



# PARENT & CARER HANDBOOK

[www.highlands.ac.uk](http://www.highlands.ac.uk)

**h** 6th Form  
College Jersey

# WELCOME!

We are delighted that your teenager has chosen to join our community for the next step in their learning.

Highlands College 6th form students are treated as individuals. We encourage them to find their own path, take ownership of their learning and move forward to forge a successful and happy future.

In this handbook we hope that you find all the information you need to ensure that your teenager thrives, with information on College life, facilities, and the support available to them and you.

## WE PROVIDE...

- › expert tutors and industry experience
- › regularly observed classes, with a focus on ensuring high quality teaching
- › a friendly, welcoming and well-organised study programme
- › transition and induction opportunities designed to settle students into college life, including a 'Right Choice Review'
- › regular tutorial support to ensure the academic progress of each student
- › a dedicated 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

# WE EXPECT STUDENTS TO...

- › be honest and co-operative with staff and fellow students
- › be punctual for all College, placements and training commitments
- › complete any 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, as well as in 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 their I.D. badge at all times
- › provide us with details of any additional needs they may have that could affect their learning
- › attend all examinations (if applicable)
- › avoid booking any holidays in term time





# ATTENDANCE & PUNCTUALITY

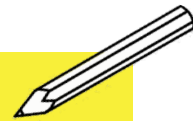
Students are expected to attend each lesson in college punctually and to log on for any online lessons they may have. Tutors will monitor attendance and punctuality and they will contact you if they have any unexplained absences or a poor record.

To report absence, students should call the Department administrator or contact their tutor/Head of Department (HoD) directly. A full list of contact details can be found in the 'Useful Contacts' section of this handbook.

## HOLIDAYS IN TERM TIME

Under no circumstances should holidays be arranged during term time. If a family holiday during term time is unavoidable, a letter from yourself must be sent to the College Principal requesting a leave of absence.

### TERM DATES



#### AUTUMN TERM (2022)

Monday 12th Sept to Friday 16th Dec

Half Term: Fri 21st Oct to Fri 28th Oct

Xmas break: Mon 19th Dec to Wed 4th Jan

#### SPRING TERM (2023)

Tues 5th Jan to Fri 31st March

Half Term: Mon 13th Feb to Fri 17th Feb

Easter break: Mon 3rd April to Fri 14th April

#### SUMMER TERM (2023)

Mon 17th April to Friday 7th July

Public holidays: Mon 1st May, Tues 9th May,  
Mon 29th May

Staff development days: July 11th to July 14th



# WHAT MAKES UP OUR STUDY PROGRAMMES?

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

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

## EMPLOYABILITY AND WORK EXPERIENCE

All courses at Highlands College incorporate the development of employability skills, taught through tutor-led sessions. All sixth form students use a platform called Navigate which records the work-related learning they take part in and enables students to build a portfolio of evidence for future employers. Students will research employment options and receive support to prepare them for the world of work, including CV writing, cover letters and mock interviews. We also have a dedicated online jobs board.

Having relevant, up-to-date and valuable work experience will help your teenager stand out from the crowd when seeking full-time employment in their chosen field. We encourage all students to find part-time work whilst at college to help develop their employability skills. We are 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 45% of our students 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 students choose to attend UCJ or go further afield, we support them fully as they take this next step.

## MATHS, ENGLISH AND HUMAN BIOLOGY GCSES

Having competence in Maths and English are skills highly valued and requested by employers. If a student has not achieved a grade 4 or higher at GCSE, they will work towards achieving this with our dedicated Maths and English tutors and drop-in clinics.

If they already have the grades, we will help them to strengthen and develop these skills further.

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

# GENERAL INFORMATION

## COMMUNICATION

Microsoft Teams is the main communication platform for sharing curricular information, and for staff and student contact. All students will be provided with a Teams and College email account and will be guided through how to access and use these during the Induction days.

More general information will be shared via our new HConnect mobile app. With its personalised dashboard, students will have 24/7 access to all the things that matter to them, including a campus map, timetable and daily updates.

