

Learn, Innovate, Create.  
For Life.

6th Form  
College  
Jersey

# PARENT & CARER HANDBOOK



[www.highlands.ac.uk](http://www.highlands.ac.uk)

**h** Highlands  
College

# WELCOME



We are delighted that your teenager has chosen to join our community for the next step in their learning.

Highlands College Sixth Form students are treated as individuals. We encourage them to find their own path, take ownership of their learning and move forward to forge a successful and happy future.

In this handbook we hope you find all the information you need to ensure your teenager thrives, with information on college life, facilities, and the support available to them and you.

## **WE PROVIDE**

- › Expert tutors with industry experience; all our lecturers are dual-qualified, this means not only do they hold vocationally relevant qualifications, they have also undertaken teacher training
- › Transition and induction opportunities to settle students into college life, including 'Right Choice Review'
- › Regularly observed classes to ensure they are of high quality
- › A Future Skills Framework to support the academic progress of each student
- › Friendly, welcoming and well-organised study programme
- › A Student Life Team committed to providing support, activities and services
- › Advice and guidance on a range of topics, from careers to welfare
- › Parents and carer evenings, student progress meetings, open days and feedback sessions



## WHAT WE EXPECT FROM STUDENTS

- › Honesty and co-operation with staff and fellow students
- › Punctuality for all college, placement, and training commitments
- › Complete all homework and coursework by the required deadlines
- › Maintain a 100% attendance record including any authorised absences
- › Let the college, work placement or training provider know of any absence, on the day the absence starts and provide evidence if required, i.e. medical appointment cards
- › Behave in a mature and appropriate manner to all staff and students at their work placement and training provider environments
- › Wear their identification (badge and lanyard) visible at all times
- › Bring their own device if possible
- › Provide us with details of any additional needs they may have that could affect their learning
- › Attend all examinations (if applicable)
- › Avoid booking any holidays in term time

## CONTENT

- P4 Attendance & Punctuality
- P5 Term Dates
- P6 Study Programme
- P9 Learning Resources Centre
- P10 Sustainability Pledge
- P11 Health and Safety (in brief)
- P12 General Information
- P14 Heads of Departments
- P15 Useful Contacts



# ATTENDANCE & PUNCTUALITY

Students are expected to attend each lesson in college punctually and to log on for any online lessons they may have. Tutors will monitor attendance and punctuality and contact you if they have any unexplained absences or a poor record.

**To report an absence, students (or their parent/carer if the student is aged 18 or under) must contact the college by telephone or e-mail to explain their absence at least 30 minutes before the start of the class.**

T 01534 608608 | E [info@highlands.ac.uk](mailto:info@highlands.ac.uk)

## **HOLIDAYS IN TERM TIME**

Under no circumstances should holidays be arranged during term time.

If a family holiday during term time is unavoidable, a letter from yourself must be sent to the college Principal requesting a leave of absence.

**Unauthorised absences of more than 10 working days could result in withdrawal from the college.**



# TERM DATES



## **Autumn Term 2024**

Monday 9 September 2024 - Thursday 19 December 2024

**Half Term: Monday 28 October 2024 - Friday 1 November 2024**



## **Spring Term 2025**

Monday 6 January 2025 - Friday 4 April 2025

**Half Term: Monday 17 February 2025 - Friday 21 February 2025**



## **Summer Term 2025**

Tuesday 22 April 2025 - Friday 4 July 2025

**No Half Term Break in May**



## **Bank Holidays 2025**

Monday 5 May 2025 | Friday 9 May 2025 | Monday 26 May 2025



# STUDY PROGRAMME

The aim of our curriculum is to prepare students for their next steps, whether this be to university or the workplace.

Whichever path they choose to follow, our curriculum will help to ensure they develop a range of skills for the future.

All of our courses are made up of the following aspects to enhance their experience, knowledge, and skills and to prepare them for success.

## **MATHS, ENGLISH**

## **AND HUMAN BIOLOGY GCSES**

Having competence in Maths and English are skills highly valued and requested by employers. If a student has not achieved a grade 4 or higher at GCSE, they will work towards achieving this with our dedicated Maths and English tutors and drop in clinics. If they already have the grades, we will help them to strengthen and develop these skills further.

For progression on to some courses, or into some careers such as primary school teaching and nursing, students may find that they will need a GCSE of grade 4 or above in science. If this applies to your young person, we offer a course preparing for the GCSE Human Biology examination, which they may be able to study as part of their full-time course.



