



# Student Handbook

2023 - 2024



**Here to achieve.**

# Welcome

At Halesowen College we aim to provide the very best education for each and every one of our students. You will be given every opportunity to excel and succeed, supported by our well qualified and highly professional teachers and support staff. The majority of our students progress to higher level courses, including university studies, and then into employment.

We have received excellent feedback from Ofsted and, for university level courses, the Quality Assurance Agency for Higher Education. Our students report very high levels of satisfaction with their learning and the College, and our achievement rates are amongst the best further education colleges in the country.

**Jacquie Carman**  
Principal & Chief Executive



## Our Values

We aim high  
and support everyone to  
achieve their best

We are open, honest  
and take responsibility

We are inclusive and  
value diversity

We work together  
and we work hard

We innovate and always  
look for improvement

We recognise and  
celebrate achievement

## Getting Started: ID Badges

You should wear your student ID card at all times when you are at college.

- As part of our '**Ready, Respect, Safe**' initiative all staff, students and visitors are required to wear ID badges at all times when they are at College.
- When you enrol on a College course you will be given an ID badge with your student number and photograph on it. You will need this card to access the College site, College coaches, computers, LRCs and other facilities at the College.
- You will also be given a lanyard so your ID is easy to wear, can be seen and won't get lost.
- We carry out random checks and if you do not have your ID card you will be expected to purchase a replacement card at a cost of £3.00 from Student Services.
- Temporary visitors to the College will be issued with a Visitor badge.

## Useful Contact Numbers

### Reception

Whittingham Road	0121 602 7777
Shenstone House	0121 602 8025
Coombs Wood	0121 602 7770
Student Services	0121 602 7688
Wellbeing	0121 602 7674
Exams	0121 602 7787
Safeguarding	0121 602 6001

Here for you.



# Absence and Punctuality

Halesowen College is committed to providing high quality education and training and to student success. To this end we must maximise students' learning opportunities by;

Setting high expectations for attendance and punctuality at all timetabled sessions.

Working with students and, where applicable, their parents/guardians and employers to ensure good attendance and punctuality.

Monitoring and taking action to improve attendance and punctuality where necessary.

## Summary of College Expectations of Punctuality and Attendance:

- The college expects 100% attendance and punctuality at all timetabled sessions. This includes online sessions, workshops, compulsory visits and activities, tutorials etc.
- Attendance of all students will be reviewed after three and five weeks of the academic year/apprenticeship start date. Any student who has not achieved at least 90% attendance, and who is unable to provide a full justification, will be withdrawn from the college.

## You are expected to:

- Attend 100% of all scheduled classes either in person or online relating to your programmed of study as confirmed on your learning agreement.
- Report any absence due to illness or any other reason to the college by 8:45 am on the first and every subsequent day of absence (on the online portal).
- Do everything possible to avoid necessary absences by making medical appointments outside class time unless it is an emergency.
- Avoid going on holiday during term time.

- Provide medical evidence for absences of more than 5 consecutive days.
- Tell us in advance if you now you are going to miss a lesson e.g. attend a university Open Day.
- Comply with our Attendance and Punctuality Policy and associated sanctions if your attendance falls below 90%.

## Pick up and Drop off

Our college campus on Whittingham Road is located within a residential area, and we ask anyone dropping off or collecting students to be considerate to our neighbours and other road users. This includes ensuring that you don't block any driveways, mount the pavements or drive in an inconsiderate manner.





# Code of Conduct

## Halesowen College Code of Conduct.

We will not accept:

- Any form of discrimination.
- Any form of bullying or physical, emotional, verbal threat to any other student, member of staff, or visitor.
- Any inappropriate language, disrespectful behaviour, violence or abuse toward any student, member of staff, or visitor.
- Any unsafe actions that put others at risk or which break the College's Health and Safety regulations.
- Any behaviour or actions which promote or instigate violent extremist views or ideas, including online activity.
- Anyone coming on to any college site under the influence of illegal drugs, alcohol, solvents or any other harmful substances.
- The use, possession or sale of alcohol, illegal drugs, solvents or other harmful substances.
- The carrying of any weapon or use of any item as a weapon.
- Behaviour which causes a disruption to the learning of others.
- Any copying of the work of others (plagiarism) and any academic or exam misconduct
- Inappropriate or unauthorised use of mobile phones or other electronic devices in any teaching sessions.
- Vaping or smoking on any College site, except in any designated areas.
- Any damage to College property or to that of our neighbours in the local area.

