



**Creating Careers**



# **Parent's Guide**

**2023-24**

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

We are delighted that your young person 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 and staff are here to help students who find this transition initially challenging. To help support your young person, 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 young person'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 young person'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 during their time at college. 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 & Deputy Safeguarding Lead**  
jonesl@southport.ac.uk  
**01704 392759**

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

## Careers Advice

Our college courses are all about progression, enabling our students to build the knowledge, skills and behaviours to progress in their future careers. Your young person 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.

Our Careers Co-ordinator, Bec Hill, supports students across the College through providing structured Careers Education, Information, Advice and Guidance opportunities for students throughout their time at college.

**Bec Hill - Careers Coordinator**  
rebecca.hill@southport.ac.uk

## Progress Tutors

As part of our support for our students, each student is supported by an identified Progress Tutor who will meet with them on a weekly basis, either for a group or one-to-one session. Their Progress Tutor supports them throughout their time at college, monitoring student attendance and academic progress. Progress Tutors also provide guidance regarding future careers and are the first point of call for students who wish to access further support services in the College.

If you have any concerns regarding your young person whilst they are at college, their Progress Tutor is your main point of contact:

**Dawn Bowers**  
bowersda@southport.ac.uk

**Jacqui Davenport**  
davenportj@southport.ac.uk

**Mike McNulty**  
mcnultym@southport.ac.uk

**Lorraine Rostron**  
rostronl@southport.ac.uk

**Sophie Kinnear**  
sophie.kinnear@southport.ac.uk

## Learning Support

Students at Southport College have access to a variety of support services. If your young person has a learning difficulty or disability, and you have not already notified our Learning Support Team, please contact them on **01704 392872**.

## 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 young person's attendance and progress during their time here. The instructions to register for ProPortal are as follows:

- » **Visit our website at [www.southport.ac.uk](http://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 college on **01704 500606**.

## Safeguarding

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 always. If you have a concern that your young person 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 care experienced or cared for**
- » **Young carers**
- » **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**
- » **Substance misuse**
- » **Young people who are at risk of homelessness or in extreme financial need**

## Student Hub

The Student Hub is one of our students' favourite facilities and offers a welcoming, friendly and quiet environment for individual study or group work. In addition to computers and work stations, students can access key support services within the hub, including Progress Tutors, Safeguarding, Careers and Study Mentors. Within the Study Hub, you will also find an extensive collection of books, journals and online resources. Should you require any assistance, our team of Library Assistants are always happy to help with any research or IT queries you may have. Our Study Skills Mentors can also support with academic writing, proofreading and assignment structure.

## 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 outside 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 young person 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 on **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.

### Travelling 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.

### 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. Students must ensure that they are always wearing their ID Badge whilst on the College site.

### Workload

All college courses include work outside the classroom. Your young person 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 young person is not in class?

During non-contact time there are ample opportunities for self-guided study. The Student Hub and 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.

Students may be expected to attend talks, workshops, trips, etc, which are not timetabled so students should consider this when taking on part time employment outside of college.

### 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.

**Ellie Brownhill – Enrichment Coordinator**  
01704 392815

## FINANCIAL HELP

The College has several financial support systems that students can apply to. We can support with travel, kits and equipment, uniforms, course trips, UCAS fees etc. Most funds are income assessed but we would encourage all learners to apply and we will guide them on what they are eligible for. Our college website has more information regarding eligibility for each fund and the links to apply for funding. If you require more information please contact us on **01704 392704**.

## ADVICE AND INFORMATION

### 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 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**

## 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.

## 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 young person require any reasonable adjustments during their time at college, please contact the Learning Support team.

## Health and Safety

Your young person'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.

## Trips and Visits

If your young person is under 18 years of age, you will be required to sign a consent form for all college-organised trips.

## Staying Safe in a digital world

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.

## 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 who can liaise with the local police if necessary. Should you have any security concerns, please contact the College Reception on **01704 500606**.

## College Term Dates 2023-24

### Autumn Term

Monday 4 September	Start of Academic Year
Monday 16 – Friday 27 October (inclusive)	Half Term (2 Weeks)
Friday 22 December	Last Day of Term (Christmas Holidays)

### Spring Term

Monday 8 January	Students return
Monday 12 – Friday 16 February (inclusive)	Half Term (1 Week)
Thursday 28 March	Last Day of Term (Easter Holidays)

### Summer Term

Monday 15 April	Students return
Monday 27 May – Friday 31 May (inclusive)	Half Term (1 Week)
Friday 28 June	Last Day of Term (Summer Holidays)

## OUR EXPECTATIONS

If your young person'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 Maintaining Student Responsibility policy, and you will be informed. The relevant Curriculum Manager 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 young person'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.

We expect all students to behave appropriately, treating staff and other students with respect and consideration. The full Maintaining Student Responsibility (MSR) procedure is available from the Information and Reception desk or College website.

### 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 College Standards

The qualities of an excellent Southport College student 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 Southport College 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

### 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

### Innovation

We will encourage innovation in you by:

1. Making full use of college resources, inc. the Study Hub 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

### 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 young person's time at college.

Our Information and Reception team can help with all aspects of information, advice and guidance and can be contacted by calling **01704 500606** or by emailing **guidance@southport.ac.uk**

### Your Feedback

We welcome your feedback and comments about how we can improve our service to you. During your young person'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.

### 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 young person needs urgent treatment, we will endeavour to contact you. A member of staff will accompany your young person 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](http://www.ceop.police.uk)
- » **UK Safer Internet Centre**  
[www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- » **CEOP's Think You Know**  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- » **Childnet International**  
[www.childnet.com](http://www.childnet.com)
- » **Safer Internet Centre Social Network Checklists**  
[www.saferinternet.org.uk/checklists](http://www.saferinternet.org.uk/checklists)



## **Creating Careers**

### **Student Information & Main Reception**

**01704 392704**

#### **Opening Times:**

##### **Term Time**

Monday	8:15am - 5:00pm
Tuesday	8:15am - 7:00pm
Wednesday	8:15am - 7:00pm
Thursday	8:15am - 5:00pm
Friday	8:15am - 4:00pm

##### **Non-Term Time**

Monday - Thursday	8:30am - 5:00pm
Friday	8:30am - 4:00pm

#### **Address:**

**Southport College  
Mornington Road  
Southport  
PR9 0TT**

**[www.southport.ac.uk](http://www.southport.ac.uk)**