## **IGCSE ENGLISH AS A SECOND LANGUAGE**

For students who use another language in their day-to-day lives, whether it be Portuguese, Polish, Thai, Romanian, Hungarian or any other of the 7,000 languages in the modern world, we offer the Cambridge iGCSE English as a Second Language qualification.

This course has the same value as the iGCSE English as a first language and is accepted throughout the college as an entry requirement for any of our courses. It is also a valid qualification for universities and other further education institutions.

The course will help to improve the student's communication in a variety of writing styles, improve their vocabulary and range of expression in their spoken language. It will also give a better understanding of how the English language works.

Alternatively, if the student is not quite ready for the iGCSE, we offer Ascentis Skills for Life programme as well as Cambridge qualifications.

## **CONTACT**

**T** 01534 608749 | **E** Jo.Gueno@highlands.ac.uk

**T** 01534 608677 | **E** Lisa.Charlton@highlands.ac.uk



## EMPLOYABILITY AND WORK EXPERIENCE

All courses at Highlands College incorporate the development of employability skills, taught through tutor-led sessions.

All sixth form students use a platform called Navigate which records the work-related learning they take part in and enables students to build a portfolio of evidence for future employers. Students will research employment options and receive support to prepare them for the world of work, including CV writing, cover letters and mock interviews. We also have a dedicated online jobs board.

Having relevant, up-to-date and valuable work experience will help your teenager stand out from the crowd when seeking full-time employment in their chosen field. We encourage all students to find part-time work whilst at college to help develop their employability skills.

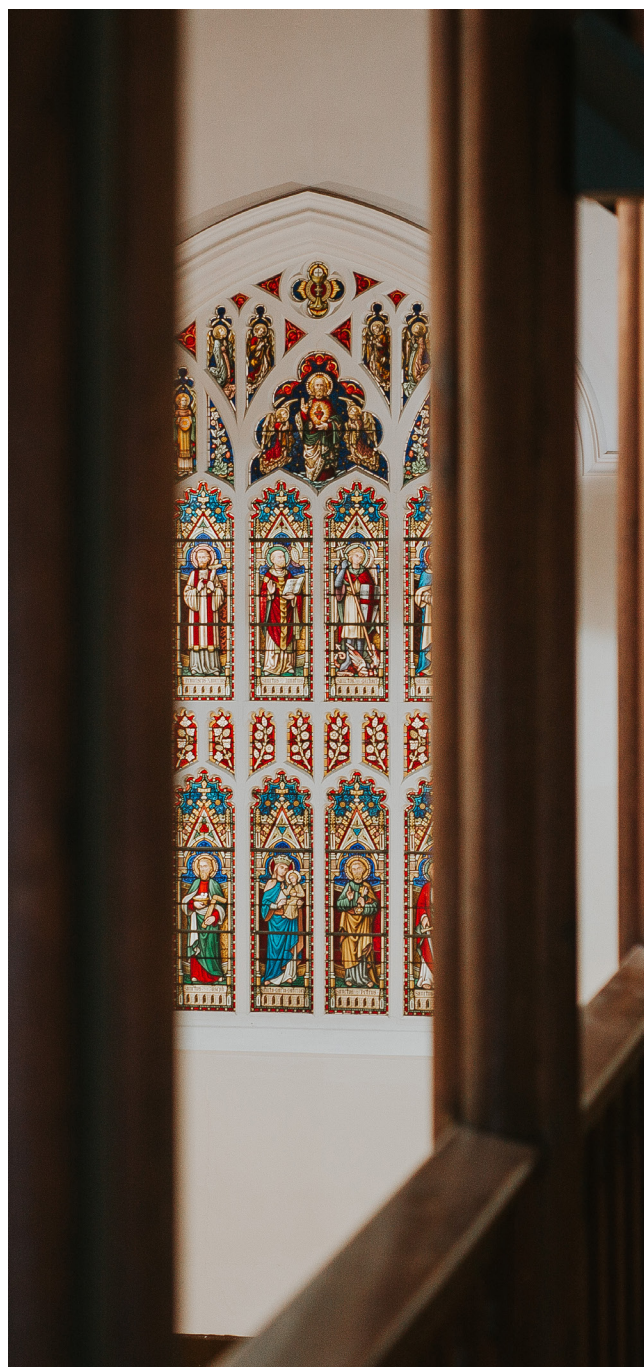
We are proud of our strong industry links and offer work experience placements for all levels of study.

## UNIVERSITY PREPARATION



Not all students enter into employment upon completion of their sixth form course, in fact, around 50% choose instead to study further at university level.

Several of our courses have direct learning pathways into University College Jersey (UCJ), but regardless of whether students choose to attend UCJ, or whether they go further afield, we support them fully as they take this next step.



