

Learn, Innovate, Create.  
For Life.

**h**  
Highlands  
College

6th Form  
College  
Jersey

**YOUR FUTURE  
STARTS HERE**

# STUDENT HANDBOOK



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

**h**

# 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



## 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
- » Bring your own device
- » Provide us with details of any additional needs you may have that could affect your learning
- » Attend all examinations (if applicable)

## CONTENT

- P4 Attendance, Timetable and Term Dates
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# 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 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

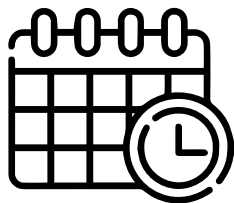
#### **Summer Term 2024**

Mon 15 Apr to Fri 5 July

#### **Term Time Bank Holidays**

Mon 6 May, Tue 9 May,  
Mon 27 May

# TIMETABLE STRUCTURE



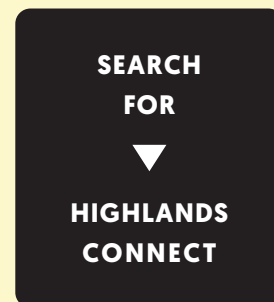
09:00 - 10:30	Session 1
10:30 - 10:45	Morning Break
10:45 - 12:15	Session 2
LUNCH	
13:15 - 14:45	Session 3
14:45 - 15:00	Afternoon Break
15:00 - 16:30	Session 4





# HCONNECT

HIGHLANDS COMMUNITY AT YOUR FINGERTIPS



## Collaborate

Join groups and follow interest

## Explore

Events, things to do, news and benefits

## Connect

Connect with staff and direct messaging



# 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 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 students choose to attend UCJ, or whether they 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 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.

## **POLICIES**

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

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



## 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!

## VESPA 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 & WELL-BEING

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

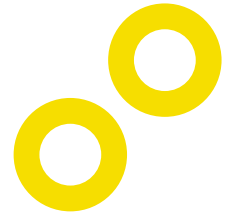
- » Positive relationships
- » Sexual health and well-being
- » Smoking and vaping cessation
- » Drug and alcohol awareness
- » Emotional health and well-being
- » Healthy lifestyle choices
- » Volunteering opportunities



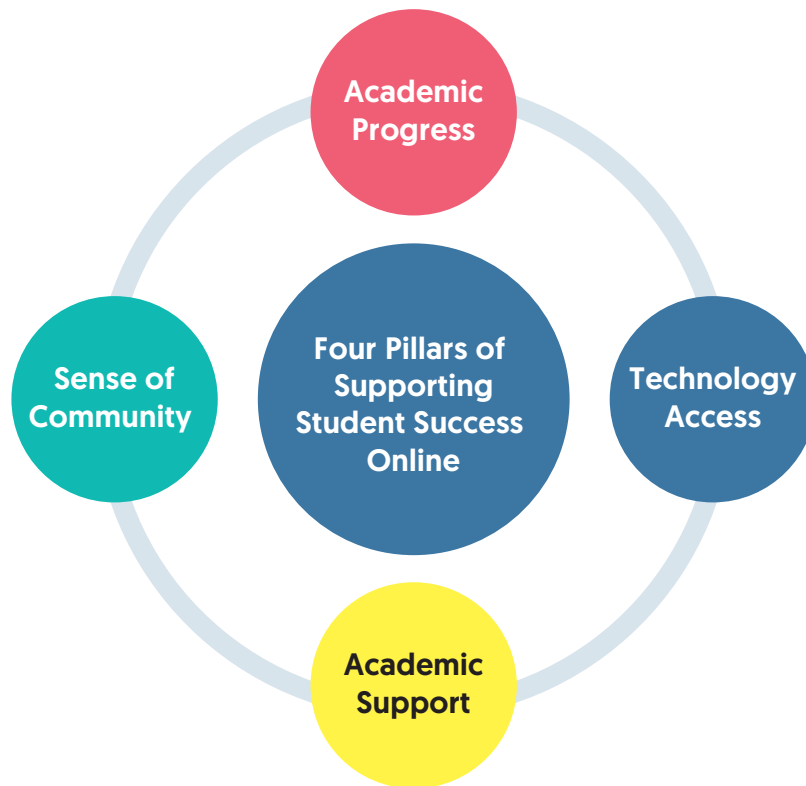
# HIGHLANDS COLLEGE

## 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

### **TECHNOLOGY ACCESS**

Access meaningful collaborative interactions to promote and sustain positive mental health

