

# Parent/Carer Handbook

2023 - 2024



# Contents Page

Welcome	3
Our Values	4
Absence and Punctuality	5
Myhalesowen	6
Student Success	7
Tutorials	8
Student Experience	8
Student Support	9
Student Hub	9
Cash for College	9
Enrichment	10
Student Roles	10
Safeguarding	11
Travel	13
Key Dates	14

# Welcome

At Halesowen College we aim to provide the very best education for each and every one of our students. All students 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

**We understand how important the partnership with parents/guardians is to ensure our students have a successful experience at Halesowen College.**

**Our commitment to parents and guardians**

**We will...**

- Keep in touch with you about your young person while they are studying with us
- Ensure you know who their Personal Coach is and how they can be contacted
- Give you access to our MyHalesowen App to track attendance, timetable and progress
- Send progress reports twice a year and, for parents of full time students, an invitation to meet us at Parents'/ Carers' Evenings
- Let you know if attendance falls below our accepted standard and work with you if we have concerns about punctuality, behaviour or work completion issues
- Raise any issues about attendance or progress of our Apprentices by liaising with the employer and regularly review Apprenticeship Work Based Programmes
- Contact you if we have concerns about their health and well-being

## Our Values

We aim high  
and support everyone to  
achieve their best

We work together  
and we work hard

We are inclusive and  
value diversity

We are open, honest  
and take responsibility

We innovate and always  
look for improvement

We recognise and  
celebrate achievement

**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.

## Students are expected to:

- Attend 100% of all scheduled classes either in person or online relating to their programme of study as confirmed in their 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 students 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, can we ask that any parents or carers who are dropping off or collecting students, please be considerate to our neighbours. This includes ensuring that you don't block any driveways, mount the pavements or drive in an inconsiderate manner.



My Halesowen

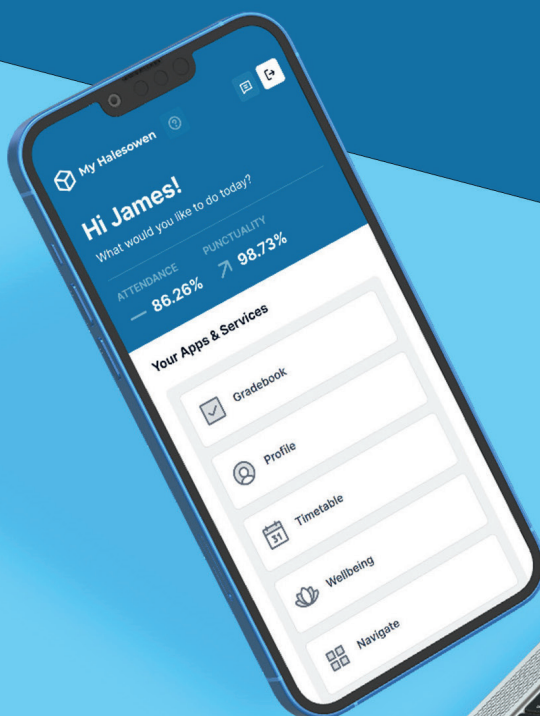
# Your young person can access timetable, grades, attendance and more all in one place

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

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



SCAN ME





Kartell is currently studying on the Level 3 Football Academy Programme in partnership with the Aston Villa Foundation. As part of the course he studies a Level Three Sport qualification and trains three times a week.

## Kartell Dawkins



Former A Level student Maddy Griffiths has been working as a producer and broadcast assistant at BBC Radio, alongside studying Journalism at Coventry University.

Maddy has also covered Radio 1's Big Weekend, the MOBO Awards and The Commonwealth Games.

Maddy said: "My teachers genuinely believed in me and I couldn't have done it without them."

## Maddy Griffiths

Level 3 Sport student Remell Robinson-Bailey is a Team GB Gymnast. Remell has been participating in gymnastics for the past 11 years. Remell said: "Staff at Halesowen College have supported me with balancing my studies alongside my training commitments."

## Remell Robinson Bailey



# Tutorials

All full time students, whatever their course, will have access to:

- A Personal Coach  
Each individual will belong to a tutor group which, wherever possible, is within their principal subject area. The Personal Coach is your direct link with the College. You can contact them if you have any concerns or queries
- One-to-One Tutorials  
Their tutor will monitor their progress, set targets and give pastoral and welfare support
- Group Tutorials  
There will be a structured programme of group tutorial sessions covering topics such as personal safety, career progression, employability skills, equality & diversity, health, well-being and financial awareness.

## Student Experience

The College has a number of professional services that support student health, emotional well-being and welfare. Students can book an appointment to see one of our counsellors or see a member of staff in the Student Hub for advice about finance, careers and other support services.

