Halesowen College



Inclusion

Care

Ambition

Respect

Empowerment

# Student Guide

2026/2027

Here for you.

# Welcome



Jacquie Carman
Principal and CEO

**At Halesowen College, ambition is at the heart of everything we do.** We are committed to delivering exceptional education that inspires young people to aim high, discover their strengths and take confident steps towards their future.

Starting college is a major step, and we want you to feel supported, motivated and ready to succeed. Our highly qualified, dedicated and inspirational staff will support you in making a positive transition from school into young adulthood. You will develop your knowledge and skills, grow in confidence, independence and ambition so you flourish and achieve your ambitions.

We know that college is about more than gaining qualifications. It is about preparing you for your next steps — whether that is employment, an apprenticeship, university or further training. Our Power Pack of Skills Programme is designed to strengthen academic learning while helping you develop the skills employers and universities value, including digital confidence, resilience, communication, problem solving, independent living, and effective time and workload management.

Alongside this, our 'Life Hack' Academy will give you the practical life skills and the confidence to take on new challenges, make informed choices and prepare for life beyond college.

We want you to have built a strong set of skills, experiences and achievements you can confidently take to future employers, universities and training providers.

We have put this guide together as a reference point, giving you all the key information you need to begin your new and exciting journey with Halesowen College.

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**Online Quick Reference Guide**


## ID Badge Expectations

All learners must wear a visible College lanyard and ID card while on campus. This supports site security, safeguarding and a professional culture aligned with the expectations of employment and public spaces.



# Our Commitment to You

## We will...

- Live our college values of Inclusion, Care, Ambition, Respect and Empowerment.
- 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 set of skills to help you progress.
- Give you timely feedback on your progress.
- Give you opportunities and support to improve your health and emotional 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.

# Our Student Code of Conduct

## We will **not** accept or tolerate:

- Any inappropriate language, disrespectful behaviour, violence or abuse toward any learner, member of staff, employer or visitor.
- Discrimination or hate.
- Any form of bullying.
- 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.

**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.**

# 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.**




# Vaping and Smoking

## Know the rules

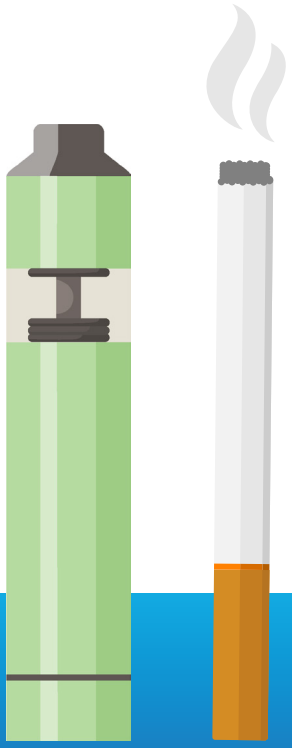


**Strictly no vaping or smoking on campus**
Halesowen College is committed to fostering a healthy, respectful and conscious community. To ensure that our estate remains a clean environment for everyone, no smoking or vaping is allowed inside buildings or anywhere on college campuses or near building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

**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.**

# Attendance Counts

**Regular attendance to college is a requirement;** it gives you the best chance of success and demonstrates your commitment and dedication to education. This is essential for achieving goals and maximizing your potential. By attending all scheduled classes, learners will benefit from the learning opportunities available so they can stay up to date with course material and build a solid foundation for your future.



# Learner Responsibilities

Learners at Halesowen College are expected to:

### Maintain Full Attendance:
Attend 100% of all scheduled activities and lessons.

### 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. Absences can be reported using the **Report Student Absence** link found on our website.

### 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.

### Adhere to Policies:
Understand that there are consequences if attendance falls below 90%. Our Attendance and Punctuality Policy can be found in the Policies and Reports section of our website.

## What to expect if attendance drops

- Absence texts and follow-up contact where there has been no explanation.
- Supportive conversations led by personal or progress coaches.
- Letters or formal attendance support plans where poor attendance continues.
- Closer monitoring and, where necessary, home contact or additional safeguarding action.

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 your Local Authority of none attendance which will affect any child benefit payments your family receives.



# Every Day Matters

## Small gaps lead to big misses!

Missing just 1 day a fortnight adds up to 4 weeks of lost learning each year.