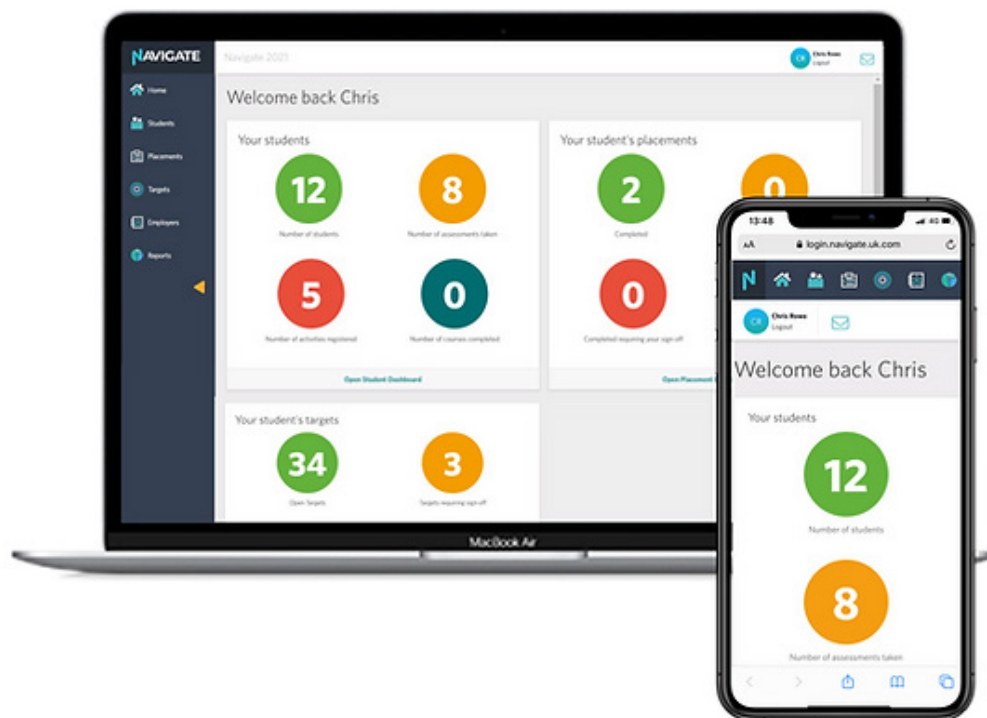




# THE STUDENT PLATFORM NAVIGATE



A comprehensive Work Placement, Employer  
Engagement & Enrichment Platform



Navigate is the place where you will record all of the activities you participate in that develop your employability skills.

It is also where you will complete employability skills assessments to track how your skills improve over time.

During your induction, we will show you how to use the app.





**h** Hair & Beauty  
Academy

# 10% OFF

Beauty Treatments at the Highlands  
Hair and Beauty Academy

## CONTACT

T 608640

E [hairandbeauty@highlands.ac.uk](mailto:hairandbeauty@highlands.ac.uk)

# 10% OFF

Lunch at the Highlands  
Academy Restaurant

## CONTACT

T 608560

E [academy@highlands.ac.uk](mailto:academy@highlands.ac.uk)



**h** Academy  
Restaurant



# THE COLLEGE COMMUNITY

## GET INVOLVED

Getting involved in the College Community comes with its own set of benefits. Participating in various College enrichment activities like the Student Voice Programme, Duke of Edinburgh Award and volunteering is not just about meeting other students, it is a chance to; build your skill-set, demonstrate your ability to manage your time, become more collaborative, develop new networking opportunities and new friendships, build your self-confidence and provide you with a well-rounded College experience.

## STUDENT VOICE

Why does Student Voice Matter? Well, it can be frustrating, and confidence draining, when you feel like your voice is not being heard. It can make you feel as if you are not valued. This is not how we want our students to feel! The Student Voice Programme is designed to respect values, opinions, beliefs and cultural backgrounds of individual students and groups that are studying at Highlands College. The College is about the students therefore, your voice is vital to implement and suggest positive change to your courses and the college community as a whole.

Student Reps represent their course and are expected to gather feedback from their peers to discuss with staff at scheduled Student

Representative Meetings (SRMs). They work collaboratively at SRMs to suggest and implement positive improvements. Their discussions are an important opportunity to raise students' concerns, resolve issues and share ideas for enhancement of teaching and learning.

The Student Leadership Team act as a link between the College and the outside community. It is a great opportunity to develop personal and professional skills by sharing College experiences with prospective students. They have the chance to get involved with Highlands College marketing events, activities, projects, and to network with the local business community, government representatives or peers.

