



BLACKPOOL SIXTH



# The College Charter 2010/11

Be Outstanding



[www.blackpoolsixth.h.e.c.uk](http://www.blackpoolsixth.h.e.c.uk)



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## Mission Statement

**“Inspiring learning,  
developing mind and character,  
building your future.”**



# 1. INTRODUCTION

## Core Values

**Respect:** for ourselves, for others, for the environment

**Excellence and High Aspirations:** being the best we can be, by striving to be more

**Support:** helping everyone to succeed

**Inclusion:** valuing everyone equally and striving to overcome barriers to success

**Integrity:** acting according to our values and promises

**Global Citizenship:** being active in improving our world and broadening horizons

**Enthusiasm:** learning because we love to learn, teaching because we love to teach

## In this Charter we set out

**(a) the standards and services** which students can expect us to provide at this College and

**(b) the obligations** which students must accept as members of the College.

College has an established reputation for the educational service it provides and the high quality of its premises. College readily offers the commitment outlined in this Charter and wishes to enrol students who are determined to do their best to succeed in their educational ambitions by:

- attending all timetabled lessons
- arriving on time for all lessons and other meetings including tutorials and enrichment activities

- not taking holidays during term time. Losing vital weeks of study through taking a holiday is unacceptable and the College will not re-admit a student who disregards this requirement.
- bringing essential equipment to lessons
- reporting all absences to Reception before 10.30am on each day of absence
- organising your time effectively to meet deadlines
- completing all work to the best of your ability
- seeking help when you need it
- treating all members of College with respect
- playing your part in maintaining a safe, healthy, litter-free College environment
- reporting inappropriate behaviour
- acting in accordance with the Acceptable Use of IT Policy and the FYi Code of Conduct

# 2. STANDARDS

## College is committed to providing for all students

- high quality in all aspects of its service
- tuition which leads to qualifications
- learning which encourages independence
- sporting, social and cultural activities
- focused guidance and advice
- equality of opportunity
- dignity of treatment within the educational environment
- a positive response to diverse needs and talents
- a healthy and safe environment
- an efficient management and information system

## 3. ENROLMENT AND ADMISSION

**Our aim is to provide full, accurate and accessible information.**

### **You can expect**

- two open evenings for you to visit the College and meet staff and students
- an informal interview to discuss your courses
- information about the support available at College and the financial support that may be available including help with transport costs, the Access Fund and the Education Maintenance Allowance.
- at the Pre-Sixth Form Conference an introduction to the curriculum areas in which you will study.
- to receive a package through the post in August which includes a personalised Enrolment Form, details about important College policies and detailed information about how to enrol
- personal interviews at Enrolment
- to check personally at Enrolment the data entered on our computer about you and your course of study

### **You are expected to**

- accept the responsibility to meet your obligations as outlined in the College Charter, Student Agreement and College Expects documents
- provide all necessary details about yourself for our student records
- make an amenities contribution to help subsidise enrichment and other student activities/trips

## 4. COLLEGE MEMBERSHIP AND EXPECTATIONS

### **You can expect**

- College to honour its responsibilities outlined in this Charter
- to be treated courteously, fairly and with respect
- learning to be engaging
- to be provided with a Student Membership Card when your membership has been confirmed
- information to be made available to you about all College educational programmes and activities to which you are committed or in which you may be interested
- to receive details of all examination arrangements which apply to you
- reasonably priced food and drinks, of good quality, either through our College cafeteria service or vending machines
- to have the use of good facilities and resources in an environment which respects Health and Safety requirements
- to be given the opportunity to take part in a variety of social, cultural and enrichment activities
- College to promote care of the premises, its furniture and equipment
- to be able to check, at your request, any statistical data entered on our computer about you
- requests for your evaluation or opinion of any service provided

### **You are expected to**

- honour your commitments outlined in this Charter, in the separate Student's Learning Agreement which you will sign and the College Expects document
- make any financial contributions which are required (as listed in the "Essential Information for Students and Parents" handbook)
- treat other students, College staff and visitors courteously and with respect, in accordance with the obligations expressed in the College's Equal Opportunities Policy and related policies, as published on First Class

