



Parent's Guide

2022-23

A Guide for Parents, Carers and Guardians of Full Time Students

We are delighted that your child/ward has chosen to join Southport College to continue their education and we look forward to working closely with you to help them in achieving their ambitions and following their dreams.

We believe that college is a stepping-stone between school and higher education or employment. Students have a less structured day than at school and are expected to manage their own workload, using their 'free' time effectively; skills that are essential to them in the future. Staff are here to help students who find this transition initially challenging, especially in light of the recent disruptions they have experienced due to the pandemic. To help support your child/ward, you may wish to have access to the ProPortal system which will give you an overview of their attendance and progress. Instructions on registering for this are included in the guide.

Student progress is monitored closely at the College and you will have the opportunity to meet with staff at Review of Progress evenings to discuss your child/ward's development. However, please know that we are always available to meet with you if you have any concerns you wish to raise.

We hope this guide answers any questions you may have regarding your child's/ward's time at the College, but if you have any further queries, please contact us. We are here to support you too.

Michelle Brabner
Principal / CEO

STUDENT SUPPORT

At Southport College, we ensure all students have access to high quality student support across all areas. If you have any questions or concerns regarding the support on offer to students at college, please contact the relevant manager below;

Rachael Brownhill *Head of Studies*
rbrownhill@southport.ac.uk / 01704 392811

Liz Jones *Head of Student Services*
jonesl@southport.ac.uk / 01704 392759

Vickie Hayes
Head of Learning Support and Inclusion
hayesv@southport.ac.uk / 01704 392872

Progress Tutor

As part of our support for our students, each student has an identified Progress Tutor who will see them on a weekly basis, either for a group or one-to-one session. Their Progress Tutor supports them through during their time at the College; they monitor student attendance and academic progress, give guidance regarding future careers and support students if they have any issues.

If you have any concerns regarding your child/ward whilst they are at College, the Progress Tutor is your main point of contact;

Paula Robinson
robinsonp@southport.ac.uk / 01704 392891

Dawn Bowers
bowersda@southport.ac.uk / 01704 392792

Jacqui Davenport
davenportj@southport.ac.uk / 01704 392892

Louisa Morgan
morganl@southport.ac.uk / 01704 392679

Lucy Wright
wrightl@southport.ac.uk / 01704 392647

Melanie Almond
almondm@southport.ac.uk / 01704 392783

Study Hub

The Study Hub is one of our Students' favourite facilities and offers a welcoming, friendly and quiet environment for individual study or group work. In addition IT and work stations, the Study Hub houses an extensive collection of books, journals and online resources. Should students require any assistance, our team of Library Assistants and Study Skills Mentors are always happy to help with any research or IT queries they may have. Our Study Skills Mentors can also support with academic writing, proofreading and assignment structure.

Learning Support

Students at Southport College have access to a variety of support services. If your child/ward has a learning difficulty or disability, and you have not already notified our Learning Support Team, please contact them on 01704 392632.

Careers Advice

Our College courses are all about progression, whether into employment or onto university. Your child/ward will be able to talk to their Progress Tutor and curriculum staff about careers or university options. They are also able to visit our Information, Advice and Guidance Team who are readily available to help advise them during their time at College.

Safeguarding Children and Vulnerable Adults

Southport College is committed to a positive policy of equality and diversity, and makes every effort to support students. With our duty of care to students and staff, we strive to ensure their health, safety and wellbeing at all times. If you have a concern that your child/ward or another student is at risk in any way, please contact one of our Safeguarding Officers on 01704 392821. We can direct you to a dedicated member of staff within the College or to an outside organisation that can offer help and support.

As a College we aim to ensure that vulnerable students are identified and are enabled to receive appropriate support; either through access to the Safeguarding Team, progress/pastoral sessions and/or through targeted external support.

