome your problems and to find new ways to manage your situation more effectively so that you can return to studying successfully again.

To arrange your first appointment, contact Student Life or your personal tutor. We can also refer you to an external agency if necessary. Remember that you can call your own GP to discuss any problems affecting your health at any time. The Counselling service works within the British Association for Counselling and Psychology [BACP] code of ethics.



LEARNING SUPPORT

LEARNING SUPPORT

We offer innovative and targeted learning support to help all students achieve their full potential. If you feel you might need support, please mention this in your application or when you first meet your tutor. We can then ensure you get the right type and level of support for your needs.

Moving to a new college can be daunting for any student, but for students with additional needs it can be an especially challenging time. Don't worry: our friendly and experienced learning support team are here to help you and will make the transition as smooth as possible. Our learning support team can help with a wide range of needs including:

- › Physical and learning difficulties
- › Visual impairment
- › Autism Spectrum Conditions
- › Hearing impairment

We also provide drop-in academic support for all full-time learners. At Highlands College, we are proud to have the most diverse student cohort on the island.

CONTACT

T 608585 | E desiree.madelin@highlands.ac.uk
If you have any further questions and would like to meet the team, you can email or come see us in the Nightingale building.

IGCSE ENGLISH AS A SECOND LANGUAGE

For students who use another language in their day-to-day lives, whether it be Portuguese, Polish, Thai, Romanian, Hungarian or any other of the 7,000 languages in the modern world, we offer the Cambridge iGCSE English as a Second Language qualification.

This has the same value as the iGCSE English as a First Language, is accepted throughout the college as an entry requirement for any of our courses, and is a valid qualification for universities and other further education institutions.

The course will help to improve your communication in a variety of writing styles, improve your vocabulary and range of expression in your spoken language and give you a better understanding of how the English language works.

Alternatively, if you're not quite ready for the iGCSE, we offer other Cambridge qualifications such as KET [Key English Test] and PET [Preliminary English Test].

CONTACT

T 608749 | E jo.gueno@highlands.ac.uk

GENERAL INFORMATION

COMMUNICATION

Teams is the main communication platform for sharing college-wide information and for staff and student contact. You will be provided with a Teams account and a college email account and will be guided through how to access and use these during induction.

College information and urgent communications will be published on the Highlands College website as well as official college Twitter, Facebook, Instagram and YouTube accounts. On occasion we will also communicate via SMS alerts.

Please inform Student Records if you change your address or phone number.

REFRESHMENTS AND MEALS

In addition to Cafe Connect, drinks and snacks may also be obtained from vending machines located around the college.

Cash or card payments are accepted.

Please inform Student Records if you change your address or phone number.

ACADEMIC APPEALS POLICY

All students have the right to enquire, question or appeal against an assessment decision.

It is therefore important that you familiarise yourself with the appeals procedure which can be found on our website: www.highlands.ac.uk



STUDENT ID

Your I.D. badge must be worn at all times.

MONEY AND VALUABLES

Students should not bring unnecessary valuables, including large quantities of cash onto college premises. The college cannot accept responsibility for loss or damage to any personal possessions.

LOST PROPERTY

Lost Property should be handed in at the Highlands Information Centre (HIC), and all enquiries about missing items may also be made here.

SMOKING / VAPING POLICY

Highlands College operates a strict no-smoking policy. Smoking is not allowed anywhere on the premises. The only public areas available for smoking are Highlands Lane and the public footpath.

FIRST AID

If you feel unwell, or are in need of first aid, you should inform a member of College staff, who will send for a qualified first-aider if necessary.

All accidents, however trivial, should also be reported to a member of staff so they can be recorded.

PARKING

Highlands College has limited parking onsite. You will be expected to register your vehicle at Reception and to display a parking permit in the windscreen.

There are 9 disabled parking bays which are located in front of the University Centre, opposite the Stephenson building, by the PSC building, in front of the Media building, in front and rear of the Turner building and in

front of the School of Art Building.

Irresponsible or dangerous use of vehicles will lead to the withdrawal of your right to park in college. There are speed limits on the Campus which must be adhered to, any breaches will result in repercussions.

Highlands College cannot accept any liability for loss or damage to vehicles, cycles and/or motorcycles parked in these areas.

COLLEGE PROPERTY

- College property should be treated with respect at all times.
- Books and other materials loaned to you must be treated with care. A charge will be made if such property is damaged or not returned.
- College equipment must not be removed from the building without permission.

ACCESSIBILITY

Highlands College has eleven main buildings – which are accessible by wheelchair users.

