



Parent and Carer Guide

Here for you.

Welcome



Jacquie Carman
Principal and CEO

At Halesowen College we aim to be exceptional, and we do this through the delivery of high-quality education and development of skills for all of our students.

We give everyone the opportunity to learn, flourish and succeed. Be assured that your young person will be supported by our team of highly qualified, dedicated and inspirational staff to enable them to thrive.

We know that college isn't about just qualifications, it's about getting our learners ready for their next steps, whether that be for employment or Higher Education. Our Power Pack of Skills Programme is a skills-packed programme that will not only enhance academic qualifications but will also see learners developing a key set of skills that employers are seeking. This includes digital, resilience and confidence, independent living, communicating, problem solving and time and workload management.

Recognising the value this brings in developing skills across the local area and region, the Black Country Chamber of Commerce has endorsed the programme.

At the end of their study programme with us, your young person will have developed an individual portfolio that they can present to future employers and Higher Education settings. This will not only demonstrate what they have successfully achieved during their studies but also the skills and experiences they can offer.

We want to ensure your young person's journey is successful, and it is vital that we form partnerships where parents and carers work with college staff to put your young person at the centre, keeping them motivated and supported to achieve and be the best they can.

Our commitment to parents and carers. We will...

Maintain our values of inclusion, care, ambition, respect and empower.

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.

Send progress reports and, for parents of full time students an invitation to 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.

Contact you if we have concerns about their health and well-being.

Code of Conduct

We will **not** accept:

- **Discrimination or hate.**
- **Any form of bullying.**
- **Any inappropriate language, disrespectful behaviour, violence or abuse toward any student, member of staff, employer or visitor.**
- **Any unsafe actions, promotion or instigation of violent extremist views or ideas, including online activity.**
- **Anyone coming onto any college site under the influence of illegal drugs, alcohol, solvents or any 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), inappropriate use of AI and any academic or exam misconduct.**
- **Inappropriate or unauthorised use of mobile phones or other digital devices in lessons or college activities.**
- **Vaping or smoking on any college site, except in the designated areas.**
- **Any damage to college property or to that of our neighbours.**
- **Eating and drinking in lessons (other than bottled water, which is allowed except in science labs).**
- **Hats or hoods worn in the classroom.**

This Promise and Code of Conduct is a contract between the college and your young person.

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 which may ultimately lead to exclusion.

Further information about Student Code of Conduct, Disciplinary Procedures and Complaint Policy can be found on our website.



Attendance at College

Why is it important?

Regular attendance to college is a requirement; it gives learners the best chance of success and demonstrates their dedication to

their education, essential for achieving goals and maximizing their potential. By attending all scheduled classes, whether in person or online, learners will benefit from the learning opportunities and resources available so they can stay up to date with course material, engage in discussions and build a solid foundation for their future.

It is a legal requirement for all 16-18 year olds to be in education or training. Being absent from college without a valid reason will lead to disciplinary action. We also have a legal obligation to notify the Local Authority of none attendance which will affect any child benefit payments you receive.

Student Responsibilities

Students at Halesowen College are expected to:

Maintain Full Attendance:

Attend 100% of all scheduled activities.

Report Absences Promptly:

Inform the College of any absence due to illness or other reasons by 8:45 am on the first day and each subsequent day of absence. We will notify parents of absences whenever learners do not turn up to a lesson. Absences can be reported using the Absences link found in the footer of our homepage at www.halesowen.ac.uk.

Minimise Absences:

Schedule medical appointments and other personal commitments outside of class times whenever possible, except in emergencies.

Don't Take Holidays During Term:

Plan holidays outside of term time to ensure attendance.

Provide Medical Documentation:

Submit medical evidence for absences lasting more than five consecutive days.

Notify in Advance:

Learners should inform the college ahead of time if they anticipate missing a class for a valid reason along with evidence to support.

Adhere to Policies:

Understand that there are consequences if attendance falls below 90%. Our [Attendance and Punctuality Policy](#) can be found in the policies section of our website.