Vulnerable students could include:

- » Young people who are looked after or who have recently left care
- » Young people who have been excluded from schools
- » Students with additional learning needs
- » Students with mental health problems
- » Students in contact with the criminal justice system
- » Those who live with drug misusing parents/carers
- » Young people who are homeless or involved in prostitution or grooming

ProPortal

As part of our partnership with parents/carers/guardians we would like to encourage you to access the College's ProPortal facility. This will allow you to monitor your child/ward's attendance and progress during their time here. The instructions to register for ProPortal are as follows:

- » Logon to the College website at www.southport.ac.uk
- » Click on the Parents and Guardians Portal on the home page
- » Scroll down and click on the ProPortal option
- » At the bottom of the login box is 'Submit an Account Request'; click on this and then complete and submit the request form
- » Once the request has been received by the College, a data check will be carried out and the login details will be forwarded to you

Data protection is our utmost priority; any questions answered incorrectly will mean your request is rejected. Access is restricted to emergency contacts declared by the student and only where the student has given permission for you to access their data. The student can remove access to their data at any point. There may also be some occasions when access to this information may be suspended.

If you are having problems accessing ProPortal, please contact the College on 01704 392704.

FINANCIAL HELP

Further details about all of the information below is available from the Information and Reception desk on 01704 392704.

16-19 Bursary Fund

This is a fund of £1200 intended to assist those students who face the greatest barriers to being in education, eg, young people in care, care leavers, young people in receipt of Income Support.

Help with Kits and Uniform

If you do not qualify for the 16-19 bursary fund we may still be able to help you with the cost of kits, uniform and other course costs.

Free Meals

Free meals have been introduced and are now available for disadvantaged 16-18 year old students in Further Education.

19+ Funds

If you are over 19 years old you can apply for help with kits, uniforms and other course related costs. We will need to consider your income, but you can apply whether you are studying either full-time or part-time. To apply or if you are unsure of your eligibility for any of these funds, please contact the Information and Reception desk.

DAY TO DAY COLLEGE LIFE

Attendance

Good attendance at College is essential for students to achieve their full potential and all students should aim for 100% attendance at all their timetabled commitments. Appointments for the dentist, doctor, etc, should be made out of College hours.

The College does not allow students to take holidays during term time and disciplinary action may be taken against students who do this.

Reporting an Absence

Attendance is compulsory, however if your child/ward is unavoidably absent from College due to ill health, you must report their absence to the College as early as possible each day of an absence period. You can do this by ringing Reception (01704 500606) and notifying staff of their name and reason for illness. You should also contact the Progress Tutor to discuss the impact the absence may have on the student's studies. Upon their return, students are expected to meet with their tutors to ensure all work can be caught up.

Dress Code

We do not have a College uniform. Students are allowed to wear whatever they wish (within reason), but they must not wear anything that displays offensive slogans, insignia or pictures. There are also no restrictions with regard to make-up, dyeing their hair or jewellery. However, they must ensure that what they wear to College is appropriate for their course.

ID Badges

As part of our commitment to safeguard both students and staff, ID badges are worn by all staff and students at all times. Without an ID badge, entry onto College premises may not be permitted and students may be sent home. This is to ensure the safety of all staff and students.

Workload

All College courses include work outside the classroom. Your child/ward is expected to take responsibility for their learning and complete any homework within set deadlines. You may request assignment schedules and individual learning targets from their subject teachers.

What happens when my child/ward is not in class?

During non-contact time there are ample opportunities for self-guided study. The **Study Hub** is open every weekday where students have access to IT and work stations, as well as an extensive collection of books, journals and online resources. During breaks, students can benefit from our **College Oasis** which provides a selection of hot meals and sandwiches between 8:30am and 1:45pm. There are no restrictions on what students can or can't eat in the Refectory, so if they wish to bring their own food, they are welcome to eat this here.

Part-Time Jobs

The College fully supports students having a part-time job as these enhance social skills and are a positive inclusion for CVs and university applications. However, part-time jobs must not impact on College commitments. We recommend that students work no more than 10 hours per week and, before they agree to the hours, consider the impact on their College work and personal life.

Students may be expected to attend talks, workshops, trips, etc, which are not timetabled, we also recommend that they do not take on any part-time job that asks them to work during College hours (9:00am - 4:45pm).

Traveling to College

For every student who lives more than 3 miles away we will provide a free travel pass. (Students who live between 1 and 2.9 miles away may be entitled to a free travel pass, but this will be means tested). Students can apply for their travel pass using the Pay My Student link accessed via the student portal on the College website homepage.