## FUTURE SKILLS FRAMEWORK

Students will follow the Future Skills Framework with their personal tutor, receiving a City and Guilds/ILM digital credential at the end of each year. Modules include:

### **Sustainability and Global Citizenship:**

Learn about sustainability, democracy, and what it is to be a global citizen, applying this knowledge locally to make a positive impact.

### **Personal Development and Career Planning:**

Explore career opportunities, university pros and cons, earning potential and various study skills.

### **Digital Skills:**

Learn about emerging technologies that will shape the future, developing skills to anticipate and lead change in their chosen sector.

### **Health and Well-being:**

Explore personal, mental and social health, gaining knowledge and techniques for long-term well-being.

Students will also receive 1:1 coaching to set personal goals, discuss challenges and help them achieve their full potential.

## POLICIES



College policies are available on our website and give further information about attendance, academic appeals and student disciplinary procedures:

[www.highlands.ac.uk](http://www.highlands.ac.uk)

## HEALTH & WELL-BEING

In addition to the services offered by the Student Life Team, we also deliver a robust PSHE (Personal, Social, Health and Economic) education programme. Among other things, students learn about:

- › Positive relationships
- › Sexual health and well-being
- › Smoking and vaping cessation
- › Drug and alcohol awareness
- › Emotional health and well-being
- › Healthy lifestyle choices
- › Volunteering opportunities

## ENRICHMENT AND COLLEGE CLUBS

Every student is expected to take part in enrichment activities.

Not only are they a fun way to spend time with their peers, but the range of activities on offer will complement and enhance their overall Highlands College experience.

The enrichment activities will also strengthen their application when it comes to moving on to either the world of work or university.

Whether it's trying a new sport, taking up a new hobby or generally enhancing their skills, there is something for everyone!







# LEARNING RESOURCES CENTRE

The Learning Resources Centre (LRC) incorporates a library with IT facilities, and provides access to a wide range of printed and electronic learning materials which can help you with your studies.

## **Opening Hours** (term time only)

Monday	08:30-16:30
Tuesday	08:30-18:00
Wednesday	08:30-16:30
Thursday	08:30-16:30
Friday	08:30-15:30

## **Library Catalogue**



## **CONTACT**

T 01534 608590

E [LRC@highlands.ac.uk](mailto:LRC@highlands.ac.uk)

O Nightingale Building



# SUSTAINABILITY PLEDGE



## Our commitment to sustainability:

- › All teaching and learning is guided by the sustainability pledge.
- › Efforts are being made to measure and reduce our carbon footprint.
- › Convene our environmental and sustainability action group to drive change.
- › Ensure continuous improvement with regular sustainability self-assessments.
- › Engage with our Governors and key stakeholders in our environmental decisions.
- › Communicate our progress and where possible celebrate success.



# HEALTH & SAFETY (IN BRIEF)



It is the students responsibility to be mindful of health and safety, look out for potential hazards and report these promptly to Reception.

Students should not behave in a manner which creates a potential danger to others e.g. running along corridors or leaving property where others might trip over it.

Details of how to evacuate the building in case of fire or other emergencies are posted in every room. The signal for evacuation is the continuous sounding of the fire alarm. Students will be shown the fire and emergency evacuation procedure during their induction.

Students must not tamper with fire-extinguishers or other safety equipment and must never prop open fire-doors.

## **POLICIES**



All our policies can be found - in full - on the Highlands College website.



# GENERAL INFORMATION

## COMMUNICATION

Microsoft Teams is the main communication platform for sharing college-wide information and for staff and student contact. All students will be provided with an account along with a college email address, and they will be guided through how to access and use these during induction.

More general information will be shared via our HConnect mobile app. With its personalised dashboard, students will have 24/7 access to all the things that matter to them, including a campus map, timetable and daily updates.

College information and urgent communications will be published on the Highlands College website as well as official college Facebook, X (f.k.a. Twitter), and Instagram accounts.

On occasion we will also communicate via SMS alerts. Students should inform Student Records if they change their address or phone number.

## FIRST AID

If students feel unwell, or are in need of first aid, they should inform a member of college staff who will send for a qualified first-aider if necessary. All accidents, however trivial, should also be reported to a member of staff so they can be recorded.



## REFRESHMENTS AND MEALS

Café Connect is the social hub of the college, open all day and provides a fantastic, affordable menu with a wide range of healthy meals and snack options. The relaxed and contemporary environment makes it the perfect place for students to meet up and have some downtime. Cash or card payments are accepted.