Campus Information

Whittingham Road

Halesowen College
Whittingham Road
Halesowen
West Midlands
B63 3NA

0121 602 7777
info@halesowen.ac.uk

Shenstone House

Halesowen College
Shenstone House
Dudley Road
Halesowen
West Midlands
B63 3NT

0121 602 7694

Coombs Wood

Halesowen College
Coombs Wood Business
Park
Coombs Road
West Midlands
B62 8BB

0121 602 7770

Trinity Point

Halesowen College
Trinity Point
New Road
Halesowen
West Midlands
B63 3HY

0121 602 7694

Useful Numbers

Student Services 0121 602 7688

Wellbeing 0121 602 7674

Exams 0121 602 7787

Safeguarding 0121 602 6001

Key Dates

Autumn Term

Week Commencing 1st September - Induction Week
Week Commencing 8th September - Classes Begin
22nd October - HE Fair
Week Commencing 27th October - HALF TERM
6th November - Staff Development Day (No Classes)
24th November - EHE Parents Evening
2nd December - A Level Year 2 Parents Evening
4th December - Voc 2 of 2 Parents Evening
Week Commencing 8th December - GCSE Mock Exams
19th December - TERM ENDS

Spring Term

5th January - TERM BEGINS
28th January - Voc 1 of 2 Parents Evening
10th February - A Level Year 1 Parents Evening
Week Commencing 16th February - HALF TERM
23rd February - Y10 EHE Parents Evening
Week Commencing 2nd March - A Level Year 2 Mock Exams
Week Commencing 9th March - GCSE Mock Exams
10th March - Voc 1 of 1 Parents Evening
Week Commencing 16th March - GCSE Mock Exams continue
25th March - Futures Fair
27th March - TERM ENDS

Summer Term

13th April - TERM BEGINS
29th April - Staff Development Day (No Classes)
4th May - BANK HOLIDAY (No Classes)
14th May - GCSE Maths Resit Paper 1
15th May - A2 Study Leave Begins
21st May - GCSE English Resit Paper 1
Week Commencing 25th May - HALF TERM
3rd June - GCSE Maths Resit Paper 2
5th June - GCSE English Resit Paper 2
Week Commencing 8th June - A Level Year 1 Mock Exams
10th June - GCSE Maths Resit Paper 3
11th June - Voc 1 of 1 and 2 of 2 Finish
26th June - Voc 1 of 2 Finish

Study Programme Insight

Understanding the layout and structure of their study programme is key for learners to stay on track and make the most of their time at Halesowen College.

The study programme is designed to be comprehensive and enriching with a variety of elements to support your young person's growth and success.



Each component is designed to provide a balanced and well-rounded education, helping learners achieve academic excellence and personal growth.

Attendance to all components of a study programme is required and learners agree to this when they sign their learning agreement.

Learners will be given a guide that provides more information on the study programme and how they can get the most out of their education and time with us.

Study Programme Insight

Subject Content:

Learners dive deep into their chosen subjects with engaging lessons and hands-on activities.

Tutorial:

Personalised support and guidance during one-to-one or group tutorials with a personal coach.

Resits (Maths and English where applicable):

Opportunities to retake exams and assignments, ensuring learners can achieve their best results.

Trips/Visits:

Learners expand their knowledge beyond the classroom with exciting trips and visits related to their studies.

Enrichment:

Participating in a range of enrichment activities to develop new skills, explore interests, connect with new people beyond their study programme and enhance their overall experience.

6 in 6 Experience:

This is a programme designed to provide learners with excellent opportunities to connect with employers and industry leaders right from the start of the academic year. This will help them to understand what can be achieved within a chosen field.

Power Pack of Skills:

Developing the skills employers have told us are important so learners are more employable and well prepared to progress.

Work Experience:

Gaining practical skills and industry knowledge through hands-on work experience, preparing learners for future employment.



MyHalesowen is our go-to tool to help learners stay on top of their educational journey!