For students who wish to ride their bike to College, we have a safe and secure bike shed, located within the College compound. In order to get access to this area, they must speak to Reception staff who will arrange this. Bikes must not be attached to any of the perimeter fencing around College, nor must they block exits or fire exits.

Enrichment and Learner Voice

We encourage students to get involved in our college community and they can do this through a variety of opportunities including becoming a Student Rep, Student Governor or a member of the Student Council. In addition, we have a skilled Enrichment Team who provide co-curricular opportunities to students to enhance their experience of college as well as build skills and meet new friends.

ADVICE AND INFORMATION

Health and Safety

Your child/ward's health and safety is very important to us. All students are full briefed about health and safety during their induction. A full safety policy is available on the College website and in the Study Hub. As with all College policies, it is important that all rules are adhered to. In any organisation there are always potential hazards. We encourage all of our students to report anything that looks suspicious or dangerous to a member of staff.

College Security

We take security on campus very seriously but balance this with the desire to be an open College with a welcoming environment for our diverse range of learners. We have a network of CCTV cameras and security staff on patrol around the campus who liaise with the local police when necessary. Should you have any security concerns, please contact the College Reception on 01704 392704.

Equality and Diversity

The College has a positive policy on equality and diversity. We are an all-embracing College, benefiting from a diverse student and staff population. We will not discriminate on the grounds of age, disability, ethnic origin, gender, religion, sexuality or on any grounds in the provision of our service. Should you become aware of any discrimination, please bring this to our attention immediately by contacting our Assistant Principal - Student Experience and Welfare, on 01704 392669.

We are a supportive, disability-friendly College. Should your child/ward require any reasonable adjustments during their time at College, please contact the Learning Support team.

Bullying

We have a Zero Tolerance policy towards bullying. If you have any concerns about bullying, Safeguarding Officers are available to help. Further information can be found in our Anti-Bullying Policy which is available on our website.

British Values and Prevent

The Prevent Duty is one of the elements of the government's counter-terrorism strategy. At Southport College, we are responsible for educating our students on the dangers of radicalisation and extremist behaviour and views. The College is also fully committed to the Government's British Values agenda, which aims to ensure that every young person attending the College has the opportunity to reach their potential as a British citizen. There are four outcomes that encompass British Values:

- » Democracy
- » The Rule of Law
- » Individual Liberty
- » Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

How are we monitored

The College will make every effort to ensure that learners are given every opportunity to access online content in order to study, provided it can ensure its safeguarding commitment to the whole College community. Computer skills are vital to access employment and life-long learning as IT is now seen as an essential skill for life. Unfortunately, there are also risks attached to the use of the internet and social media; everyone at the College is expected to use it responsibly, inside and outside of College premises.

Staying Safe in a digital world

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Trips and Visits

If your child/ward is under 18 years of age, you will be required to sign a consent form for all College-organised trips.

College Calendar 2022-23

Autumn Term	
Monday 5 September	College in Full Session
Monday 24 – Friday 4 November (inclusive)	Half Term (2 Weeks)
Friday 16 December	Last Day of Term (Christmas Holidays)

Spring Term	
Thursday 5 January	Students return
Monday 13 – Friday 17 February (inclusive)	Half Term
Friday 31 March	Last Day of Term (Easter Holidays)

Summer Term	
Monday 17 April	Students return
Monday 1 May	Bank Holiday
Monday 29 May – Friday 2 June (inclusive)	Half Term
Friday 16 June	Last Day of Term (Summer Holidays)

OUR EXPECTATIONS

Conduct

We expect all students to behave appropriately, treating staff and other students with respect and consideration. The College does not tolerate bullying in any form. The full Maintaining Student Responsibility (MSR) procedure is available from the Information and Reception desk or College website.

Academic

If you child/ward's tutors are concerned about their ability to succeed in the course due to poor attendance or missing deadlines, a meeting may be arranged under the College's MSR policy. The relevant Curriculum Manager or the Head of Studies will oversee the meeting alongside the Progress Tutor to agree an action plan and subsequent performance will be closely monitored. Parents of students who are under 18 will be invited to meetings if appropriate.