- Eating and drinking in lessons (other than bottled water, which is allowed except in science labs)
- Hats or hoods to be worn in the classroom

**This Agreement and Code of Conduct is your contract with the College and ours with you.**

**It is important to understand that failure to comply with any aspect of the Code of Conduct, could be grounds for the Disciplinary procedure to be instigated.**

Further information about Student Code of Conduct, Disciplinary procedures and Complaint Policy can be found at [www.halesowen.ac.uk/about/guides-and-policies](http://www.halesowen.ac.uk/about/guides-and-policies)



# College Agreement

## Our College commitment to you.

We will:

- Value all people equally, regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, in accordance with the College's 'Equality and Diversity' policy.
- Always put your personal safety first and provide you with a safe environment in which to learn; always acting on any safeguarding concerns you might have.
- Keep working to make College life even fairer and better for all.
- Support you in your learning and wherever possible, provide resources which meet your individual needs.
- Help you to choose courses which are right for you.
- Encourage you to work hard and fulfil your potential.
- Ensure that assessment of your learning is clear, regular, and constructive.
- Give you timely feedback on your progress.
- Give you opportunities and support to improve your health and emotional wellbeing.
- Provide opportunities for you to give us feedback through the 'Learner Voice' programme, and take action on your comments.
- Provide information, advice and guidance on progression, employability, and career opportunities.
- Provide information to your parent/guardian (if 18 years or under) on your attendance and achievement.
- Deal promptly and fairly with any complaints you may have.

## Your Commitment to the College.

We expect you to:

- Have your Halesowen College ID visible at all times, on all sites even when on College visits and trips.
- Keep yourself and others safe at all times by responsibly reporting inappropriate and unsafe behaviours
- Have full attendance at all timetabled activities. Always aim for 100% and talk to your personal coach if there is any reason why you are unable to attend.
- Be punctual for all timetabled activities.
- Always complete the work required for your course to the very best of your ability and by agreed/set deadlines.
- Make learning successful for everyone by behaving in a way that promotes a co-operative and productive learning environment.
- Be ready to learn with appropriate equipment for your study program.
- Take responsibility for your learning by participating in all learning activities. Set yourself goals and targets and review them regularly, accept help when offered.
- Respect the individual identity, cultures and beliefs of all students and staff.
- Work with Learning Support if sessions have been offered to you.
- Understand that if you are eligible for Financial Support then payments are reliant on good attendance, behaviour and commitment.
- Always treat the Student Hub as a quiet study area and be respectful of other learners.
- Value the College environment and respect our neighbours in the neighbouring area and town centre.



# College Agreement

Halesowen College aims to provide education and training of the highest standard. The College sees itself as a community and expects all its members to adopt our 'Ready, Respect, Safe' approach to learning.

## Before your course we will:

- Respond to your application within 5 working days.
- Give clear advice and guidance in order to match your qualifications and interests with an appropriate programme of study.
- Provide details of financial support schemes and information on costs
- Provide an efficient enrolment process confirming your start date.

## During your programme of study we will:

- Provide full time students with an induction programme which will help you to settle into College life quickly and undertake an initial assessment to identify any support needs to maximise your potential.
- Provide a detailed induction for all adult and part time students that is specific to the requirements of the chosen course.
- Provide a programme which is planned and organised to meet your learning needs.
- Provide information on the specifications of each course and the methods of assessment.
- Deliver a programme that ensures learning is effective and that maximises your potential.
- Provide all full time students with a tutorial lesson at least once a week with their Personal Coach.
- Support you academically and personally to help you complete your programme of studies.
- Provide access to resources that enable you to complete your studies.

- Return your work with informed feedback within 10 working days when submitted on time.
- Provide all full time students with information about their performance and guidance on further improvement by reviewing their performance at least 3 times per academic year.
- Provide all adult and part time students with on-going review and guidance as part of the course they are studying.
- Give you regular opportunities to express your views about your programme of study and the College and to be represented as a member of the student body.
- Respond to formal written complaints within 3 working days.
- Create and maintain an environment which is clean, pleasant and safe for learning.