Governor Representatives represent the College student body for both Further Education (and Higher Education) and are expected to gather feedback from their peers and communicate to the Board of Governors.

Focus Groups are an opportunity for students to meet with Assistant Principals and ensure the College listens to student opinion on a variety of different subjects and challenges which may affect the student experience. Students are randomly selected for the Focus Groups so that a more varied Student opinion can be listened to and acted upon.



## RIGHTS RESPECTING

Based on the principles of equality, dignity, respect, non-discrimination and participation, UNICEF UK's Rights Respecting Schools (College) 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 Silver: Rights Aware, and will be heading towards achieving Gold.



## KNOW YOUR RIGHTS

All young people have rights and also the right to know their rights.

Which do you know?

On this poster you will find all the rights that apply to you and all other young people in the world.

These rights are stated in the United Nations Convention on the Rights of the Child. It states what every young person should have or be able to do.





# THE 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 the college community.

## **Our dedicated team provides:**

- » Emotional health and well-being support
- » Financial support
- » Counselling service
- » Student Voice and Student Leadership Team 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](mailto:Student.Life@highlands.ac.uk)  
Facebook @HighlandsStudentLife

STUDENT VOICE  
**BE THE VOICE  
THAT'S HEARD**



## **COUNSELLING SERVICE**

If you feel that you need to talk through an issue, you can access the Youth Enquiry Service (YES) counselling service based at the College. The service is managed by YES and facilitated by the Student Life team and works within the British Association for Counselling and Psychology [BACP] code of ethics.

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.



# SAFEGUARDING

## WHAT IS SAFEGUARDING?

Everyone has a duty of care to keep the College community at Highlands College safe.

This is to ensure that:

- » We are all safe from maltreatment
- » Our students' health and development are protected
- » Action is taken to ensure the best academic and pastoral outcomes for our students
- » Information on our students is protected and shared appropriately
- » We can track concerns about students confidentially and efficiently
- » We respond to unplanned absence and to patterns of poor attendance
- » We are all protected from abuse

## WHAT IS THE COLLEGE EXPECTED TO DO?

Ensure that we comply with standards within current guidance. This means we have:

- » A Designated Safeguard Lead (DSL) who is trained to support staff and students, contributes to assessing students and liaises with other agencies.
- » A safeguarding and child protection policy that covers specific procedures for safeguarding issues.
- » Ensured that adults working in the College are safe to work with students by carrying out background checks and following 'safe recruitment' policies.
- » Ensured that staff receive safeguarding and child protection training that is updated regularly.

## WHAT ARE STUDENTS EXPECTED TO DO?

### Everyone on Campus must:

- » Wear their visible identification (badge and lanyard) at all times
- » Treat all members of the College community with respect and tolerance
- » Report any situation that causes concern to a member of staff
- » Inform College if you are under investigation by the Police, Customs & Immigration or other agency, or if you obtain a criminal conviction.

### You should never:

- » Photograph a student or member of staff without permission
- » Discuss the College, its students, or staff on social media
- » Behave aggressively towards staff, students, or other visitors.



## SAFEGUARDING LEADS



### DESIGNATED

### SAFEGUARDING LEAD

**Nicola Brown – Head of Student Life**

**T** 608589 / 608654

**E** Nicola.Brown@highlands.ac.uk

Office: Nightingale 109



### DEPUTY DESIGNATED

### SAFEGUARDING LEAD

**Pippa Bourne – Welfare Office for Students**

**T** 608785 / 608654

**E** Pippa.Bourne@highlands.ac.uk

Office: Nightingale 116





# **SEE IT** **REPORT IT** **SORT IT**

**TODAY'S NEAR MISS COULD BE TOMORROW'S  
ACCIDENT. REPORT ALL HAZARDS VIA THE PORTAL**

At the top right-hand side of the portal, under Services, click on Accident Reporting, under request type click Accident Report, a new field appears, click Near Misses, then complete the form

## **SEE IT**

Spot a hazard or potential near miss

## **REPORT IT**

Log it by following the steps in the Portal

## **SORT IT**

Prevent accidents from happening by taking the appropriate action to remove the hazard





# 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.

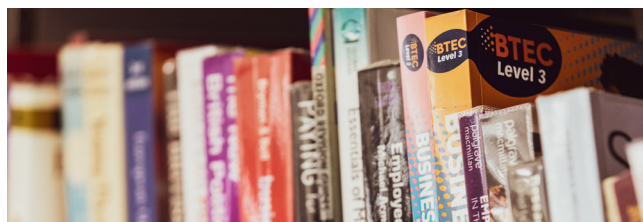
Moving to a new college can be daunting for any student, but for students with additional needs it can be an especially challenging time. Don't worry: our friendly and experienced learning support team are here to help you and will make the transition as smooth as possible. Our learning support team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



# 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](mailto:info@highlands.ac.uk)

[www.highlands.ac.uk](http://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, you will have 24/7 access to all the things that matter to you, 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 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.