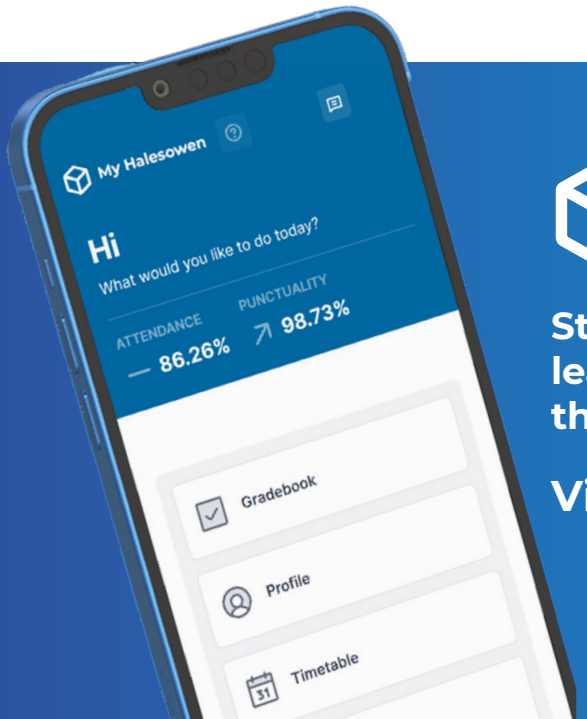
**Attend today = succeed tomorrow**

**95% attendance = 10 days missed**

**90% attendance = 19 days missed**

**85% attendance = 29 days missed**

**80% attendance = 38 days missed**




## My Halesowen

**Stay on track with your learning and success through My Halesowen.**

**Visit: my.halesowen.ac.uk**

SCAN ME

# Study Programme

**Stay on track and make the most of your time at Halesowen College.**

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.

## Subject Content:

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

## Tutorial:

Personalised support and guidance during one-to-one or group tutorials.

## Resits (Maths and English where applicable):

Retake exams and assignments to achieve the best results.

## Trips/Visits:

Through trips and visits, expand your knowledge beyond the classroom.

## Enrichment:

Activities that develop new skills and explore interests that enhance your overall experience.

## 6 in 6 Experience:

Connect with employers and industry leaders to consider career opportunities.

## Skills:

Develop key skills: the Power Pack of Skills and Life Hack Academy prepare learners for life beyond college and future employment.

## Work Experience:

Gain practical skills and industry knowledge, preparing for future employment.

# College Staff

## Staff Roles and Their Responsibilities

Understanding the roles of college staff will help you know who to contact for the right advice and support. Whether you have a question about attendance, progress, behaviour or wellbeing, our staff are here to help.



### Teachers

Teachers are key to your time at College, delivering high-quality lessons in their specific subjects. They assess work, provide feedback and offer support so you can excel. Tutors are available to answer questions, help you understand new concepts and guide you through your 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 you navigate your academic and personal life, offer guidance on personal development, well-being and balancing college responsibilities.



### 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 learners stay on track and succeed in their studies.



### Curriculum Manager

Curriculum Managers support the Curriculum Director, promoting and celebrating learner success, creating enrichment opportunities and working closely with employers and placement officers to ensure you gain industry experience where appropriate.



### Curriculum Director

Curriculum Directors are responsible for the overall management and leadership of the division. They ensure high standards of teaching, learning and achievement and oversee the curriculum, strategic objectives and address any issues that occur.



### Head of Pastoral Care

The Head of Pastoral Care oversees the well-being and personal development of all learners. 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

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 you thrive during your time with us.



## Student Services

Our Student Services Team are the **first point of contact** for any questions or concerns you may have on a range of issues and concerns.

**0121 602 7888** **studentservices@halesowen.ac.uk**

Monday to Thursday 8.30am-5.00pm, Friday 8.30am-4.30pm.

## 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

brook

What? The What? Centre Ltd

wisdom wellbeing

FRANK

## Library

The Library is located in Block 2 at Whittingham Road Campus and provides essential resources and study materials to support your academic journey. Books and quiet study spaces can be easily accessed, all designed to enhance your learning experience.



## SEND Support

We aim to identify a learner's needs early and put the right support in place at the right time. This may include a range of support including in-class assistance, adapted resources, assisted technology, personal care support, employabilty skills and exam access arrangements.

Any support is based on individual needs and college assessment, not a label or diagnosis. The Learning Support Team, personal coach and wider pastoral staff work together to remove barriers to your learning wherever possible.