## During and After your programme of study we will:

- Provide access to careers advice and resources, including guidance on application for further education, higher education and employment.
- Supply references in relation to employment, training or education
- Provide a UCAS reference for you within 15 working days once you have fully completed your UCAS application



# Your timetable, grades, attendance and more all in one place

Stay on target by checking your **progress** and **feedback** across all of your courses on the go and use our handy **timetable** to keep your **attendance** and **punctuality** on track.

[my.halesowen.ac.uk](https://my.halesowen.ac.uk)



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# Key Dates

## Autumn Term 2023

w/c 4th September - Induction Week

w/c 11th September - Induction Week - Classes Begin

w/c 30th October - Half Term

27th November - Staff Development Day

27th November - A2 & EHE Parents Evening

4th December - Voc 2 of 2 Parents Evening

22nd December - Term Ends

## Spring Term 2024

8th January - Term Begins

w/c 12th February - Half Term

20th February - AS Parents Evening

26th February - Voc 1 of 2 Parents Evening

12th March - Voc 1 of 1 Parents Evening

20th March - HE and Employers Fair

22nd March - Term Ends

## Summer Term 2024

8th April - Term Begins

24th April - Staff Development day

6th May - Bank Holiday

w/c 27th May - Half Term

W/C 10th June – Voc 1 of 1 & 2 of 2's Finish

W/C 17th June – A2's Finish

W/C 1st July – 1 of 2's Finish

# Campus Map

Halesowen College has 3 main sites:

- Whittingham Road Campus
- Shenstone House
- Coombs Wood

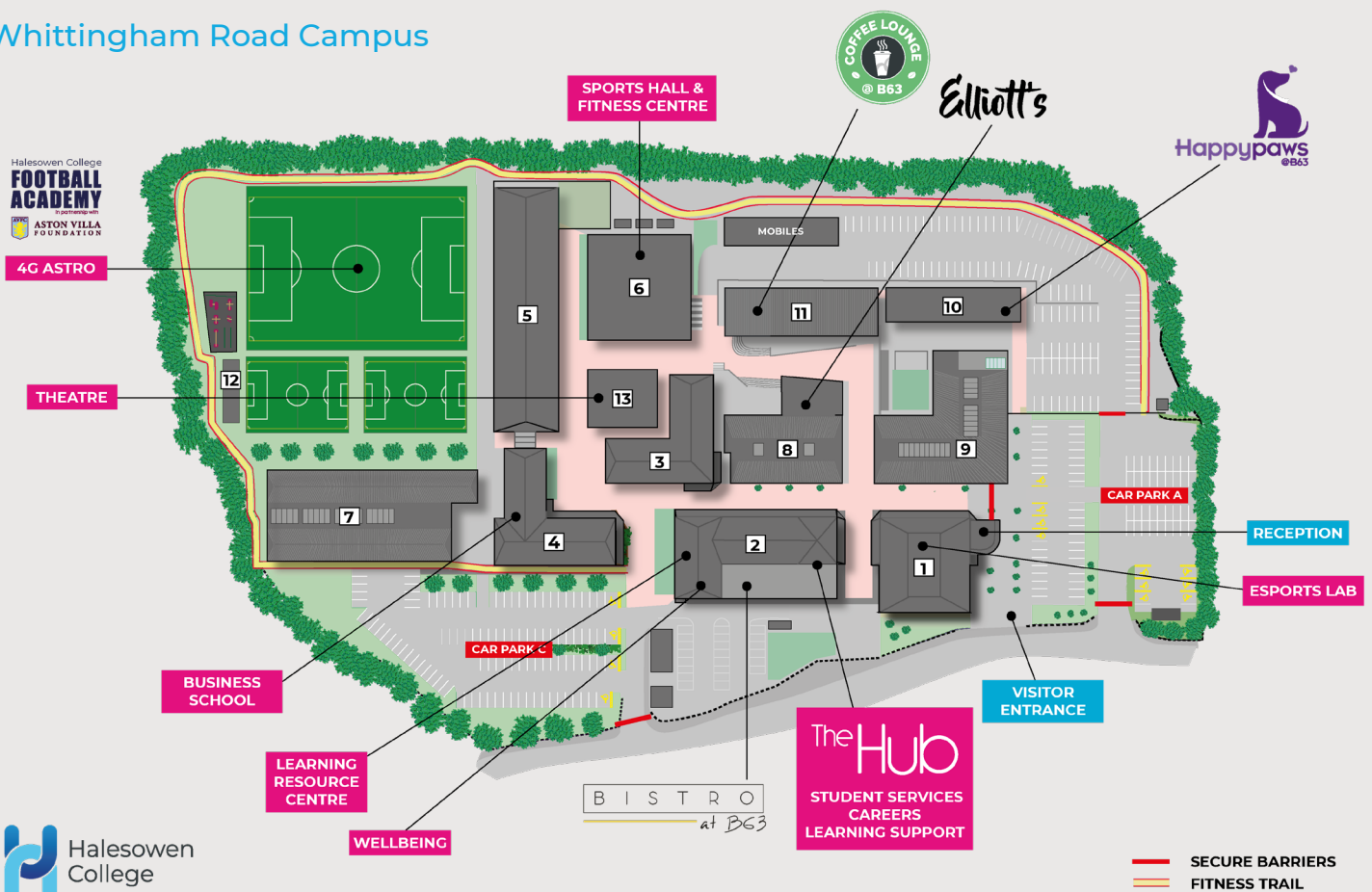
The largest site is Whittingham Road and all activities are located in 12 teaching blocks.

