

Learn, Innovate, Create.
For Life.

h
Highlands
College

6th Form
College
Jersey

**YOUR FUTURE
STARTS HERE**

PARENTS & CARER

HANDBOOK



www.highlands.ac.uk

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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



WHAT WE EXPECT FROM STUDENTS

- » 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

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- P5 What makes up your Study Programme
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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 2023

Mon 11 Sept to Tue 19 Dec

Half Term:

Mon 23 Oct to Fri 27 Oct

Spring Term 2024

Thurs 4 Jan to Wed 27 Mar

Half Term:

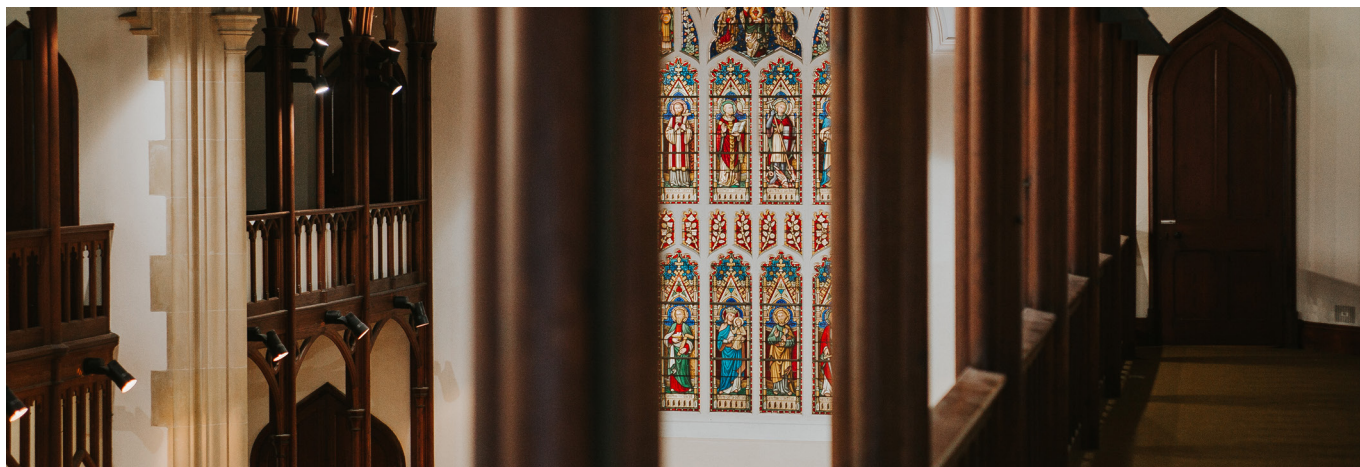
Mon 12 Feb to Fri 16 Feb

Summer Term 2024

Mon 15 Apr to Fri 5 July

Term Time Bank Holidays

Mon 6 May, Tue 9 May,
Mon 27 May



WHAT MAKES UP YOUR STUDY PROGRAMME?

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 50% 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.

POLICIES

College policies are available on the website and give further information about attendance, academic appeals and student disciplinary procedures:

www.highlands.ac.uk



GENERAL INFORMATION

COMMUNICATION

TEAMS is the main communication platform for sharing college-wide information and for staff and student contact. All students 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.

More general information will be shared via our 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 Facebook, X (f.k.a. Twitter), 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.

FIRST AID

If your young person feels unwell, or is in need of first aid, they 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 main Reception so they can be recorded.



REFRESHMENTS AND MEALS

CAFÉ CONNECT 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.

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

Cash or card payments are accepted.

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 main Reception, and all enquiries about missing items may also be made here.

STUDENT VISUAL I.D.

Your visible identification [badge and lanyard] must be worn at all times.

NO SMOKING/VAPING POLICY

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

PARKING

Highlands College has limited parking on-site. Students 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.

COVID-19

In line with the revised guidance, if anyone experiences symptoms of COVID-19, or is unwell, similar to any other absence, they should stay home until they feel better. Students should seek medical advice and contact their GPs if they have concerns or if symptoms persist.

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 the students' responsibility to be mindful of health and safety and look out for potential hazards and report 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 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. Students will be shown the fire and emergency evacuation procedure during your induction.

Students should never tamper with fire-extinguishers or other safety equipment and should never prop open fire-doors.

POLICIES

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

www.highlands.ac.uk



USEFUL CONTACTS



Business

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

Childhood Studies & Animal Care

Allison Le Couilliard: allison.lecouilliard@highlands.ac.uk

Computing

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

Construction & Engineering

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

Creative Arts

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

Culinary Arts & Hospitality

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

English & Maths

Carol Tyrer: carol.tyrer@highlands.ac.uk

Foundation Learning & Pathways

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

Hair & Beauty

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

Health & Social Care

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

Sport & Uniformed Services

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

Main College Reception:

01534 608608

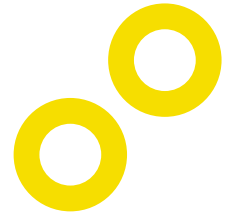
Student Life:

T 01534 608654

E StudentLife@highlands.ac.uk

Careers and Employability Team:

Employability@highlands.ac.uk



01534 612612

www.jersey.police.uk



01534 507981

www.brook.org.uk



Jersey Action
Against Rape

01534 482800

www.jaar.je (+18 years)



01534 866793

[www.facebook.com/
listeninglounge](https://www.facebook.com/listeninglounge) (+18 years)

SAMARITANS

08457 909090

www.samaritans.org



01534 280530

www.yes.je

NSPCC

01534 760800

www.nspcc.org.uk



www.kooth.com