We may be able to support exam access arrangements for learners with specific needs to access assessment fairly. Arrangements must be based on current need and must reflect your regular way of working.




**The Hive**
An accessible facility for all SEND learners to access.



## The Safeguarding Team

We want every learner to feel safe, valued and supported. The Safeguarding Team offers a safe space to discuss your concerns confidentially. They provide emotional support and guidance, ensuring that learners have someone to speak to in times of need. We also work with Local Authorities and external agencies to provide additional support and resources for learners facing significant challenges.

## Mental Health and Wellbeing Team

The mental health of our learners is a priority. The College Mental Health and Wellbeing Team provides confidential support, counselling services and workshops focused on stress management, resilience and emotional wellbeing. The team is here to listen and provide the guidance needed to maintain a healthy balance.



# Coach Service




## Coach Travel Rules

We offer a **free coach travel service** across the region. This ensures that you arrive to college in a safe way and can access all educational opportunities available to you.

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

## Learner Expectations for Coach Travel

**To keep a place on the free coach service you must:**

- ☑ **Always wear your college ID badge - no badge, no travel**
- ☑ **Board safely and follow staff instructions**
- ☑ **Treat all staff, drivers and learners 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 services so there is no direct charge to learners. If you do not respect the coach travel, 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 learners is identified
- You fail to wear and present your college ID

## In the event expectations are not met:

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



## Frequently Asked Questions

1. **The coach drove past because it was full. What should we do?**
   If the coach doesn't stop, you should wait for the next service. Additional coaches are deployed on busy routes.
2. **The coach has not arrived. How long should I wait?**
   Delays can occur due to traffic, roadworks, breakdowns or weather conditions. If the coach is significantly late, contact Prospect Coaches before making alternative travel arrangements.
3. **Do I need to signal to the driver?**
   Learners should be clearly visible at the stop and signal as the coach approaches, especially at shared bus stops. You must let the driver know when you wish to get off.
4. **What if the stop is closed due to roadworks?**
   Where possible, we'll notify you by text. Use the next available stop on the route and ensure contact numbers are up to date on College systems.
5. **What if I miss my coach?**
   Coaches are unable to wait for late arrivals. If you believe the coach left early, please report it using the Coach Issue Reporting Form.
6. **Is my College ID badge required to travel?**
   Yes. Learners must tap on and tap off with their College ID badge every journey. **No ID badge = No travel.** Learners may only use their authorised route(s). A second route can be added for learners travelling from two households (evidence required).
7. **What should I do if I leave something on the coach?**
   Contact Prospect Coaches with details of your journey. Recovered items are returned to Reception at the Whittingham Road Campus on the next working day.
8. **How do I report any concerns?**
   Report issues such as vaping, inappropriate behaviour etc. using the Coach Issue Reporting Form on My Halesowen.

**For live updates on delays, breakdowns, missed stops or overcrowding, contact Prospect Coaches 01384 895436. For all other non-urgent transport issues, use the Coach Issue Reporting Form on My Halesowen.**

## Drop Off and Collection

To maintain good relationships with our neighbours and ensure everyone's safety, please **avoid blocking driveways, roads** and **pavements** when parents or carers are dropping off or picking you up.