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

CAFÉ CONNECT is the social hub of the college. Open all day, it provides a fantastic and 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. Cash or card payments are accepted.

Drinks and snacks may also be obtained from vending machines located around the College.



## **MONEY AND VALUABLES**

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

## **STUDENT I.D.**

I.D. badges must be worn at all times.

## **LOST PROPERTY**

Lost property should be handed in at the main Reception, and all enquiries about missing items should be made here.

## **FIRST AID**

If your young person feels unwell, or is in need of first aid, they should go to the College's main Reception, who will send for a qualified first-aider if necessary. All accidents, however trivial, should be reported to main Reception so they can be recorded.

## **SMOKING POLICY**

Highlands College operates a strict no-smoking policy. Smoking is not allowed anywhere on the premises.





# GENERAL INFORMATION (continued)

## PARKING

Highlands College has limited parking on-site. Students will be expected to register their vehicle at Reception and to display a parking permit in the windscreen.

Irresponsible or dangerous use of a vehicle will lead to the withdrawal of the right to park in College.

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

## COLLEGE PROPERTY

College property should be treated with respect at all times.

Laptops and other materials loaned to students 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.





## HEALTH AND SAFETY (in brief)

It is the students' responsibility to be mindful of health and safety and look out for potential hazards, reporting these promptly to main Reception.

Students 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 a building in case of fire or other emergencies are posted in every room, and practice fire drills take place throughout the academic year.

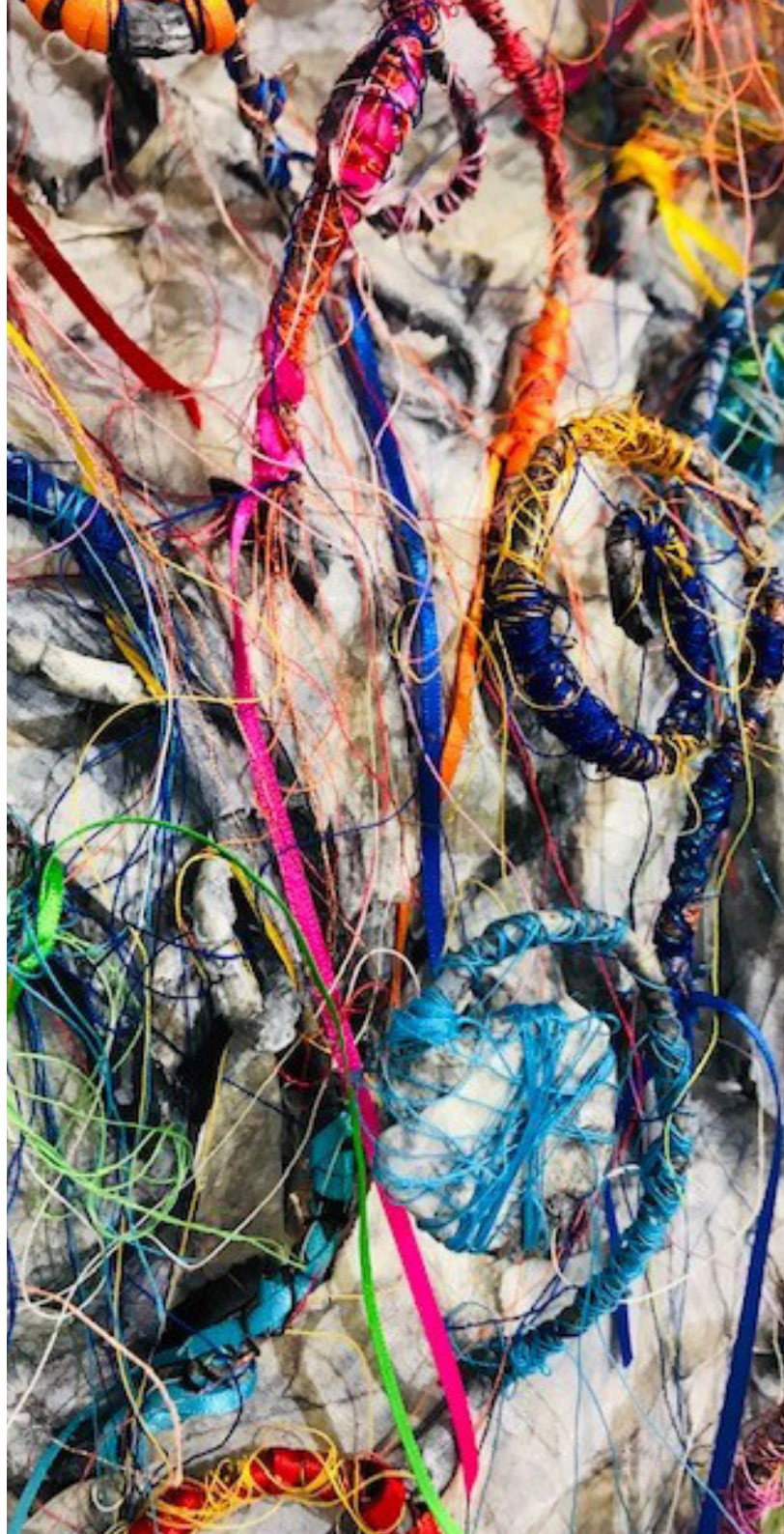
Speed limits on the campus site must be adhered to.