## 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. 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.

## **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.





# 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](mailto:info@highlands.ac.uk)  
[www.highlands.ac.uk](http://www.highlands.ac.uk)



# h



# 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 Teams







# Join our Student Sustainability Committee

## Goals for a better world

1 NO  
POVERTY



2 ZERO  
HUNGER



3 GOOD HEALTH  
AND WELL-BEING



4 QUALITY  
EDUCATION



5 GENDER  
EQUALITY



6 CLEAN WATER  
AND SANITATION



7 AFFORDABLE AND  
CLEAN ENERGY



8 DECENT WORK AND  
ECONOMIC GROWTH



9 INDUSTRY, INNOVATION  
AND INFRASTRUCTURE



10 REDUCED  
INEQUALITIES



11 SUSTAINABLE CITIES  
AND COMMUNITIES



12 RESPONSIBLE  
CONSUMPTION  
AND PRODUCTION



13 CLIMATE  
ACTION



14 LIFE BELOW  
WATER



15 LIFE  
ON LAND



16 PEACE, JUSTICE  
AND STRONG  
INSTITUTIONS



17 PARTNERSHIPS  
FOR THE GOALS





# 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](mailto:info@highlands.ac.uk)

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

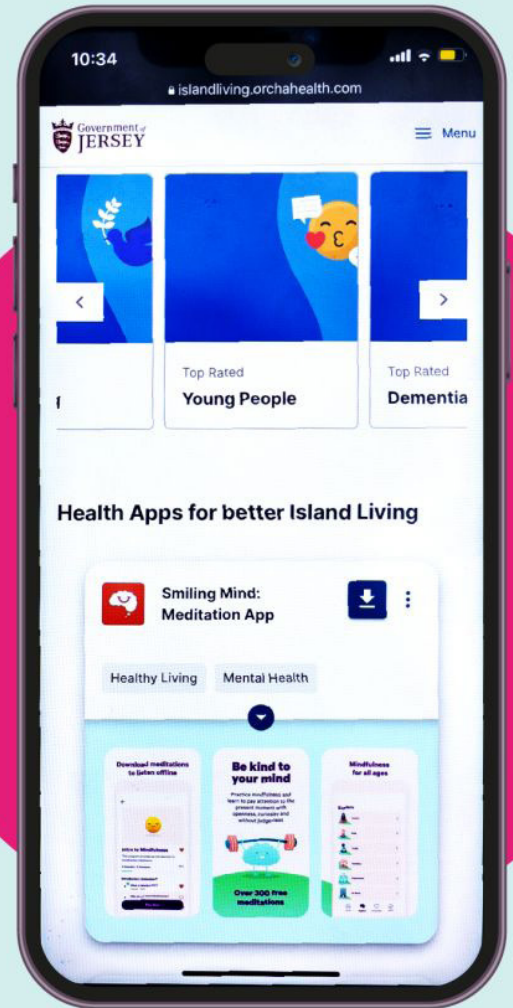




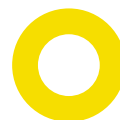


# Worried, stressed, anxious?

Discover  
trusted apps  
to support you



# USEFUL CONTACTS



## **Main College Reception:**

01534 608608

## **Student Life:**

**T** 01534 608654

**E** StudentLife@highlands.ac.uk

## **Careers and Employability Team:**

Employability@highlands.ac.uk



01534 507981

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



01534 866793

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



01534 612612

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



01534 280530

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



Jersey Action  
Against Rape

01534 482800

[www.jaar.je](http://www.jaar.je) (+18 years)



[www.kooth.com](http://www.kooth.com)

**SAMARITANS**

08457 909090

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

**NSPCC**

01534 760800

[www.nspcc.org.uk](http://www.nspcc.org.uk)





**"I don't think I could've spoken  
to someone face-to-face."**



**Chat to our  
friendly counsellors**



**Read articles written  
by young people**



**Join live  
moderated forums**