You might feel a little overwhelmed at first. Your personal coach will ensure that you are given a tour of the key areas and services and will give you a campus map.



WRC - Whittingham Road Campus  
SH - Shenstone House  
CW - Coombs Wood

## Whittingham Road Campus







## College Coaches

Once you've applied for a course, our systems will automatically allocate the route closest to your home address. The service operates at the beginning and end of each college day, and at lunchtime. We run a shuttle service between our campuses, all scheduled to make sure you arrive on time.

We partner with a coach service to deliver over 24 routes, that are constantly under review, to make sure we can offer the best service to as many learners as possible.

If there isn't a route near you, speak to our Student Hub team who can advise you on discounted travel rates for students.



# How we support you

## Student services @TheHub

Hub Downstairs                      0121 602 7688  
Opening Times                      8.30am - 5.00pm  
Floor 3 Shenstone House 8.30am - 4.30pm

Details of tuition, registration and examination fees, other charges and fee concessions, plus replacement ID card/bus pass are also available from the Student Hub.

## Personal Coach/Tutorial

You will have a Personal Coach who will:

- meet with you on a regular basis
- ensure that you receive an induction
- help you to develop an individual learning action plan and to maintain a record of your achievement
- conduct a regular review of your whole programme
- help with your study skills
- help plan progression into employment or further higher education and write a draft reference
- Help you to consider ways to ensure that your lifestyle is healthy and safe.

Please attend and take part in all tutorial and course sessions.

## Careers

Hub Downstairs                      0121 602 7626  
Opening Times                      8.30am - 5.00pm

The Careers team are available to help you make informed decisions about your future. As well as expert careers advice, qualified staff will guide you through the UCAS process of applying for the most appropriate higher education programme.

## Learning Support

Hub Upstairs

We support students with learning difficulties and/or disabilities in or out of class for a variety of needs. We can provide help with a range of study needs, including dyslexia, punctuation, spelling, structuring essays or Maths. Your Personal Coach can tell you more.

## Financial

If you have a household income of around £43,680 or below or someone in the household is in receipt of certain benefits, you could receive financial help to support you with college costs such as meals, uniform, equipment and childcare.

We will need to see evidence of the household income you receive. To apply go to the Hub in Block 2.

## Navigate

NAVIGATE will be one of the most useful systems that you will use during your time in college. NAVIGATE will be where you and your tutors will collect and record all of your non-academic learning, such as your personal Development Curriculum.

For example, when you attend tutorial sessions, if you attend a careers event, carry out a visit or undertake work experience all of these will be recorded on Navigate and you will be expected to reflect on what you have learnt from these experiences.

You will be able to upload certificates of any on-line learning that you complete. The system will help you track and record all your additional learning and produce a detailed CV which you can use when applying for jobs or apprenticeships.



# How we support you

## Mental Health and Wellbeing

The challenges of recent times have put extra pressure on many learners, so we've increased the ways you can get help and support for your mental health and wellbeing.

Many of our staff are trained Mental Health First Aiders, and they're easily identifiable with badges on their lanyards.

As a Halesowen College student, you will have instant access to Togetherall, online professional support services. You can get useful tips and advice for taking care of your mental health, as well as confidential 24-7 support if you're struggling.



## Equality and Diversity

We are proud to promote equality and diversity, and actively condemn discrimination in all its forms. We have an Equality & Diversity group, who meet regularly to make sure we're doing all we can to represent our whole student body and hold us to account when we need to make improvements.