Smoking is not permitted on campus.

## POLICIES

All our policies can be found - in full - on the Highlands College website:

[www.highlands.ac.uk](http://www.highlands.ac.uk)



# USEFUL CONTACTS

## ANIMAL MANAGEMENT

Tanya Miller: tanya.miller@highlands.ac.uk

## ART & DESIGN

Chantal Venton: chantal.venton@highlands.ac.uk

Peter Thomson: peter.thomson@highlands.ac.uk

## AUTOMOTIVE STUDIES

Michael Nield: mike.nield@highlands.ac.uk

Deborah Holdridge: deborah.holdridge@highlands.ac.uk

Mark Syvret: mark.syvret@highlands.ac.uk

## BEAUTY

Carol-Ann Crowther: carol.crowther@highlands.ac.uk

Victoria Ferreira: victoria.ferreira@highlands.ac.uk

## BUILDING TRADES

Nick Rudkin: nick.rudkin@highlands.ac.uk

## BUSINESS

Pawel Kulon: pawel.kulon@highlands.ac.uk

Julie Zimmerman: julie.zimmerman@highlands.ac.uk

Victoria Trehorel: victoria.trehorel@highlands.ac.uk

Eilidh McNicoll: eilidh.mcnicoll@highlands.ac.uk

## CHILDCARE

Annabel Masefield: annabel.masefield@highlands.ac.uk

Michaela Swift: micki.swift@highlands.ac.uk

Siobhan Grieve: siobhan.grieve@highlands.ac.uk

## CREATIVE MEDIA

Deimos Valerkou: deimos.valerkou@highlands.ac.uk

Eric Blakeley: eric.blakeley@highlands.ac.uk

Joanne Alm: joanne.alm@highlands.ac.uk

Suzanne Diggle: sue.diggle@highlands.ac.uk

## CULINARY ARTS / TOURISM & HOSPITALITY

Nathan Watts: nathan.watts@highlands.ac.uk

Pawel Kulon: pawel.kulon@highlands.ac.uk

## COMPUTING / DIGITAL GAMES DEVELOPMENT

David Griffin: david.griffin@highlands.ac.uk

Paul Spencer: paul.spencer@highlands.ac.uk

Perry De Caux: perry.decaux@highlands.ac.uk

Stephen Holley: stephen.holley@highlands.ac.uk

## DESIGN, ENGINEER & CONSTRUCT IN THE BUILT ENVIRONMENT

Nick Rudkin: nick.rudkin@highlands.ac.uk

## HAIRDRESSING

Albertina Tucker: tina.tucker@highlands.ac.uk

## HEALTH AND SOCIAL CARE

Christine Gavey: christine.gavey@highlands.ac.uk

## LIFESKILLS / PATHWAYS

Felicity Mason: felicity.mason@highlands.ac.uk

Helen O'Connell: helen.oconnell@highlands.ac.uk