- retain your Student Membership Card and replace it, at your own expense, if you lose it
- carry your Student Membership Card as an identity card at all times on the College premises and use it to access the Viewpoint screens and to use the resources in the FYi
- dress appropriately, to fit in with College's high standards and expectations. It is important that all members of College are clearly identifiable whilst on premises. College, therefore, requires all staff and students to keep their faces uncovered while on College premises and while representing College offsite.
- attend regularly and punctually unless there is a good reason why you cannot, and in such cases to inform Reception
- accept that your College membership will be withdrawn if you do not attend College and all your lessons, unless there is a good reason why you cannot
- read any published information given or e-mailed to you and act on any instruction or advice which concerns you
- follow any reasonable instruction from a member of College staff
- advise us if, at any time, you are unable to meet the requirements of your course
- report any personal accident in which you are involved or for which you have a responsibility
- take full responsibility for the care of your own property recognising that the College cannot usually compensate you for any loss or damage to it
- treat the property of College, other students, College staff and visitors with care, reporting any damage for which you are responsible
- return any items loaned to you by College, when required, recognising that College may take legal action for recovery of any property or its value, if not returned
- check statistical information produced about yourself for accuracy and report any discrepancies immediately
- make the most of the extra-curricular opportunities which are an important part of the overall service provided by College
- respond in any evaluation survey by giving your opinion and any suggestions for improvement

## 5. LEARNING

**Quality in the provision of learning is the principal objective of the College.**

### **You can expect tuition that**

- is given by a tutor who is a specialist in that subject, allowing for the possibility of contingency arrangements in the event of emergencies, staff sickness etc.
- is authoritative, up-to-date and specifically relevant to your needs and the subjects you are studying
- is well planned and structured, both to prepare you for any relevant examinations and to stimulate your enthusiasm
- offers you an appropriate range of learning experiences
- provides for and requires your participation in the learning process
- includes adequate and regular personal study assignments, with instructions about any target date or deadline for return of work.
- includes fair assessment of all your work, within an agreed time and with marks and constructive comments, as appropriate
- will include regular, formal assessment

### **You can also expect**

- sessions to start on time
- accurate information about your timetable
- accurate information and guidance concerning programmes of study
- information in advance about how subjects will be taught and assessed
- regular information and reports on your progress in a structured programme of reviews, given to you personally by your Subject Tutors and by your Personal Tutor and a written summary on each occasion to be sent to your parent(s) or your carer(s). You should inform the Head of Student Services if you do not wish us to pass information to your parent(s) or carer(s).

### **You are expected to**

- attend punctually all time-tabled classes and activities included in your timetable
- make appropriate use of the educational facilities provided
- make yourself familiar with information provided by your Tutors
- spend sufficient time in preparation to complete any specific assignments and to hand them in on time
- pursue the study of your subjects in the widest sense, whenever possible seeking and using any relevant sources of information
- be an active participant in your own learning process
- seek advice from your Tutors whenever necessary
- accept responsibility for your own learning, including the devotion of an appropriate amount of time to self study and the effective organisation of that time
- submit work on time to meet course requirements and accept that there may be serious consequences if you do not
- reach a satisfactory standard in any assessment as a condition of your continuing with the course

- College to administer fully the College's Equal Opportunities Policy and related policies, as published on First Class
- College to recognise your achievements, support your ambitions and celebrate your successes
- your attendance to be monitored closely and follow up action to be taken to support improvement
- your Personal Tutor or another member of College staff to be available to give you advice and help and prompt assistance in any emergency
- to be kept informed about the availability of support and guidance
- to be offered up-to-date information and guidance about career and Higher Education opportunities and an individual careers interview whenever you need it
- College to maintain strong links with Universities and other Higher Education institutions
- to have the opportunity to attend careers presentations in College by a range of local employers and Higher Education institutions
- that we will take account of your opinions and encourage you to tell us about your College experience and your achievements outside College
- a fair and comprehensive reference for any applications you make

## **6. SUPPORT AND GUIDANCE**

**College is committed to ensuring that an appropriate support and guidance system is provided for students.**

### **You can expect**

- a systematic introduction to the College's facilities and procedures
- a Student Planner, containing useful information about College procedures
- individual support, and a programme of guidance from your Personal Tutor
- access to additional advice, guidance and counselling support as necessary

### **You are expected to**

- attend, with your parent(s) or carer(s), the Welcome Evening in September, a Consultation Evening in November/December and the Progression Evening in June
- make yourself aware of the services available to you
- keep appointments and give as much notice as possible if you have to cancel them
- accept responsibility for your part in the service we offer for support and guidance, studying carefully all relevant information available
- provide complete and accurate information on any relevant application forms and to submit them before any deadline
- provide information about yourself to assist us in the reference process, when required
- accept that we may contact your parents or carers whenever we consider it necessary, in your interests. You must inform the Head of Student Services if you do not wish us to contact your parent(s) or carer(s).