We are an accredited College of Sanctuary, demonstrating our commitment to offering a safe and welcoming place for all, but particularly those who seek sanctuary. We are also Rainbow Flag Award holders, meaning we are committed to LGBT+ positive inclusion, and to improving the lives of our LGBT+ students, those from LGBT+ families, and LGBT+ staff members.

It is our mission to make every learner feel they are respected and valued as an individual, and we encourage you to get involved and have your say on the things that matter to you.



## Safe Campus

The safety of our staff and students is very important. Everyone - including visitors - wears a lanyard with ID card so they are easily identifiable.

We have a secure campus, ensuring Halesowen College is a safe environment.

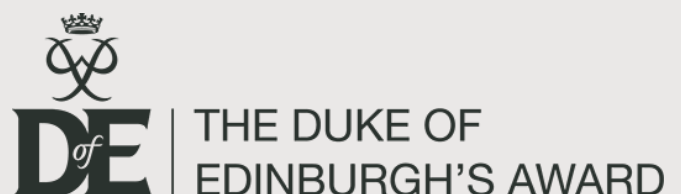
## #securecampus

## Enrichment

We offer an exceptional range of enrichment opportunities, that will develop your personal and social skills. These include community volunteering opportunities, residentials, work experience, visits and trips.

You'll have access to sports clubs: football, basketball, netball - as well as other clubs, such as Lego, eGaming and Chess.

Many learners develop life skills by taking part on the Duke of Edinburgh Award or gaining a First Aid certificate.



# Private Study

The Library  
The Hub  
0121 602 7665

The College's Library is located in Block 2. Resources include books, journals, e-books, computers, printing and scanning facilities and a photocopier.

To borrow items you must show your Student ID Card.

## OPENING TIMES

### Term Time

Monday - Thursday	8.30am - 6.00pm
Friday	8.30am - 4.30pm

### Holidays (when College is open)

Monday - Friday	8.30am - 4.30pm
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We also have a Library at Shenstone House on Floor 3, it is open **Monday-Friday 8.30am-4.30pm** during term time.

## Places to Eat, Meet Friends

### Elliott's@B63 - Block 8

Monday - Friday	8.00am - 4.45pm
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### Coffee Lounge @B63 - Block 11

Monday - Friday	8.00am - 4.00pm
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### Bistro @B63 - Block 2

Monday - Friday	8:00am - 14.45pm
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### Munch - Shenstone House

Monday - Friday	8.00am - 3.30 pm
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### Munch - Coombs Wood

Monday - Friday	11.00am - 1.30pm
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## College Gym

The gym is located in Block 6 and is free for students to use (subject to availability).

For a gym induction or consultation, email [dholt@halesowen.ac.uk](mailto:dholt@halesowen.ac.uk)

## College Salon

The Training Salon provides an all year round professional service from graduate hair style and therapists.

### Opening Times

Thursday	1.30pm - 8.00pm
Friday & Saturday	9.00am - 4.00pm

For more details or to book an appointment call 0121 602 7694.

# Staying Safe

## Safeguarding

The College takes its responsibilities for safeguarding very seriously and is committed to working with local Safeguarding Children Boards, (which include the Police and Local Authority Children's Social Care) and complying with their procedures.

We take the safeguarding of young people seriously and all members of staff are responsible for ensuring that all learners are safeguarded.

You will be able to access the college's safeguarding policy and behaviour policy via our web site.

You will be able to access the safeguarding team via email on the 'contact us' button – please let us know if you have any concerns or feel that you need some support with a particular issue. We will always follow our safeguarding policy and the rules regarding confidentiality – we may have to share information with external agencies.

We monitor all computer activity through eSafe, an online monitoring service. We are informed of any concerning activity that takes place as the system monitors every key stroke and search activity. When inappropriate / concerning activity is detected we will contact you to make you aware and talk to your young person.

We hope that by working in partnership with you, you will be happy, feel safe and secure at Halesowen College and become a confident and successful young adult.

## Contact

**[safeguarding@halesowen.ac.uk](mailto:safeguarding@halesowen.ac.uk)**

**0121 602 7777 ext. 6001**



# Staying Safe

## Health and Safety

We are committed to providing a safe place to study and work. The College will fulfil its legal obligations and will endeavour to achieve best practice where possible. Students should take care of their own health and safety and that of others who may be affected by your actions. You must also co-operate with the College to help us meet legal requirements, this will include following reasonable instructions and not interfering with or misusing anything that has been provided for health and safety.