All students are required to sign a code of conduct during their induction to College, and will learn about our 3 clear rules '**Ready, Respect, Safe**'. This clearly demonstrates the College's commitment to our students and what we expect from each individual as part of our support contract with each student.

The College does not tolerate bullying of any kind.



# Student Support

## Learning Support

Tutors will help students throughout their course, but students can also access additional help from our Learning Support Team. This expert team is dedicated to ensuring that all learners experience equal opportunity, regardless of physical or learning difficulty/disability.

We work closely with our partners to offer students specialist support where it is needed.

To speak to a member of our Learning Support team, contact **0121 602 7535**

## Timetables

The College day is often different from a typical school day. Students might have a study period during the day, or finish/start earlier than they would have done at school. We try to ensure, wherever possible, that students do not have too many gaps in their timetable. Where students do have gaps, we would always advise that they use our well-equipped learning centres for private study, or access our enrichment activities on offer.

## Student Hub

**Halesowen College has a vibrant student hub to support our learners with their studies.**

WiFi is available throughout the College and students are welcome to bring in their own laptops to make use of the specialist software available to support specific subject areas.

Our Student Hubs are equipped with PCs, study areas, books, journals and, e-Books, e-Resources and the library catalogue.

Also in the Student Hub...

## Careers

Our dedicated Careers team are trained to give advice and guidance about the College and help make sense of all the choices. Should your son/daughter change their mind about their course, Careers are always on hand to help.

## Cash for College

Learners may be eligible for financial support from a variety of funds:

### Learner Support Fund

If your household income is £43,680 or less or someone in the household is in receipt of income benefits, we may be able to offer financial support. All funds are distributed on needs basis and are subject to affordability.

The fund can help to pay towards meals, equipment and uniform, trips or childcare (20+).

### Vulnerable Bursary

If you are 16-18 years old on 31/08/2023 and one of the following applies to you, you may be able to access a bursary paid over 32 weeks, of up to £1,200 per year.

### In Care or Care Leaver

Receiving Income Support or Universal Credit as the student is living independently or supporting a dependent. Receiving both PIP/DLS and ESA/UC in the student's own right.

# Enrichment

## College life can be a lot more than studying...

New experiences take our students beyond school years and prepare them for a more adult future, where they can enter the world of work or university with confidence.

Halesowen College students will be able to enjoy an exceptional range of enrichment activities, which could include joining College clubs, social action projects, entering various curriculum-based competitions, enjoying interesting trips and visits and even taking part in residential trips in the UK and abroad. Whether it's a geological survey on Anglesey or a politically charged visit to Washington DC, students will make memories and friends that will be with them for years to come.

Sports and fitness also play an important part in College life and all students can enjoy getting active by participating in activities including football, basketball, volleyball, netball, tennis, badminton, wheelchair basketball and many more. Our outstanding gym is extremely popular and is FREE for College students to use, along with our all-weather facilities and outdoor gym. Everyone is welcome!

The College Trim Trail also adds another dimension to the physical and mental well-being of students and is a popular feature of College life.

# Student Roles

College staff value the views of students and recognise the contribution they make to College life by appointing them to positions of responsibility. Each year, students take up rewarding and satisfying roles that develop their personal skills and build their self-confidence.

## College Ambassadors

College Ambassadors are the student face and voice of the College and they make a major contribution to College Open Events and Welcome Days. They also give talks in schools and are around to assist new students at enrolment, where they are happy to share their experience of being a Halesowen College student.

## Student Governor

Each year nominations take place for the election of a Student Governor who holds a position on the College Corporation and plays an important role in the continuous improvement of the College.



# 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 your young person 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 and your young person they 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**





# Here to be social.



@halesowencoll



@halesowencoll



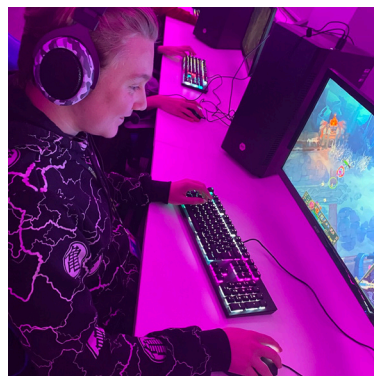
@halesowencoll



@halesowencollege



@halesowencollege







## Travel

We provide a FREE, reliable coach service to Halesowen College from across the region, which means our students can meet up with their friends and enjoy the journey to College in a safe and environmentally sound way. Students can even access FREE WiFi!

Top quality coaches cover over 20 routes, which are constantly under review to ensure we can offer the best possible means of travel. A shuttle service is also provided between sites.



# 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

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