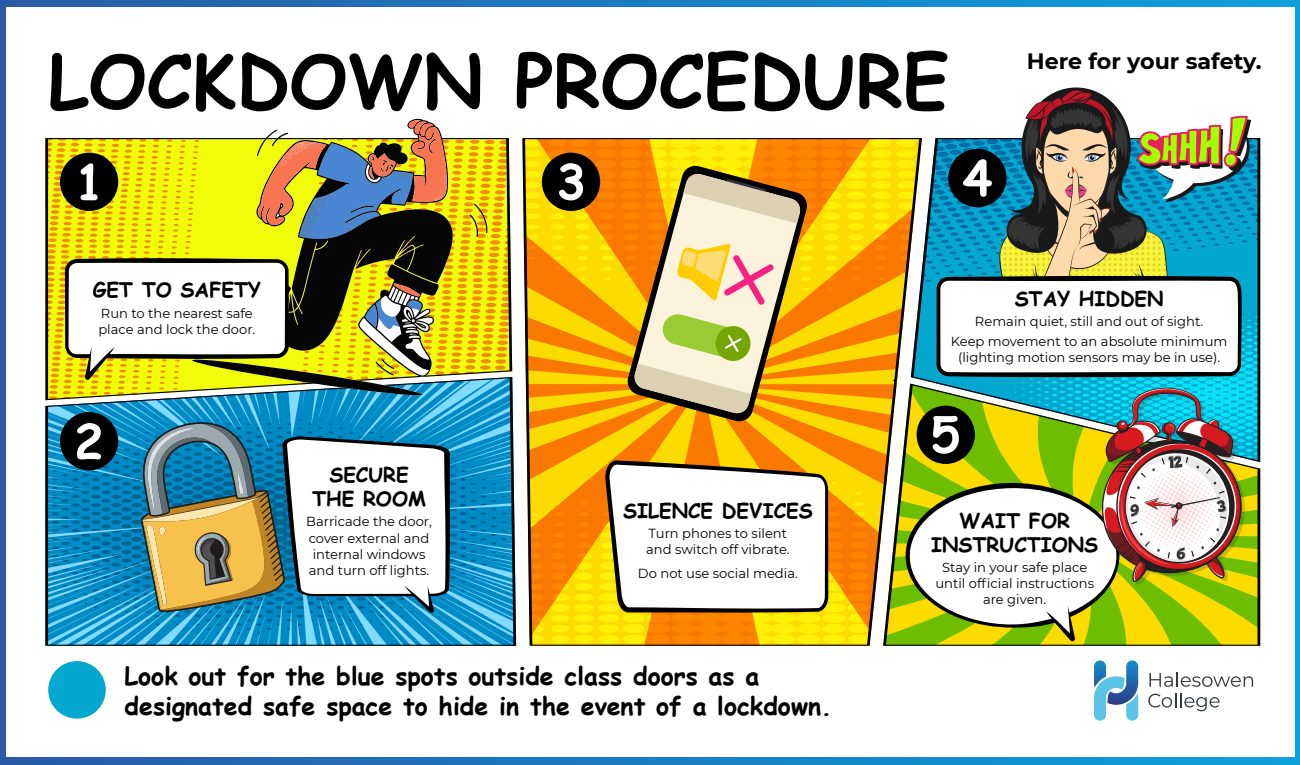
# Health and Safety

## Why the College does what it does

The Health and Safety of our learners, staff and visitors is paramount and we take steps to maintain a safe and welcoming environment.

### Why drills and simulations are carried out

The College responds to risks when they happen and prepare for them in advance. This includes emergency drills and lockdown procedures so that staff, learners and visitors know how to respond quickly and consistently if a serious  concern arises.




## Lockdown and Emergency Response

### Will my parent/carer be contacted during a lockdown?

To ensure any incident is managed appropriately and safely, it is our priority that staff focus on securing learners within the campus. We will communicate to parents/carers as appropriate and when safe to do so.

### Can my parent/carer come to site to collect me straight away?

During a lockdown we believe there is a credible risk to life. Therefore any outside parties entering the campus puts you and others at risk. We work with agencies to determine when it is safe to release learners and staff.

### Will I be supervised?

Yes. All learners are supervised by trained staff and kept in designated safe locations until the situation is resolved.

### What can I do to help?

Do not contact your parent/carer during any incident.

Ensure your emergency contact details are up to date so that the college can contact them.

# Don't let finance be a barrier




## Learner Support Fund

### Financial Support for Learners

- **Daily 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.

- 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.**

| Household income thresholds for support | | |
|---|---|---|
| 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 Services Team.




# Life After College

## Options and pathways to success

It's never too early to start thinking about the various routes available to you after you leave Halesowen College.

It is important to explore all the different pathways available to find career areas that meet your interests, strengths and career goals.

### What is UCAS?

UCAS is the central application service for university and college higher education applications in the UK. UCAS advises applicants to research options, understand deadlines and complete the application process carefully, including all key stages before and after submission.

- Get ahead - do your research into courses, universities and entry requirements.
- Think about what particular subject or route is the right fit for you.
- Get organised: deadlines, open days, references, course choices and application milestones.
- Develop your skill set in preparation for university life: budgeting, travel, independence, time management and self-advocacy.
- Work on a strong application that reflects your attendance, achievement and relevant experience.

## Here are the typical routes learners pursue after college:

### University and Higher Education

University remains a popular choice, with the UK Higher Education entry rate rising from 24.7% in 2006 to 36.4% in 2024. All higher education applications in the UK are submitted online via UCAS.

Many professional careers require formal qualifications, including medicine and law.

