



# Student Guide

2025/2026

Here for you.

# Welcome



**Jacquie Carman**  
Principal and CEO

**We are delighted that you have chosen to study with us.**

I hope that you will make new friends here, enjoy your student experience and progress to the next stage of your learning journey with the skills and knowledge you need to succeed.

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 will give you every opportunity to learn, flourish and succeed. You will be supported by our team of highly qualified, dedicated and inspirational staff. Everyone at Halesowen College promotes and demonstrates our values.

**Inclusion**

**Care**

**Ambition**

**Respect**

**Empower**

This handbook is your essential guide to finding your way around the college and services that can support you.

### **College Life:**

Make the most of your time with us.

### **Programme Structure:**

Essential information about your study programme to keep you striving for success.

### **MyHalesowen:**

Our software platform that supports you to stay on track and monitor your progress.

### **ID Badge Importance:**

Why your ID badge is essential, how to wear it properly and the value it brings to your Halesowen College experience.

### **Support Services:**

People who will support your academic and personal well-being.

### **Guidelines for Success:**

Understand expectations to help you thrive on your educational journey.

This is your time to learn, flourish and succeed. We are here to support you every step of the way.

Jacquie

# Our Commitment to you

Live our college values of Inclusion, Care, Ambition, Respect and Empower.

Value everyone, provide equality of opportunity and celebrate our diverse community.

Provide you with a study programme which is impactful and right for you so you are prepared for your next step.

Always put your personal safety first and provide you with a safe environment in which to learn.

Act on your feedback to make improvements.

Support you in your learning and wherever possible, provide resources to support your educational needs.

Encourage you to work hard and challenge you to fulfil your potential.

Ensure that assessment of your learning is clear, regular and helpful.

Work with you to develop a Power Pack of Skills to help your progress.

Give you timely feedback on your progress.

Give you opportunities and support to improve your health and wellbeing.

Provide a variety of enrichment activities.

Provide information to your parent/carer (if 18 years or under) on your attendance and achievement.

Deal promptly and fairly with any complaints and concerns you may have.

# Code of Conduct

We will **not** accept:

- **Discrimination or hate.**
- **Any form of bullying.**
- **Any inappropriate language, disrespectful behaviour, violence or abuse.**
- **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 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 which may ultimately lead to your exclusion.

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

# The Halesowen Way



At Halesowen College we...

Always **wear our ID** - it keeps everyone safe.

Are **on time** to lessons - it sets us up to succeed.

**Come ready to learn** - make the most of every lesson.

**Act responsibly** - in college and in public.

**Respect others and our space** - be kind and tolerant.

Turn **phones off in class** - stay focused, achieve more.

**Only drink water in class** - stay hydrated and alert.

Keep our **college and our learning spaces** clean.

**Use designated areas for smoking and vaping**  
- respect our space and others.

**Are proud to be part of the Halesowen  
College Community.**

# Attendance at College

## Why is it important?

**Regular attendance to college is a requirement;** it gives you the best chance of success and demonstrates your dedication to your education, essential for achieving your goals and maximizing your potential. By attending all scheduled classes, whether in person or online, you will benefit from the learning opportunities and resources available so that you stay up to date with course material, engage in discussions and build a solid foundation for your 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. Your parents/carers and Local Authority will be notified and any benefits your parent/carer receives may be affected.

### Student Responsibilities

As a student of Halesowen College, you 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](http://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 your 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:

Inform the college ahead of time if you anticipate missing a class for a valid reason with evidence to support, such as attending a university Open Day.

#### 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

# ID Badges

## Your ID Badge Matters

All members of the college community must wear their ID badge to create a safe and secure environment for everyone. Your ID badge has your name, student number and photograph on it.

### 1. Safety and Security

Your ID badge must be worn and visible at all times when on campus. This helps to keep us all safe by ensuring only students, staff and authorised visitors are on campus.



### 2. Respecting The Rules

Wearing your ID badge creates a professional atmosphere, ensuring everyone feels safe and included.

### 3. Community Identity

Your badge signifies your membership in the Halesowen College community allowing you to access our college services. It gives you a sense of belonging and team spirit amongst students and staff.



### 4. Responsibility

It is your responsibility to keep your badge secure. If you lose it, report it immediately to a staff member to prevent unauthorised usage.

**Did you know you can use your ID card to pay for food and drink at college outlets?**  
Top up your ID card using the QR code.



# Vaping and smoking

## Know the rules



### STRICTLY NO VAPING OR SMOKING ON CAMPUS

Halesowen College is committed to fostering a healthy, respectful and conscious community. To ensure that our estate remains a clean environment for everyone, no smoking or vaping is allowed inside buildings or anywhere on college campuses or near building entrances or exits. There are designated smoking/vaping areas on each campus.

