



Halesowen
College



Student Guide

2024/2025

Here for you.



Jacquie Carman
Principal and CEO

We are delighted that you have chosen to study with us.

I hope that you will make new friends here, enjoy your student experience and progress to the next stage of your learning journey with the skills and knowledge you need to succeed.

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 will give you every opportunity to learn, flourish and succeed. You will be supported by our team of highly qualified, dedicated and inspirational staff. Everyone at Halesowen College promotes and demonstrates our values.

Inclusion

Care

Ambition

Respect

This handbook is your essential guide to finding your way around the college and services that can support you.

Inside, you will find:

College Life:

How to make the most of your time with us.

Programme Structure:

Essential information about your study programme to keep you striving for success.

MyHalesowen:

Our software platform that supports you to stay on track and monitor your progress.

ID Badge Importance:

Why your ID badge is essential, how to wear it properly and the value it brings to your Halesowen College experience.

Support Services:

People who will support your academic and personal well-being.

Guidelines for Success:

Understand expectations to help you thrive on your educational journey.

This is your time to learn, flourish and succeed. We are here to support you every step of the way.

Jacquie

We will:

Live our college values of Inclusion, Care, Ambition and Respect.

Value everyone and provide equality of opportunity. We have a single equality scheme 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. We will act on all safeguarding concerns you raise.

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 Power Pack of Skills to help your progress.

Give you timely feedback on your progress.

Give you opportunities and support to improve your health and emotional wellbeing.

Provide opportunities for you to undertake 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 you may have.



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College **OUR COLLEGE** pro

College **COMMITMENT** pro

College **TO YOU.**College pro

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We expect you to:

Live our college values of Inclusion, Care, Ambition and Respect.

Always keep yourself and others safe by responsibly reporting inappropriate and unsafe behaviours to staff.

Always aim for 100% attendance at all timetabled activities. Talk to your personal coach if there is any reason you are unable to come to college.

Be on time for all timetabled activities.

Always complete the work required for your course to the absolute best of your ability and by agreed deadlines.

Make learning successful for everyone by behaving in a way that is respectful to others.

Always have your Halesowen College ID visible, on all college sites, visits and trips.

Take responsibility for your learning by participating in all learning activities. Set yourself goals and targets and review them regularly.

Respect the individual identity, cultures, background and beliefs of all students and staff.

Work with Learning Support if sessions have been offered to you.

Understand that if you are eligible for Financial Support, then payments depend on good attendance, behaviour and commitment.

Be ready to learn with the right equipment for your study programme.

Value the college environment and respect our neighbours in the local area and town centre.

Code of Conduct

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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.

This Promise and Code of Conduct is your contract with the college and ours with you.

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 your exclusion.

Further information about Student Code of Conduct, Disciplinary Procedures and Complaint Policy can be found here:





Attendance Attendance Attendance

ATTENDANCE AT COLLEGE Why is it important?

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

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

Student Responsibilities

As a student of Halesowen College, you 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 your parents that you have reported an absence and whenever you do not turn up to a lesson.



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 your 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:

Inform the college ahead of time if you anticipate missing a class for a valid reason with evidence to support, such as attending a university Open Day.

Adhere to Policies:

Follow our Attendance and Punctuality Policy, understanding that there are consequences if your attendance falls below 90%.



Campus Information

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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

Your ID Badge Matters

All members of the college community must wear their ID badge to create a safe and secure environment for everyone. Your ID badge has your name, student number and photograph on it.

1. Safety and Security

Your ID badge helps ensure that only students, staff and authorised visitors are on campus. This keeps us safe, making it easier to identify who belongs in college.



2. Access to Facilities:

Your ID badge will allow you access to services, including:

- o Travelling on college coaches.
- o Being served in college food outlets.
- o Attending all classroom sessions and enrichment activities.
- o Photocopying and printing.

3. Community Identity

Your badge signifies your membership in the Halesowen College community. It gives you a sense of belonging and team spirit amongst students and staff.



Wearing Your ID Badge

By wearing your ID badge, you play a crucial role in promoting a safe and welcoming environment at Halesowen College.

If you lose or do not have your ID badge when attempting to enter campus, you will be expected to purchase a replacement card at a cost of **£5.00** from Student Services or Reception.

1. Always Visible

Your ID badge **and** lanyard must be worn and visible at all times whilst you are on campus. This includes during classes, in the food outlets and when participating in enrichment activities.



2. Respecting The Rules

Wearing your ID badge creates a professional atmosphere, ensuring everyone feels safe and included.

3. Responsibility

It is your responsibility to keep your badge secure. If you lose it, report it immediately to a staff member to prevent unauthorised usage.



Thank you for your cooperation and commitment to our community's safety!

Your Study Programme Insight Your Your Study Programme Insight Your Your Study Programme Insight Your

Understanding the layout and structure of your study programme is key to staying on track and making the most of your time here.

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.

Attendance to all components of your study programme is required and you agree to this when you sign your learning agreement.

We have produced a guide that provides more information on the study programme and how you can get the most out of your education and time with us.

Subject Content:

Dive deep into your chosen subjects with engaging lessons and hands-on activities.

Tutorial:

Benefit from personalised support and guidance during one-to-one or group tutorials with your personal coach.

Resits (Maths and English where applicable):

Opportunities are provided to retake exams and assignments, ensuring you can achieve your best results.

Trips/Visits:

Expand your learning beyond the classroom with exciting trips and visits related to your studies.