Stephen McGinness: stephen.mcginness@highlands.ac.uk

Tania Andrade: tania.andrade@highlands.ac.uk

## MECHANICAL SERVICES, ENGINEERING & WELDING

Nick Rudkin: nick.rudkin@highlands.ac.uk

## PERFORMING ARTS

Natasha Stone: natasha.stone@highlands.ac.uk

Michelle Smith: michelle.smith@highlands.ac.uk

## SPORT / UNIFORMED SERVICES

Dominic Glennon: dominic.glennon@highlands.ac.uk

Jordan Neill: jordan.neill@highlands.ac.uk

Martin Colley: martin.colley@highlands.ac.uk

Jarred Smith: jarred.smith@highlands.ac.uk

# USEFUL CONTACTS

Main College Reception: 01534 608608

Student Life: 01534 608654



01534 507981  
[www.brook.org.uk](http://www.brook.org.uk)



01534 612612  
[www.jersey.police.uk](http://www.jersey.police.uk)



Jersey Action  
Against Rape 01534 482800  
[www.jaar.je](http://www.jaar.je)



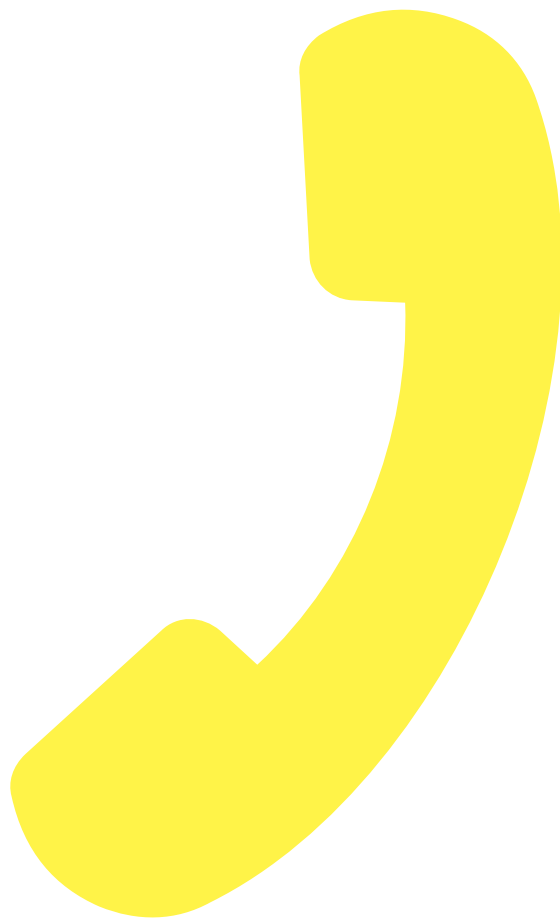
01534 280530  
[www.yes.je](http://www.yes.je)



01534 866793  
[www.facebook.com/listeninglounge](https://www.facebook.com/listeninglounge)



08457 909090  
[www.samaritans.org](http://www.samaritans.org)





# Get Future Ready

With Our  
Resource Hub



Whatever your future career plans are, we have a wide range of available resources to help you get started. Visit our online hub at [jerseyfinance.je/working-in-finance](https://jerseyfinance.je/working-in-finance).



**Refreshed  
Careers Brochure**

[jerseyfinance.je  
/careers-in-finance](https://jerseyfinance.je/careers-in-finance)



**Careers in Finance:  
Bitesize Masterclasses**

[jerseyfinance.je  
/working-in-finance](https://jerseyfinance.je/working-in-finance)



**Professional  
Testimonials**

[jerseyfinance.je  
/careers-in-the-finance-industry](https://jerseyfinance.je/careers-in-the-finance-industry)



**Careers Ready  
Podcasts**

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/podcasts](https://jerseyfinance.je/podcasts)



**Jersey Finance**

*Following insight • Driving innovation*



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