### DISPOSABLE VAPES

From June 1st, 2025, the sale of single use vapes was banned in the UK. Only refillable, rechargeable vapes are allowed in designated areas across college sites. Any **disposable vapes will be confiscated and a conduct notice or disciplinary action will be issued**. If necessary the college will involve the police.

### SMOKING AND VAPING RISKS

While smoking and vaping may seem like a harmless distraction or a way to fit in, the reality is there are real risks associated to it.

**Addiction to nicotine:** Both smoking and vaping can lead to nicotine addiction, making it difficult to quit and affecting your long-term health.

**Lung damage:** Inhaling harmful substances, whether from cigarettes or vapour, can cause irreversible damage to your lungs and respiratory system.

**Littering, environmental harm and fire risk:** Cigarette butts and disposable vape pens are major contributors to litter and can take years to decompose. Worse still, they pose a fire risk and harm wildlife.

### MAKE THE RIGHT CHOICE

- ✓ Skip peer pressure
- ✓ Be eco-aware
- ✓ Stay informed
- ✓ Stay responsible
- ✓ Respect yourself
- ✓ Respect your college

**If you need support to stop smoking or vaping, speak to our Student Services, Safeguarding or Well-being teams located in the HUB, Block 2.**

# Your Study Programme Insight Your Your Study Programme Insight Your Your Study Programme Insight Your

**Understanding the layout and structure of your study programme is key to staying on track and making the most of your time here.**

Your study programme is designed to be comprehensive and enriching with a variety of elements to support your growth and success.



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

Attendance to all components of your study programme is required and you agree to this when you sign your learning agreement.

We have produced a guide that provides more information on the study programme and how you can get the most out of your education and time with us.

# Study Programme Insight Your Study

## Study Programme Insight Your Study

### Study Programme Insight Your Study

#### **Subject Content:**

Dive deep into your chosen subjects with engaging lessons and hands-on activities.

#### **Tutorial:**

Benefit from personalised support and guidance during one-to-one or group tutorials with your personal coach.

#### **Resits (Maths and English where applicable):**

Opportunities are provided to retake exams and assignments, ensuring you can achieve your best results.

#### **Trips/Visits:**

Expand your learning beyond the classroom with exciting trips and visits related to your studies.

#### **Enrichment:**

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

#### **6 in 6 Experience:**

This is a programme designed to provide you with excellent opportunities to connect with employers and industry leaders right from the start of your academic year. This will help you to understand what you can achieve.

#### **Power Pack of Skills:**

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

#### **Work Experience:**

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

# Power Pack of Skills

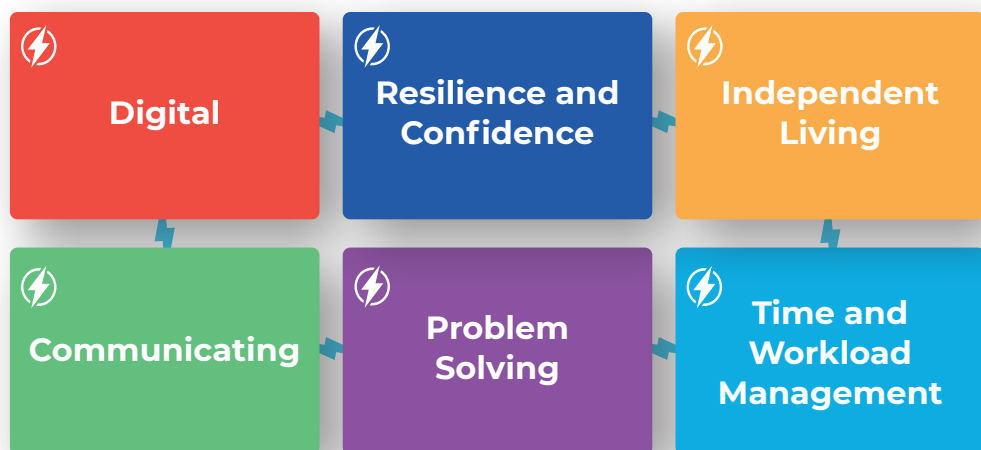


**The Power Pack of Skills Programme is a framework for developing these vital skills for life and work throughout your time at college. You may develop these skills through enrichment activities, on a trip or a college wide activity.**

Employers are looking for individuals who possess a well-rounded mix of technical knowledge, critical thinking, problem-solving abilities and strong interpersonal skills.

By including the Power Pack of Skills Programme into your study programme, we are providing you with the skills that employers need in the workplace.