**Undergraduate degrees:** Traditional Bachelor of Arts (BA) or Bachelor of Science (BSc) degrees last three or four years. Some undergraduate degrees offer a year-long industry placement or the opportunity to study abroad.

**Vocational degrees:** Practical, career focused courses, including nursing and teaching, offer specialised training in workplaces with practical assessments.

While a degree can open doors to professional careers and is still linked to higher employment rates overall, it does not guarantee a job. The graduate job market is challenging, with an increased number of graduates competing for fewer entry-level roles and competitive graduate schemes.

## Apprenticeships

Apprenticeships offer hands-on training across a wide range of industries. An alternative to Higher Education are degree apprenticeships. These are ideal for those looking to earn whilst they continue to learn.

They typically follow an 80% work, 20% study structure, which usually translates to four days of work and one day of study per week. They can last between three and six years and offer a direct route into professional roles.

Degree apprenticeships enable learners to earn a salary while gaining a degree without having to pay tuition fees, making them an increasingly attractive option for college leavers.

## Full-time Employment

If you are looking to move into employment once you leave College, it is important that you create a clear and accurate CV that highlights your education, skills, strengths and any relevant experience.

Get into a regular job-search routine, making use of reputable job websites and the College Careers Team. Rather than do a general application CV and covering letter, tailor each application to the role you are applying for.

To make your application stand out, talk about the professional behaviours you have developed such as punctuality, good communication and appropriate workplace.

## Gap Years

Gap years are popular among learners who may need more time to gain a wider perspective before committing to a long term path. A gap year often precedes higher education and may include travelling, internship and volunteering.

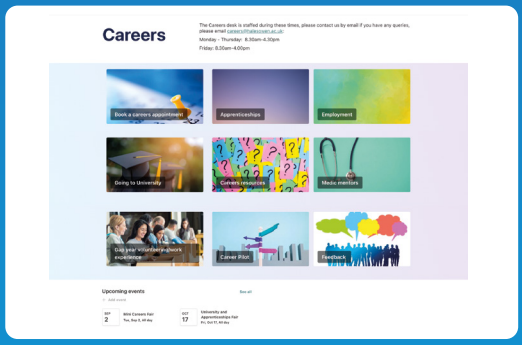



# Careers Service

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. Support includes:

- **Individual Careers Advice**
- **CV Writing**
- **Careers Workshops**
- **Careers Fair**
- **Trips and Visits**
- **Interview Training**
- **Mock Interviews**
- **Support with Applications**
- **Events with Employers**

Learners can find lots of helpful careers resources via the Careers link on **My Halesowen**.




Access helpful resources on Padlet to research next steps by scanning the QR code.

Our Careers Team is based in Block 1, Whittingham Road Campus and offers drop-in sessions across all campuses.

For more information email **careers@halesowen.ac.uk**

# Key Dates

## Autumn Term

Week Commencing 31st August - Induction Week
Week Commencing 7th September - Classes Begin
9th October - Staff Development Day (No Classes)
12th October - College Closure Day (No Classes)
21st October - Parent / Carers Careers Webinar
Week Commencing 26th October - HALF TERM
Week Commencing 2nd November - GCSE Resits Exams Begin
4th November - Open Evening (No Afternoon Classes)
Week Commencing 9th November - A Level Year 2 In-Class Mock Exams
Week Commencing 30th November - GCSE Mock Exams
18th December - TERM ENDS



## Spring Term

4th January - TERM BEGINS
18th January - Staff Development Day (No Classes)
25th January - A Level Year 1 In-Class Mock Exams
12th February - College Closure Day
Week Commencing 15th February - HALF TERM
24th February - Futures Fair (Careers)
Week Commencing 1st March - A Level Year 2 Mock Exams
Week Commencing 8th March - GCSE Mock Exams
Week Commencing 15th March - GCSE Mock Exams continue
25th March - TERM ENDS
26th March - Bank Holiday