Drinks and snacks may also be obtained from vending machines located around the college. Only card payments are accepted.

## MONEY AND VALUABLES

Students should not bring unnecessary valuables, including large quantities of cash onto college premises. The college cannot accept responsibility for loss or damage to any personal possessions.

## LOST PROPERTY

Lost Property should be handed in at Reception and all enquiries about missing items may also be made here.



## STUDENT VISUAL I.D.

Student identification (badge and lanyard) must be visible and worn at all times.

## NO-SMOKING/NO-VAPING

Highlands College operates a strict no smoking/ no-vaping policy. Smoking and vaping are not allowed anywhere on the premises. The only public areas available for smoking and vaping are Highlands Lane and the public footpath.

## PARKING

Highlands College has limited parking on-site. Students will be expected to register their vehicle at Reception and to display a parking permit in the windscreen.

There are nine disabled parking bays which are located in front of the University Centre, opposite the Stephenson building, by the PSC building, in front of the Media building, in front and rear of the Turner building and in front of the School of Art Building.

Irresponsible or dangerous use of vehicles will lead to the withdrawal of the right to park at the college. There are speed limits on the campus which must be adhered to, any breaches will result in repercussions.

Highlands College cannot accept any liability for loss or damage to vehicles, cycles and/or motorcycles parked in these areas.

## COVID-19

In line with the revised guidance, if anyone experiences symptoms of COVID-19, or is unwell, similar to any other absence, they should stay home until they feel better. Students should seek medical advice and contact their GP if they have concerns or if symptoms persist.

## COLLEGE PROPERTY

College property should be treated with respect at all times.

Books and other materials loaned to students must be treated with care. A charge will be made if such property is damaged or not returned.

College equipment must not be removed from the building without permission.

## ACCESSIBILITY

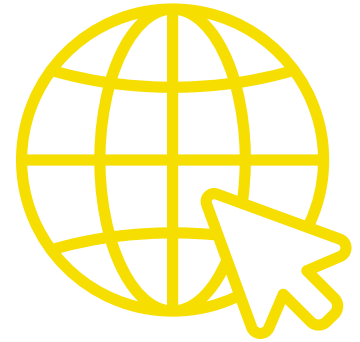
Highlands College has eleven main buildings, which are mostly accessible to wheelchair users.

The main passenger lift in University Centre and the passenger lift in Turner Building (which runs between the basement and third floor), are reserved for visitors, staff, and students with enhanced mobility requirements.

When using the stairs, please keep to the left. For everyone's safety, running is not allowed on the stairs or in the corridors.



# HEADS OF DEPARTMENTS



## **Business**

Eilidh.McNicoll@highlands.ac.uk

## **Childhood Studies & Animal Management**

Tanya.Miller@highlands.ac.uk

## **Computing**

Paul.Spencer@highlands.ac.uk

## **Construction & Engineering**

Nick.Rudkin@highlands.ac.uk

## **Creative Arts**

Sue.Diggle@highlands.ac.uk

## **Culinary Arts & Hospitality**

Nathan.Watts@highlands.ac.uk

## **English & Maths**

Allison.LeCouilliard@highlands.ac.uk

## **Foundation Learning & Pathways**

Stephen.McGinness@highlands.ac.uk

## **Hair & Beauty**

Pawel.Kulon@highlands.ac.uk

## **Health & Social Care**

Christine.Gavey@highlands.ac.uk

## **Sport & Uniformed Services**

Andrew.Rogers@highlands.ac.uk



# USEFUL CONTACTS



## Reception:

T 01534 608608

## Student Life:

T 01534 608654

E Student.Life@highlands.ac.uk

## Careers and Employability:

E Employability@highlands.ac.uk



01534 507981

[www.brook.org.uk](http://www.brook.org.uk)



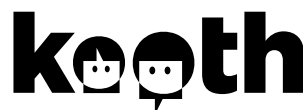
01534 866793

[www.facebook.com/listeninglounge](https://www.facebook.com/listeninglounge) (+18 years)



01534 760800

[www.nspcc.org.uk](http://www.nspcc.org.uk)



[www.kooth.com](http://www.kooth.com)



Jersey Action  
Against Rape

01534 482800

[www.jaar.je](http://www.jaar.je) (+18 years)



01534 280530

[www.yes.je](http://www.yes.je)

SAMARITANS

08457 909090

[www.samaritans.org](http://www.samaritans.org)

LIBERATE

[hello@liberate.je](mailto:hello@liberate.je)

[www.liberate.je](http://www.liberate.je)



01534 612612

[www.jersey.police.uk](http://www.jersey.police.uk)