Your child/ward's timetable has been designed to provide the contact hours necessary for us to deliver the course and for them to succeed in their study. It is very important that they attend all classes and arrive on time. Failure to do so not only jeopardises their chances of success, but could also lead to financial support being withdrawn and action taken under the College's MSR policy.

Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. Plagiarism is a serious academic offence and the consequences are severe. Where there is doubt over the authenticity of work, an opportunity will be given to demonstrate that it is genuinely that of the person claiming credit. Cheating is an attempt to deceive assessors or examiners. Cheating is considered to be gross misconduct by the College and will be treated as such (see Plagiarism, Copying and Cheating Policy).

Southport Standards

An excellent Southport College student has high standards and is a learner who:

- » Gives their best efforts
- » Asks for and accepts help
- » Attends and is on time
- » Is an excellent member of our college community
- » Wears their College ID badge at all times

STUDENT CHARTER

The College creates an environment that is safe and welcoming to all students, staff and visitors. We promote a positive culture where students are able to learn and develop in a respectful and fair environment.

Our core values apply to all students, including those learners who are on placements. Our student charter is based on these core values:

Positivity

You can advance in our positive culture by:

1. Recognising the importance of enjoying college
2. Supporting a healthy college
3. Leading by example; by adopting an 'I can do' approach
4. Working together to complete tasks
5. Engaging in cross college enrichment and fundraising activities

Innovation

We will encourage innovation in you by:

1. Making full use of college resources, inc. the Study Centre and Student Guidance
2. Actively take part in Learner Voice activities to improve your student experience
3. Embrace challenges and consider new ways of working
4. Represent the College in cross-college and external competitions

Achievement

To promote a culture of achievement and high expectations, we expect you to:

1. Attend all classes and any other activities that form part of your agreed programme regularly and on time
2. Ask for help if you need it and tell staff about any concerns that may affect your learning so help and support can be arranged
3. Set yourself aspirational targets to ensure you achieve your potential
4. Take ownership of your career planning

Respect

You will be expected to respect and value others by:

1. Respecting college rules and complying with the 'Classroom Standards'
2. Cooperating with all staff and students
3. Behaving in a polite, courteous and friendly manner that does not offend and does not discriminate
4. Acting in accordance with the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different backgrounds, faiths and beliefs

Professionalism

You will need to:

1. Take responsibility for organising your own learning
2. Be accountable for your own actions
3. Observe all health and safety regulations by caring for the physical environment of the college
4. Always wear your student ID badge to maintain a safe and orderly environment
5. Arrive on time and be ready to work; by being prepared with correct equipment and/or appropriate clothing

KEEP IN TOUCH

Please don't hesitate to contact the College at any point during your child/ward's time at College. Our Information and Reception team can help with all aspects of information, advice and guidance and can be contacted on 01704 392704 or by emailing guidance@southport.ac.uk.

Emergency Contact Information

Please ensure that we have your up-to-date contact details in order for us to be able to contact you should this be required. If there is ever an occasion whereby your child/ward needs urgent treatment, we will endeavour to contact you. A member of staff will accompany your child/ward to hospital and ensure that they are registered into the hospital's care.

If you would like more information on staying safe online, the following websites may be useful:

- » Child Exploitation and Online Protection Centre
www.ceop.police.uk
- » UK Safer Internet Centre
www.saferinternet.org.uk
- » CEOP's Think You Know
www.thinkuknow.co.uk
- » Childnet International
www.childnet.com
- » Safer Internet Centre Social Network Checklists
www.saferinternet.org.uk/checklists

Your Feedback

We welcome your feedback and comments about how we can improve our service to you. During your child/ward's time at the College, please feel free to contact us. For compliments, comments or complaints please contact our reception desk or email them to Learnervoice@southport.ac.uk.

Each year we send out parent surveys which are an important way for us to monitor what we're doing well and where we could do better. However, please don't feel that you need to wait for a survey in order to voice your opinions; we genuinely welcome your feedback.

Our postal address is:

Southport College
Morningside Road
Southport
PR9 0TT

Visit our website for the latest information:
www.southport.ac.uk