



Halesowen
College



Parent and Carer Guide

Here for you.



Jacquie Carman
Principal and CEO

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 give everyone the opportunity to learn, flourish and succeed. And we can assure you that your young person will be supported by our team of highly qualified, dedicated and inspirational staff to enable this.

We know that college isn't about just qualifications, it's about getting our learners ready for their next steps, whether that be for employment or Higher Education. This year, we are excited to be launching our Power Pack of Skills Programme; a skills-packed programme that will not only enhance academic qualifications but will also see learners developing a key set of skills, skills employers are seeking around digital, resilience and confidence, independent living, communicating, problem solving and time and workload management.

Recognising the value this brings in driving skills across the local area and region, the Black Country Chamber of Commerce has endorsed the programme.

At the end of their study programme with us, your young person will have developed an individual portfolio that they can present to future employers and Higher Education settings. This will not only demonstrate what they have successfully achieved during their studies but also the skills and experiences they can offer.

We want to ensure your young person's journey is successful, and it is vital that we form partnerships where parents and carers work with college staff to put your young person at the centre, keeping them motivated and supported to achieve and be the best they can.

Our commitment to parents and carers. We will...

Maintain our values of inclusion, care, ambition and respect.

Keep in touch with you about your young person while they are studying with us.

Ensure you know who their Personal Coach is and how they can be contacted.

Give you access to our MyHalesowen App to track attendance, timetable and progress.

Send progress reports twice a year and, for parents of full time students an invitation to Parents'/Carers' Evenings.

Let you know if attendance falls below our accepted standard and work with you if we have concerns about punctuality, behaviour or work completion issues.

Raise any issues about attendance or progress of our Apprentices by liaising with the employer and regularly review Apprenticeship Work Based Programmes.

Contact you if we have concerns about their health and well-being.

Code of Conduct

Code of Conduct

Code of Conduct

We will **not** accept:

Any form of discrimination or hate.

Any form of bullying to any other student, member of staff or visitor.

Any inappropriate language, disrespectful behaviour, violence or abuse toward any student, member of staff or visitor.

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.

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 exclusion.

Further information about the Student Code of Conduct, Disciplinary Procedures and Complaint Policy can be found here: www.halesowen.ac.uk/about/guides-and-policies





Attendance Attendance Attendance

ATTENDANCE AT COLLEGE Why is it important?

Regular attendance to college is a requirement; it gives learners the best chance of success and demonstrates their dedication to their education, essential for achieving goals and maximizing their potential. By attending all scheduled classes, whether in person or online, learners will benefit from the learning opportunities and resources available so they can stay up to date with course material, engage in discussions and build a solid foundation for their future.

Being absent from college without a valid reason will lead to disciplinary action.

Student Responsibilities

Students at Halesowen College 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 through the online portal. We will notify parents of reported absences whenever learners do not turn up to a lesson. Absences can be reported here: [Absence Reporting](#)



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 for a valid reason along with evidence to support.

Adhere to Policies:

Follow our [Attendance and Punctuality Policy](#), understanding that there are consequences if attendance falls below 90%.



Campus Information

Campus Information

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

Student Services 0121 602 7688

Wellbeing 0121 602 7674

Exams 0121 602 7787

Safeguarding 0121 602 6001

Useful Numbers
Useful Numbers
Useful Numbers
Useful Numbers
Useful Numbers

Key Dates

Key Dates

Key Dates

Autumn Term

Week Commencing 2nd September - Induction Week
Week Commencing 9th September - Classes Begin
23rd October - HE Fair
Week Commencing 28th October - HALF TERM
25th November - Staff Development Day (No Classes)
25th November - EHE Parents Evening
3rd December - A2 Parents Evening
Week Commencing 2nd December - GCSE Mock Exams
5th December - Voc 2 of 2 Parents Evening
20th December - TERM ENDS

Spring Term

6th January - TERM BEGINS
11th February - AS Parents Evening
Week Commencing 17th February - HALF TERM
24th February - Voc 1 of 2 and Y10 EHE Parents Evening
Week Commencing 3rd March - AS Mock Exams
11th March - Voc 1 of 1 Parents Evening
Week Commencing 17th March - A2 Mock Exams
Week Commencing 24th March - GCSE Mock Exams
9th April - Futures Fair
11th April - TERM ENDS

Summer Term

28th April - TERM BEGINS
30th April - Staff Development Day (No Classes)
5th May - BANK HOLIDAY
15th May - GCSE Maths Resit Paper 1
23rd May - GCSE English Resit Paper 1
23rd May - A2 Study Leave Begins
Week Commencing 26th May - HALF TERM
4th June - GCSE Maths Resit Paper 2
6th June - GCSE English Resit Paper 2
11th June - GCSE Maths Resit Paper 3
13th June - Voc 1 of 1 and 2 of 2 Finish
27th June - Voc 1 of 2 Finish

Study Programme Insight

Study Programme Insight

Study Programme Insight

Understanding the layout and structure of their study programme is key for learners to stay on track and make the most of their time here.

The study programme is designed to be comprehensive and enriching with a variety of elements to support your young person's growth and success.



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

Attendance to all components of a study programme is required and learners agree to this when they sign their learning agreement.

Learners will be given a guide that provides more information on the study programme and how they can get the most out of their education and time with us.

Study Programme Insight

Study Programme Insight

Study Programme Insight

Subject Content:

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

Tutorial:

Personalised support and guidance during one-to-one or group tutorials with a personal coach.

Resits (Maths and English where applicable):

Opportunities to retake exams and assignments, ensuring learners can achieve their best results.

Trips/Visits:

Learners expand their knowledge beyond the classroom with exciting trips and visits related to their studies.