The main passenger lift in University Centre and the passenger lift in Turner Building (which runs between the Basement and Third floor), are reserved for visitors, staff, and students with mobility issues.

When using the stairs, please keep to the left. For everyone's safety, running is not allowed, on the stairs or in the corridors.

HEALTH & SAFETY [IN BRIEF]

It is your responsibility to be mindful of health and safety and look out for potential hazards and report these promptly to main Reception

You should not behave in a manner which creates a potential danger to others e.g. running along corridors, leaving property where others might trip over it.

Details of how to evacuate the building in case of fire or other emergencies are posted in every room. The signal for evacuation is the continuous sounding of the fire alarm. You will be shown the fire and emergency evacuation procedure during your induction.

Never tamper with fire-extinguishers or other safety equipment

Never prop open fire-doors

POLICIES

All our policies can be found - in full - on the college website:
www.highlands.ac.uk



COVID-19

Should a student have symptoms of COVID-19, they should at once contact the Coronavirus helpline on +44 (0) 1534 445566.

Please do not come into College if you have COVID -19 symptoms. You should self-isolate and the college must be notified.

Should you develop symptoms whilst at the college, a specific room has been appointed for you to stay in until you are collected/picked up, following the Gov.je guidelines.

SYMPTOMS

- headaches
- tiredness
- muscle ache
- respiratory symptoms besides cough such as a sore throat, blocked or runny nose
- gastro-intestinal symptoms can also be a feature of COVID 19 and these are more common in children than adults
- loss of smell and taste (in some cases this may be the only symptom present)

PHYSICAL DISTANCING

Physical distancing is the most effective way to reduce the spread of CV-19, you should therefore observe a 1 metre physical distance from others at all times.

Try to limit movement around College. Please don't go into buildings and rooms unless this is necessary.

To reduce contact and to support physical distancing, you must stay on the left-hand side of corridors and stairways wherever possible and you should use the new entry and exit points within the college. Doors have been marked with signs so that you will know which ones to use to get in and out of buildings.

We need to make sure that you know and have understood the guidelines, so you must take the time to view our short video outlining the new entry and exit points for each building [<https://youtu.be/-8KK0dOcJkg>].

HYGIENE

The College has already undergone a deep clean, and an ongoing, enhanced, cleaning regime has been put in place in line with COVID-19 cleaning guidance. You are however strongly encouraged to follow these simple steps:

- wash your hands with soap and water or use a hand sanitiser (with 60-70% alcohol content) throughout the day. Do not touch your face, eyes, nose or mouth unless you have washed hands or used sanitiser. You will find sanitising stations have been set up around the college.
- catch your cough or sneeze in a tissue, bin it and wash your hands. If you don't have a tissue, cough into your elbow and avoid touching your face

All classrooms will have sanitiser dispensers/wipes so you can wipe down your keyboard and desk prior to commencement of lessons.

USEFUL CONTACTS

Main College Reception: 01534 608608
Student Life: 01534 608654 / studentlife@highlands.ac.uk
Careers and Employability Team: employability@highlands.ac.uk



01534 507981
www.brook.org.uk



01534 866793
www.facebook.com/listeninglounge
[Over 18 years]



01534 612612
www.jersey.police.uk



08457 909090
www.samaritans.org



Jersey Action
Against Rape

01534 482800
www.jaar.je



01534 280530
www.yes.je



Highlands College Professional Standards

Our Learning Spaces

We will:

- Ensure that students only eat in designated spaces
- Leave spaces clean, tidy and ready for the next occupant
- Ensure that students only access learning spaces if authorised
- Monitor our learning spaces and take action where required

T 01534 608608
E info@highlands.ac.uk
www.highlands.ac.uk



Highlands College Professional Standards

Our Shared Spaces

We will:

- All take responsibility for shared spaces
- Encourage the use of shared spaces to build community
- Show consideration for others
- Ensure that displays of work and information are consistent and of high quality

T 01534 608608
E info@highlands.ac.uk
www.highlands.ac.uk





Highlands College Professional Standards

Our Culture

We will:

- Turn up ready for teaching and learning; prepared, punctual, professional and positive
- Praise where appropriate and challenge when necessary
- Promote vocational standards including health and safety
- Promote professional standards for all

T 01534 608608
E info@highlands.ac.uk
www.highlands.ac.uk

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- T** 01534 608608
E info@highlands.ac.uk
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10% OFF

Lunch at the Highlands Academy Restaurant

T 01534 608560

E academy@highlands.ac.uk

10% OFF

Beauty treatments in the Hair and Beauty Academy

T 01534 608555

E hairandbeauty@highlands.ac.uk