Enrichment:

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

6 in 6 Experience:

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

Power Pack of Skills:

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

Work Experience:

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

Power Pack of Skills

Power Pack of Skills

Power Pack of Skills

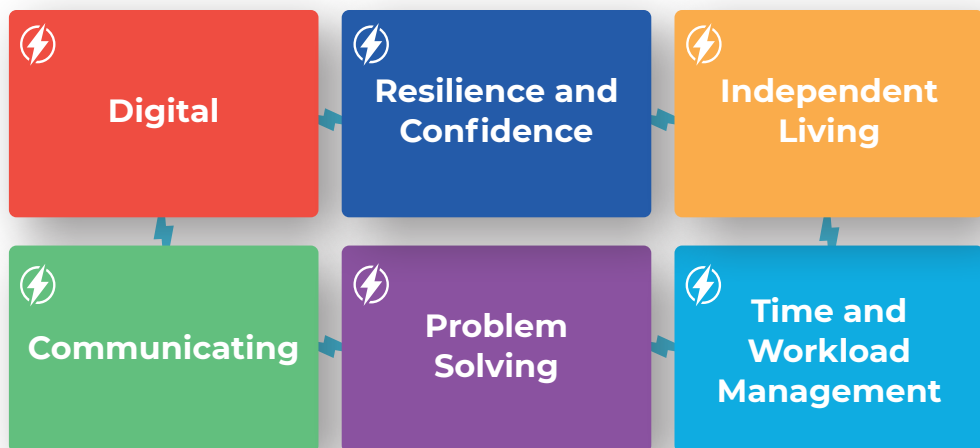


The Power Pack of Skills Programme is a framework for developing these vital skills for life and work throughout your time at college. You may develop these skills through enrichment activities, on a trip or a college wide activity.

Employers are looking for individuals who possess a well-rounded mix of technical knowledge, critical thinking, problem-solving abilities and strong interpersonal skills.

By including the Power Pack of Skills Programme into your study programme, we are providing you with the skills that employers need in the workplace.

We are committed to empowering you and equipping you with the tools needed for success in whatever career path you choose.



This initiative will not only boost your academic skills but will also prepare you for work. The Power Pack of Skills is unique to Halesowen College and is fully endorsed by The Black Country Chamber of Commerce.



The “6 in 6 Experience”

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Kickstart Your Academic Journey with Real-World Insights.

Our innovative “6 in 6 Experience” programme is designed to provide you with fantastic opportunities to connect with employers and industry experts right from the start of your academic year.

Weekly Employer Interactions: Over the first **six weeks**, you will engage with **six different** employers and industry professionals, gaining first-hand insight into various industries and career paths.

Enhanced Learning: These interactions are integrated into each curriculum area, enriching your study programme with practical knowledge and real-world applications.

Career Exploration: Discover a range of professions, understand workplace expectations and start building a network of professional contacts that will benefit you throughout your career.

Skills Development: Through direct engagement with employers, you will develop key skills such as professional communication, networking and industry-specific competencies.

Motivation and Inspiration: Start your academic year with a boost of motivation and inspiration, seeing the real-world relevance of your studies and considering your future career possibilities.

Personalised Experience: Tailored to your study programme, the “6 in 6 Experience” ensures that every interaction is meaningful and relevant to your field of interest.

Embrace this unique opportunity to blend academic learning with practical experience, setting a solid foundation for both your studies and your future career.





My Halesowen
My Halesowen
My Halesowen

MyHalesowen is your go-to tool for staying on top of your educational journey!

With MyHalesowen, you can easily view your timetable, track your study programme progress, reflect upon enrichment activities and Power Pack of Skills progress and celebrate your achievements. Make the most of every opportunity on your path to success!

my.halesowen.ac.uk



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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 education, delivering high-quality teaching in their specific subjects. They assess work, provide feedback and offer support to help you understand the material to excel. Tutors are available to answer questions, help you understand new concepts and guide you through your academic journey.

Personal Coach

Personal Coaches provide individualised support to help you navigate your 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 you achieve your full potential.



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 you stay on track and succeed in your studies.

Head of Student Support

The Head of Student Support oversees all student support services within your curriculum area, ensuring you receive the help you 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

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Where can I get help whilst studying?

At Halesowen College, we understand that your 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 here.



Student Services

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

Our friendly team can help you with:

Timetable Queries
Financial Support
Meal Credits
Coach Information
College ID Cards

Free Sanitary Products
Free Condoms
Trip Payments
Timetable Queries
Tax Confirmation Letters

The team can also signpost you 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 Diseases Testing

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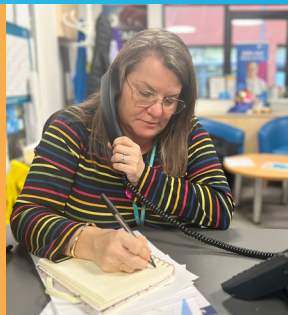


Learning Resource Centre

The Learning Resource Centre can be found upstairs in The Hub and provides essential resources and study materials to support your academic journey. You can access books, digital resources and quiet study spaces, all designed to enhance your learning experience. Whether you need help with research, coursework or finding study materials, the Learning Resource Centre is here to help you.

Careers

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



Learning Support Team

If you have specific learning needs, our Learning Support Team are dedicated to helping you achieve your 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

Your mental health 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 you need to maintain a healthy balance.



The Safeguarding Team

Every student should feel safe, valued and supported. The team offers a safe space for you to discuss your concerns confidentially. They provide emotional support and guidance, ensuring that you 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 you can meet up with friends and enjoy the journey to college in a safe and environmentally sound way.

You 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, you might be eligible for financial support.

- Weekly 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.

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