## 7. DECISION MAKING

**College looks for the participation of students, in the consultative process which leads to decisions.**

**You can expect the College to**

- provide opportunities for students to participate in College's consultation processes
- organise the election of student representatives on the Student Council and on the Governing Body
- evaluate the effectiveness and structure of courses, and the merits of activities and events arranged by College, by seeking the views of participating students

**You are expected to**

- make yourself aware of the possibility for and the responsibilities of representation on the Student Council and on the Governing Body
- take an active part Student Council elections
- provide information and opinions, when requested, in the evaluation of courses and any other College activity or service
- complete the Student Satisfaction Survey

## 8. POLICIES AND PROCEDURES

**The following policies and procedures can be found in the Student Area on FirstClass.**

Assessment Policy  
Directed Study Statement  
Disability Discrimination Act  
Disability Statement  
Race Equality Policy  
Equal Opportunities Policy  
Data Protection Act  
Acceptable Use of Computers Policy  
Safeguarding Children Policy  
Student Disciplinary Policy

Attendance Policy  
Drugs Policy  
Student Agreement  
Celebrating Student Success  
Disclosure Policy  
Disclosure Agreement  
Freedom of Information Policy  
Antibullying Policy

## 9. PARENTS AND CARERS

**To encourage your involvement we will provide:**

- an early opportunity to visit the College and to meet your daughter's/son's Personal Tutor during the Welcome Evening in September
- an "Essential Information for Students, Parents and Carers" handbook explaining how the College operates
- communication of information electronically via the Parent Portal, to parents who sign up for this
- a termly newsletter giving details of College events
- annual subject consultations with your daughter's/son's tutors in November/December and a Progression Evening in June
- prompt consultation with you if we need to discuss an aspect of your daughter's/son's progress

**To help us, we ask you to:**

- encourage your daughter or son to meet the expectations set out in the Student Agreement and College Expects documents
- inform us if you become concerned about any aspect of your daughter's or son's progress
- inform us of changes in personal circumstances such as change of address/telephone number or domestic circumstances
- contact us during any absence of your daughter/son
- avoid requesting holidays in term-time
- respond promptly to College communications
- accompany your daughter/son to the annual consultation evenings with their tutors.



## 10. APPEALS AND COMPLAINTS

**College provides a procedure to which you may have recourse if you have reason to appeal or complain about any aspect of College life.**

If you believe you have cause for an appeal or complaint, you should always endeavour to resolve the matter informally with the person against whom the appeal or complaint is made or who is responsible for the area within which the appeal or complaint is made. If this is inconclusive, please follow this procedure:

**Stage 1.** Make an informal complaint to any member of staff who will try refer the matter to the appropriate Head of Department or Cross-college Manager. If the manager is unable to resolve the issue, the complaint moves to Stage 2.

**Stage 2.** Make a formal complaint, preferably in writing, to the Deputy Principal providing details of the complaint. An investigation will be undertaken and a response given within ten working days.

**Stage 3.** If you wish to make an appeal against the Deputy Principal's response at Stage 3, inform the Principal in writing within ten working days.

If the Principal is the focus of the appeal or complaint, formal appeal or complaint is made to the Chair of Governors and reconsideration is by the Personnel and Remuneration Committee of Governors.



### **You can expect us to**

- take whatever action is necessary and provide advice and assistance if you make an appeal or complaint
- keep you informed about the progress of any appeal or complaint you have made and the final outcome
- deal with the appeal or complaint, in confidence, fairly and without recrimination
- give an initial response within at least ten working days at each stage
- give the reason at each stage, if an appeal or complaint is rejected

### **You are expected to**

- follow this procedure if you wish to make an appeal or complaint
- be accurate and fair in reporting any incident as a cause for an appeal or complaint
- be patient and understanding while the College investigates any appeal or complaint
- appreciate that a complaint should be made in writing if the need for it is very serious

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