Warning: Causing intentional damage or misusing any health and safety equipment is dangerous and may lead to prosecution

College Health and Safety Policies are located on the College Health and Safety Site: [safety.halesowen.ac.uk](http://safety.halesowen.ac.uk). As a College we actively promote the reporting of accidents and near misses, if you see anything of concern you should report it on the Health and Safety Site above. Students are represented at the Health and Safety Committee by a member of the Student Ambassadors and if you wish you can pass concerns through them.

## Pregnancy

If you become aware that you are pregnant at any point in your course you should speak to your personal coach or a member of our safeguarding team as soon as possible. The College will be able to conduct a risk assessment to determine if any adjustments may be required to keep you and your unborn baby safe from harm. This is especially important in courses with a practical element.

## Fire Safety

If the fire alarm sounds, proceed immediately to the nearest fire evacuation assembly point. Fire instruction notices are by the doors to each block. Familiarise yourself with the fire exits. Your Personal Coach will explain fire procedures to you.

- If you discover a fire:
- raise the alarm immediately by breaking the nearest break-glass
- get out of the building and go to the assembly point
- inform a member of staff
- do not take risks

## Personal Emergency Evacuation Plan (PEEP)

If you have any form of disability (temporary or permanent) that would impact on your ability to evacuate the building in the event of fire or emergency then you may need a Personal Emergency Evacuation Plan (PEEP). A PEEP looks at how you would know there is an emergency and how you would evacuate the building, be that with or without assistance. If you believe you need a PEEP you should let your personal coach know as soon as possible.

## First Aid and Illness

- If somebody is injured or seriously unwell and requires a first aider while on campus you can:
- Ask any member of staff to call for a first aider (1111 on an internal phone)
- Contact Student Services in the Student Hub
- Contact Reception
- First Aiders cannot help if you are not feeling well, they are there for accidents and emergencies.
- If you are feeling ill and need to go home, you can sign out with Student Services in the Hub.

## Smoking

Smoking on College sites is not allowed. This includes e-cigarettes and vaping.

## Prevent

In accordance with the Counter Terrorism & Security Act 2015, the College has a responsibility to prevent people from being drawn into extremism of any kind.

We raise awareness throughout the College amongst both students and staff through the tutorial programme as well as a range of additional sessions and activities.

If you have any concerns or questions you should contact a member of the Safeguarding team or talk to your Personal Coach.

## Cyber Security

Like other forms of bullying, cyberbullying can seriously impact on the health, well-being, and self-confidence of those targeted. It is bullying using text messages/phone calls, picture/video clips on phones, instant messenger, email, chatrooms, web sites/blogs.

Anyone can become the target of cyberbullying. We take bullying seriously and always encourage students who are being targeted in this way to tell someone. We can then deal with incidents quickly and effectively as this is key to minimising harm in potentially highly stressful situations.

## Bullying

Intimidating, taunting, the use of or threat of violence to any person, endangering the health and safety of others, criminal activity, or bringing the College into disrepute are examples of behaviour that will be treated by the College as gross misconduct and therefore likely to lead to suspension and/or expulsion.

# How do we promote British Values at Halesowen College

## **Mutual Respect and Tolerance**

Induction Activities  
Student Handbook  
Tutorial Theme Weeks  
Equality & Diversity Activities  
Anti-Bullying Week  
Mental Health Awareness  
Student Ambassadors  
Autism Awareness  
LGBT Group  
Respect Campaign  
Prevent Training  
Safeguarding

## **The Rule of Law**

Learning Agreement / Enrolment Form  
Student Handbook  
College Code of Conduct  
Assignment Deadlines  
Assessment Policy  
Health & Safety

## **Individual Liberty**

Learner Voice  
Quiet Room Counselling  
Choice of Study Programme  
Choice of Progression Routes  
Differentiated Learning Styles

## **Democracy**

Student Representatives  
Student Board Meetings  
Student Ambassadors  
Learner Voice  
Student Surveys  
Student Focus Groups

**Halesowen College, Whittingham Road, Halesowen, West Midlands, B63 3NA**

**0121 602 7777**

**[info@halesowen.ac.uk](mailto:info@halesowen.ac.uk)**