With MyHalesowen, your young person can easily view their timetable, track their study programme progress, reflect upon enrichment activities and Power Pack of Skills progress and celebrate their achievements.

my.halesowen.ac.uk



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College Staff Roles

College Staff Roles and Their Responsibilities

Understanding the roles and responsibilities of college staff will help you know who to approach for specific needs and support.

Teachers



Teachers are key to your young person's education, delivering high-quality lessons in their specific subjects. They assess work, provide feedback and offer support so learners can excel. Tutors are available to answer questions, help learners understand new concepts and guide them through their academic journey.

Personal Coach

Personal Coaches are your first point of contact and are available to discuss any concerns you have. Personal Coaches provide individualised support to help learners navigate their academic and personal life. They offer guidance on personal development, well-being and balancing college responsibilities. Personal Coaches are there to help learners achieve their full potential.



Progress Coach (A Levels)



Progress Coaches support your young person's academic journey by monitoring their progress and providing guidance. They help set academic goals, track achievements and address any challenges. Progress Coaches offer personalised support to help learners stay on track and succeed in their studies.

Curriculum Manager

The Curriculum Manager supports the Curriculum Director in the management of a specific division. They also promote and celebrate student success, create enrichment opportunities and work closely with employers and placement officers to ensure students gain industry experience where appropriate.



Curriculum Director



The Curriculum Director is responsible for the overall management and leadership of their division. Ensuring high standards of teaching, learning, and achievement, they oversee the curriculum, strategic objectives and address any issues within the division.

Head of Pastoral

The Head of Pastoral Care oversees the well-being and personal development of all students. They work with curriculum staff as well as with support services related to mental health, behaviour and emotional well-being to ensure a safe and supportive environment.



Help and Advice

Where can your young person find help?

At Halesowen College, we understand that academic success and personal well-being go hand in hand. That is why we offer a range of support services designed to help learners thrive during their time with us.



Student Services

Based in The Hub, Student Services are the **first point of contact** for any questions or concerns learners may have. Whether they need coach information, advice on what financial support is available, free sanitary products or advice on college policies, our friendly staff are there to help. They can also guide learners to other services that may be beneficial.

Our friendly team can help with:

Timetable Queries
Financial Support
Free Meals at College
Coach Information
College ID Cards

Enrichment Opportunities
Free Sanitary Products
Appointments for Wellbeing
and Counselling Support

The team can also signpost learners to many other services both internal and external to college such as:

Emotional Support
Pregnancy Testing
Contraception Advice
Help to Stop Smoking

Mental Health Support
First Aid Support
Alcohol and Drug Misuse Support
Sexually Transmitted Disease Testing





Learning Resource Centre

The Learning Resource Centre can be found upstairs in The Hub and provides essential resources and study materials to support students on their academic journey. It gives access to books, digital resources and quiet study spaces, all designed to enhance the learning experience of our students. Whether they need help with research, coursework or finding study materials, the Learning Resource Centre is there to help.

Learning Support Team and SENCO

If a student has special educational needs, our Learning Support Team are dedicated to helping them achieve their academic goals. Situated in The Hive in 5, they provide tailored support, including tutoring, study skills workshops and arrangements for exams. Their aim is to ensure all students have equal access to learning opportunities.



The Safeguarding Team

Every student should feel safe, valued and supported. The team offers a safe space to discuss concerns confidentially. They provide emotional support and guidance, ensuring that students have someone to turn to in times of need. We work with Local Authorities and external agencies to provide additional support and resources for students facing significant challenges.

Mental Health and Wellbeing Team

The mental health of our learners is a priority at Halesowen College. Our Mental Health and Well-Being Team provides confidential support, counselling services and workshops focused on stress management, resilience and emotional well-being. They are here to listen and provide the guidance needed to maintain a healthy balance.



Careers Service

Halesowen College is an ambitious college and we are ambitious for all of our learners. We want your young person to make the most of every opportunity to be successful in their future, whether they decide to progress on to higher education at University or move into employment or an apprenticeship.