We are committed to empowering you and equipping you with the tools needed for success in whatever career path you choose.



This initiative will not only boost your academic skills but will also prepare you for work. The Power Pack of Skills is unique to Halesowen College and is fully endorsed by The Black Country Chamber of Commerce.



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Our innovative “6 in 6 Experience” programme is designed to provide you with fantastic opportunities to connect with employers and industry experts right from the start of your academic year.

**Enhanced Learning:** These interactions are integrated into each curriculum area, enriching your study programme with practical knowledge and real-world applications.

**Career Exploration:** Discover a range of professions, understand workplace expectations and start building a network of professional contacts that will benefit you throughout your career.

**Skills Development:** Through direct engagement with employers, you will develop key skills such as professional communication, networking and industry-specific competencies.

**Motivation and Inspiration:** Start your academic year with a boost of motivation and inspiration, seeing the real-world relevance of your studies and considering your future career possibilities.

**Personalised Experience:** Tailored to your study programme, the “6 in 6 Experience” ensures that every interaction is meaningful and relevant to your field of interest.

**Embrace this unique opportunity to blend academic learning with practical experience, setting a solid foundation for both your studies and your future career.**



My Halesowen  
My Halesowen  
My Halesowen

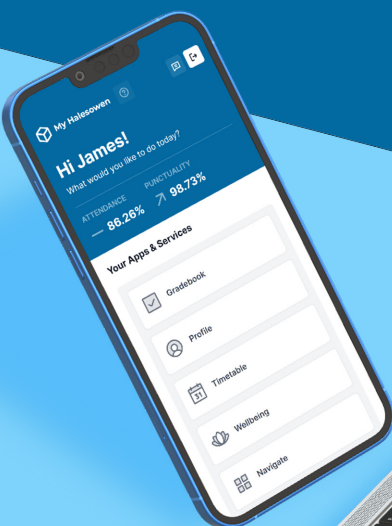
## MyHalesowen is your go-to tool for staying on top of your educational journey!

With MyHalesowen, you can easily view your timetable, track your study programme progress, reflect upon enrichment activities and Power Pack of Skills progress and celebrate your achievements. Make the most of every opportunity on your path to success!

[my.halesowen.ac.uk](https://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 education, delivering high-quality lessons in their specific subjects. They assess work, provide feedback and offer support to help you understand the material to excel. Tutors are available to answer questions, help you understand new concepts and guide you through your academic journey.

### Personal Coach

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



### Progress Coach (A Levels)



Progress Coaches support your academic journey by monitoring your progress and providing guidance. They help set academic goals, track achievements and address any challenges. Progress Coaches offer personalised support to help you stay on track and succeed in your 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 I get help whilst studying?

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



### Student Services

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

#### Our friendly team can help you with:

Timetable Queries  
Financial Support  
Coach Information  
College ID Cards

Free Sanitary Products  
Enrichment Opportunities  
Free Meals At College

#### The team can also signpost you 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 your academic journey. You can access books, digital resources and quiet study spaces, all designed to enhance your learning experience. Whether you need help with research, coursework or finding study materials, the Learning Resource Centre is here to help you.

## Learning Support Team

If you have specific learning needs, our Learning Support Team are dedicated to helping you achieve your 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 for you to discuss your concerns confidentially. They provide emotional support and guidance, ensuring that you 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

Your mental health 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 you need to maintain a healthy balance.



# Careers Service

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

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

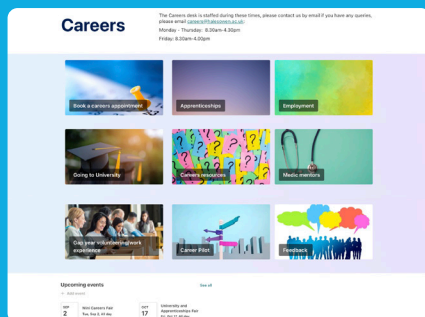
Throughout the academic year, we deliver and host a range of activities and workshops including:

- 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 you will find a variety of tools, links and videos to support you with going to university, finding a job or apprenticeship and exploring your 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 benefits?

16-18 year 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](http://www.halesowen.ac.uk) or  
speak to a member of our Student Hub Team.**

# Coach Service



## Keep Your Seat. Keep It Safe.

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

- Always wear your 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 you, your peers and the future of the service**.

The college subsidises the coach service so there is no direct charge to learners.

**You 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
- You fail to wear and present your college ID

**In the event expectations are not met:**

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

## 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 remind your parents or carers to drive safely and responsibly when dropping you off or picking you up.

Ask them to:

- 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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[www.halesowen.ac.uk](http://www.halesowen.ac.uk)