## Summer Term

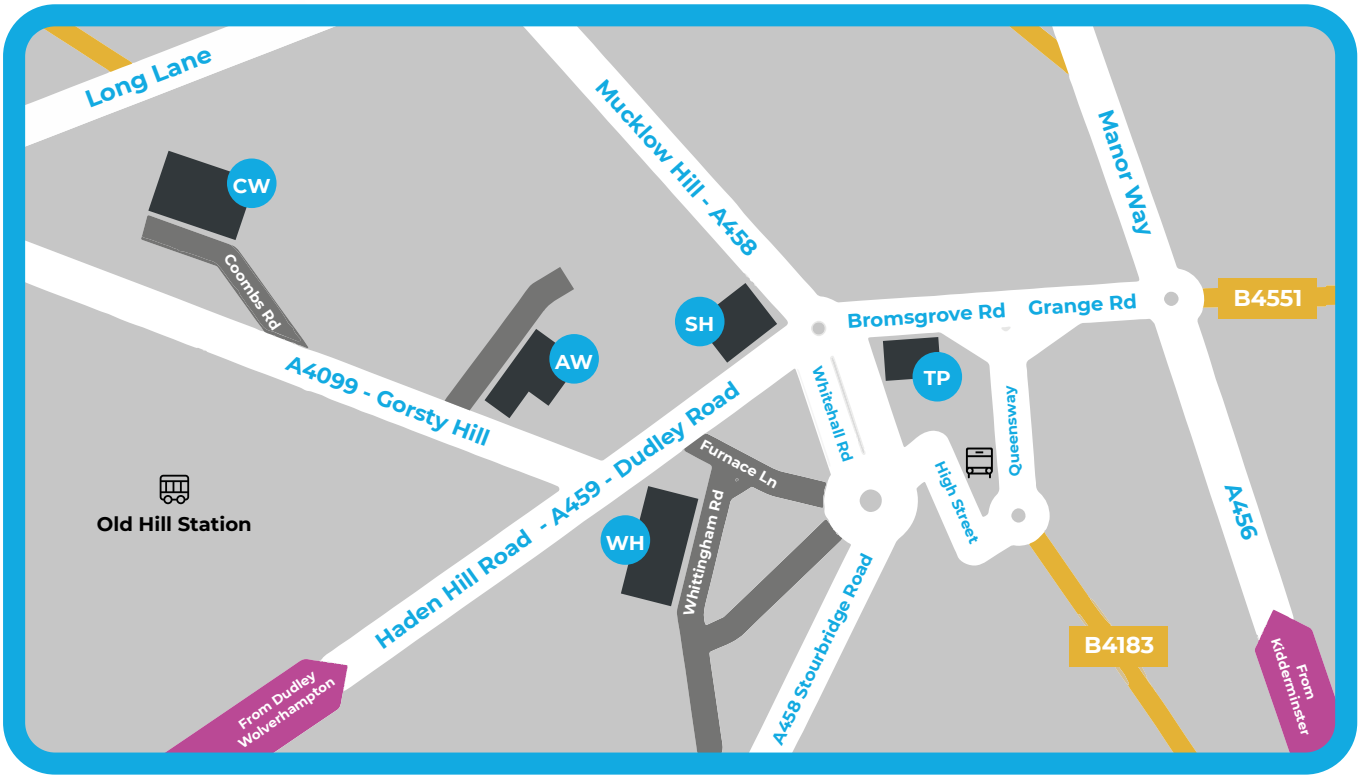
12th April - TERM BEGINS
19th April - Parent/Carer Careers Webinar
27th April - Staff Development Day (No Classes)
3rd May - BANK HOLIDAY (No Classes)
14th May - GCSE Maths Resit Paper 1
14th May - A2 Study Leave Begins
Week Commencing 17th May - A Level Year 1 Progression Exams
24th May - GCSE English Resit Paper 1
27th May - GCSE Maths Resit Paper 2
Week Commencing 31st May - HALF TERM
8th June - GCSE English Resit Paper 2
Week Commencing 8th June - A Level Year 1 Mock Exams
14th June - GCSE Maths Resit Paper 3
11th June - Voc 1 of 1 and 2 of 2 Finish
2nd July - Voc 1 of 2 Finish





**DATES ARE CORRECT AT THE TIME OF GOING TO PRINT AND ARE SUBJECT TO CHANGE.**

# 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 7654**

## 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 8500**

## Amber Way

Halesowen College
Amber Way
Halesowen
West Midlands
B62 8AY

**0121 602 7854**

## Taylors Lane

Halesowen College
The European Business Park
Taylors Lane
Oldbury
West Midlands
B69 2BN

**0121 544 0720**

## Useful Numbers

| | | | |
|---|---|---|---|
| **Student Services** | 0121 602 7688 | **Exams** | 0121 602 7787 |
| **Wellbeing** | 0121 602 7674 | **Safeguarding** | 0121 602 6001 |

www.halesowen.ac.uk
0121 602 7777