To support career aspirations and development, we have a team of qualified careers advisers that will help your young person at every stage of their career planning.

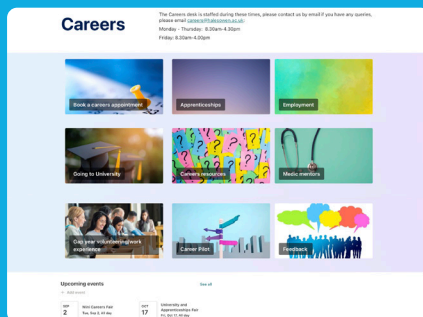
Throughout the academic year, we deliver and host a range of activities and workshops including:

- Careers workshops
- Individual careers advice
- Spring Careers Fair
- CV writing
- Support in university and apprenticeships applications
- Arrange interview training and mock interviews
- Provide guidance regarding different career pathways
- Trips and visits to universities
- Events with links to a range of employers, universities and apprenticeship providers



Where to find out more

Lots of helpful careers resources can be accessed from the Careers link on **Myhalesowen**. Here, learners will find a variety of tools, links and videos to support them with going to university, finding a job or apprenticeship and exploring career options.



Our Careers Team are based in the HUB but offer drop-in sessions across all of our campuses.

To book an appointment with one of our Careers Advisers or to check drop in times, please use the Careers link on **Myhalesowen**.

Don't let finance be a barrier

Cash for College Financial Support for Students

Is your household income **£45,121** or less?

Is your household in receipt of any income based benefits?

Are you 16-18 years old and in care or care leaver?

If yes to any of the above, you might be eligible for
financial support.

- Weekly meal allowance - money loaded onto college ID card to be used within college.
- Trips and visits related to your course.
- Equipment and uniform essential to your course.
- Travel costs – University interviews/open days and work experience.
- 16-19 Care to Learn - Childcare costs.
- 20+ Contribution to Childcare costs.

The household income thresholds for support are as follows:

- **Band 1** - Up to £30,458 - 100% Award
- **Band 2** - £30,459 – £37,227 – 60% Award
- **Band 3** - £37,228 – £45,121 – 30% Award

**For more information visit www.halesowen.ac.uk or
speak to a member of our Student Hub Team.**

Coach Service



Coach Travel Rules

At Halesowen College, we are proud to offer a **free coach travel service** across the region. This ensures that learners arrive to college in a safe and environmentally sound way and access all educational opportunities on offer that enable them to succeed.

The coach service is a privilege not a right and in return **we expect cooperation and maturity**. We all have a role to play in making this service safe, respectful and well-managed. Every student's behaviour reflects on our whole college community.

Student Expectations for Coach Travel

To keep a place on the free coach service learners must:

- Always wear their college ID badge - no badge, no travel
- Board safely and follow staff instructions
- Treat all staff, drivers and students with respect
- Follow safety and behaviour guidelines
- Remain seated and act responsibly while travelling

These rules exist to **protect your young person, their peers and the future of the service**.

The College subsidises the coach services so there is no direct charge to learners. If students do not respect the ride this privilege will be removed.

Learners may **lose access to coach travel** if:

- Health and safety instructions are ignored
- Inappropriate or disrespectful behaviour towards staff, drivers or other students is observed
- They fail to wear and present their college ID

In the event expectations are not met:

- **Free coach access may be removed**
- **Parents/guardians/carers will be contacted immediately**
- **Future travel becomes parents/guardians/carers responsibility**
- **Charge for travel will be invoiced to parents/guardians/carers**

Drop Off and Collection

Our college campuses are located in residential areas, business estates and along main roads throughout Halesowen. To maintain good relationships with our neighbours and ensure everyone's safety, please drive safely and responsibly when dropping off or picking up your young person.

- Avoid blocking driveways, roads or pavements
- Drive with care and consideration for others
- Follow all traffic rules and signs in the area

Your support makes a real difference in helping us protect our community and keep the area safe for everyone. Thank you!



Notes

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