Enrichment:

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

6 in 6 Experience:

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

Power Pack of Skills:

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

Work Experience:

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



My Halesowen
My Halesowen
My Halesowen

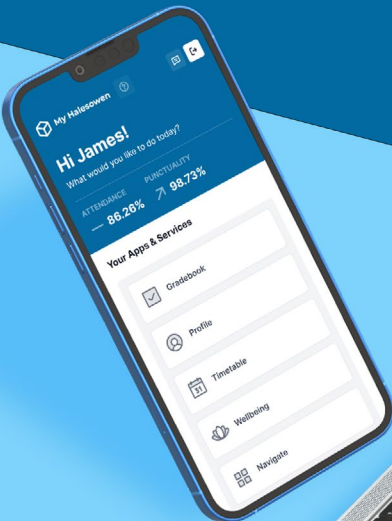
MyHalesowen is our go-to tool to help learners stay on top of their educational journey!

With MyHalesowen, your young person can easily view their timetable, track their study programme progress, reflect upon enrichment activities and Power Pack of Skills progress and celebrate their achievements.

my.halesowen.ac.uk



SCAN ME



College Staff Roles

College Staff Roles

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.



Subject Course Tutor

Subject Course Tutors are key to your young person's education, delivering high-quality teaching in their specific subjects. They assess work, provide feedback and offer support so learners can excel. Tutors are available to answer questions, help learners understand new concepts and guide them through their academic journey.

Personal Coach

Personal Coaches provide individualised support to help learners navigate their 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 learners achieve their full potential.



Progress Coach (A Levels)

Progress Coaches support your young person's academic journey by monitoring their 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.

Head of Student Support

The Head of Student Support oversees all student support services within a curriculum area, ensuring learners receive the help they need for both academic and personal success. They coordinate counselling, financial advice and additional internal and external support services.



Head of Division

The Head of Division is responsible for the overall management and leadership of a specific academic division. They ensure high standards of teaching, learning, and student achievement. They oversee the curriculum, support staff 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 all Heads of Student Support 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

Help and Advice

Help and Advice

Where can your young person find help?

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 learners thrive during their time with us.



Student Services

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

Our friendly team can help with:

- | | |
|-------------------|--------------------------|
| Timetable Queries | Free Sanitary Products |
| Financial Support | Free Condoms |
| Meal Credits | Trip Payments |
| Coach Information | Timetable Queries |
| College ID Cards | Tax Confirmation Letters |

The team can also signpost learners to many other services both internal and external to college such as:

- | | |
|----------------------|---------------------------------------|
| Emotional Support | Mental Health Support |
| Pregnancy Testing | First Aid Support |
| Contraception Advice | Alcohol and Drug Misuse Support |
| Help to Stop Smoking | Sexually Transmitted Diseases Testing |

 brook

 **What?**
The What? Centre Ltd

 togetherall

 **FRANK**

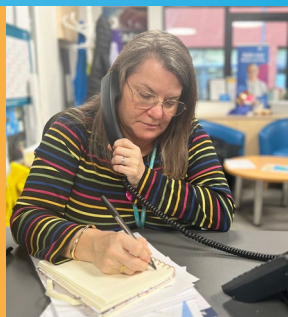


Learning Resource Centre

The Learning Resource Centre can be found upstairs in The Hub and provides essential resources and study materials to support students on their academic journey. It gives access to books, digital resources and quiet study spaces, all designed to enhance the learning experience of our students. Whether they need help with research, coursework or finding study materials, the Learning Resource Centre is there to help.

Careers

Planning for the future is an important part of your young person's education. The Careers Team are based in The Hub and offer personalised guidance to help learners explore career options, prepare for interviews and develop CVs. They also provide access to job fairs and networking events.



Learning Support Team

If a student has specific learning needs, our Learning Support Team are dedicated to helping them achieve their 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.

Mental Health and Wellbeing Team

The mental health of our learners 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 needed to maintain a healthy balance.



The Safeguarding Team

Every student should feel safe, valued and supported. The team offers a safe space to discuss concerns confidentially. They provide emotional support and guidance, ensuring that students 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.

Free Coach Travel



We provide a FREE, reliable coach service to Halesowen College from across the region, which means students can meet up with friends and enjoy the journey to college in a safe and environmentally sound way.

Students can even access **FREE WiFi!** Go online to find your nearest route... www.halesowen.ac.uk

Top quality coaches cover over 20 routes, which are constantly under review to ensure we can offer the best possible means of travel. A shuttle service is also provided between sites.

Please Note: While these services are free, there may be occasional delays due to external factors such as adverse weather conditions, traffic or road works. Despite these challenges, we strive to provide excellent support to all students.

Drop Off and Collection

Our college campuses are situated in residential areas, business estates and main roads within Halesowen Town. To ensure a positive relationship with our neighbours and maintain safety, we kindly ask parents and carers to be considerate when dropping off or collecting students. Please avoid blocking driveways, highways or pavements and ensure you drive responsibly and respectfully. Your cooperation helps us support the local community and **ensure everyone's safety.**



DON'T LET FINANCE BE A BARRIER

Cash for College Financial Support for Students

Is your household income **£43,680** 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, financial support may be available to your young person.

- Weekly meal allowance - money loaded onto college ID card to be used within college.
- Trips and visits related to the course.
- Equipment and uniform essential to the course.
- Travel costs – University interviews/open days and work experience.
- 16-19 Care to Learn - Childcare costs.
- 20+ Contribution to Childcare costs.

Scan here for more information



The household income thresholds for support are as follows:

- **Band 1** - Up to £29,485 - 100% Award
- **Band 2** - £29,486 – £36,038 – 60% Award
- **Band 3** - £36,039 – £43,680 – 30% Award



www.halesowen.ac.uk