

Learn, Innovate, Create.
For Life.

6th Form
College
Jersey

STUDENT HANDBOOK



www.highlands.ac.uk

h Highlands
College

WELCOME



We are delighted that you have chosen to join our community for the next step in your learning.

At Highlands College Sixth Form you will be treated as an individual while we encourage you to find your own path and forge a successful and happy future.

In this handbook you will find all the information you should need to ensure you thrive; with information on college life, facilities, and the support available to 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



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 your work placement and training provider environments
- › Wear your identification (badge and lanyard) visible at all times
- › Bring your own device if possible
- › Provide us with details of any additional needs you may have that could affect your learning
- › Attend all examinations (if applicable)

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STUDYING AT HIGHLANDS COLLEGE

Our college values are

POTENTIAL, RESPECT, IMAGINATION, DIVERSITY, AND EXCELLENCE.

It is important to us that we are as supportive and inclusive as possible as there are several differences between school and college.

For example:

- › You might start at different times on different days of the week.
- › You may have a study day or have one day each week for work experience.
- › You are not supervised in break times [time management].
- › You lead your independent study.

SUPPORTING INDEPENDENT LEARNING

Our Learning Support Team will help you to develop your independence as a learner and develop your resilience and self-confidence.

They will encourage you to:

- › Speak out and find your 'voice' because we want to know who you are.
- › Have plenty of contact with your subject tutors.
- › Build resilience and confidence by asking for support when you need it.
- › Make friends with other students.



ATTENDANCE & PUNCTUALITY

You are expected to attend each lesson in college punctually and to log on for each of your online lessons. Tutors will monitor your attendance and punctuality and your parents/carers will be contacted if you 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.

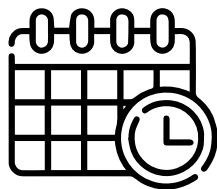
T 01534 608608 | E info@highlands.ac.uk

HOLIDAYS IN TERM TIME

Under no circumstances should you arrange holidays during term time nor should you book personal appointments (e.g. driving lessons) to clash with timetabled classes.

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

TIMETABLE STRUCTURE



09:00 - 10:30	Session 1
10:30 - 10:45	Morning Break
10:45 - 12:15	Session 2
LUNCH	
13:15 - 14:45	Session 3
14:45 - 15:00	Afternoon Break
15:00 - 16:30	Session 4



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



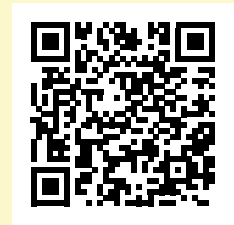
Bank Holidays 2025

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



HCONNECT

HIGHLANDS COMMUNITY AT YOUR FINGERTIPS



Collaborate

Join groups and follow interests

Explore

Events, things to do, news and benefits

Connect

Connect with staff and direct messaging



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 you choose to follow, our curriculum will help to ensure you develop a range of skills for the future. All our courses are made up of the following aspects to enhance your experience, knowledge, and skills and to prepare you for success.

MATHS, ENGLISH

AND HUMAN BIOLOGY GCSES

Having competence in Maths and English are the skills most valued and requested by employers.

If you haven't achieved a grade 4 or higher at GCSE, you will work towards that level with our dedicated Maths and English tutors and drop-in clinics.

If you already have the grades, we will help you to strengthen and develop these valued skills.

For progression on to some courses, or into some careers such as primary school teaching and nursing, you may find that you will need a GCSE of grade 4 or above in science.

If this applies to you, we offer a course preparing for the GCSE Human Biology examination, which you may be able to study as part of your 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 your communication in a variety of writing styles, improve your vocabulary and range of expression in your spoken language. It will also give you a better understanding of how the English language works.

Alternatively, if you are 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 and are taught through tutor-led sessions and an online learning platform.

You will get to research employment options and receive support to prepare you for that all important job, including CV writing, covering letters and mock interviews.

We have a dedicated online jobs board, which is updated regularly.

Having relevant, up-to-date and valuable work experience will make you stand out from the crowd when seeking full-time employment in your 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.

EXAMS

Highlands College Examinations Centre maintains the highest integrity and best possible service for staff, students and external stakeholders in delivering its examination function. It will at all times conform to JCQ standards and regulations whilst complying with all awarding organisations' requirements.

Highlands College expects students to adhere to the following examination rules:

- › You must be on time for all your examinations.
- › Possession of a mobile phone or other unauthorised material is not allowed - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
- › You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- › You must follow the instructions of the invigilator.
- › You must not sit an examination in the name of another candidate.
- › You must not become involved in any unfair or dishonest practice in any part of the examination.
- › If you are confused about anything once in the examination room, only speak to an invigilator.

We offer tailored exam support, including extra time, rest breaks and technology access; more details can be found on page 20.



HEALTH & WELL-BEING

In addition to the services offered by the Student Life Team (more information on page 11), 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 your peers, but the range of activities on offer will complement and enhance your overall Highlands College experience.

The enrichment activities will also strengthen your 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 your skills, there is something for everyone!

FUTURE SKILLS FRAMEWORK

You will follow the Future Skills Framework with your 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 your chosen sector.

Health and Well-being:

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

You will also receive 1:1 coaching to set personal goals, discuss challenges and help you achieve your full potential.

POLICIES



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

www.highlands.ac.uk



Highlands College Professional Standards

Our Shared Spaces

We will:

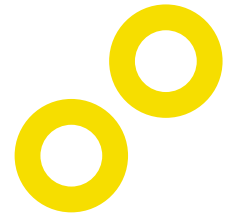
- » All take responsibility for shared spaces
- » Encourage the use of shared spaces to build community
- » Show consideration for others
- » Ensure that displays of work and information are consistent and of high quality

T 01534 608608
E info@highlands.ac.uk
www.highlands.ac.uk

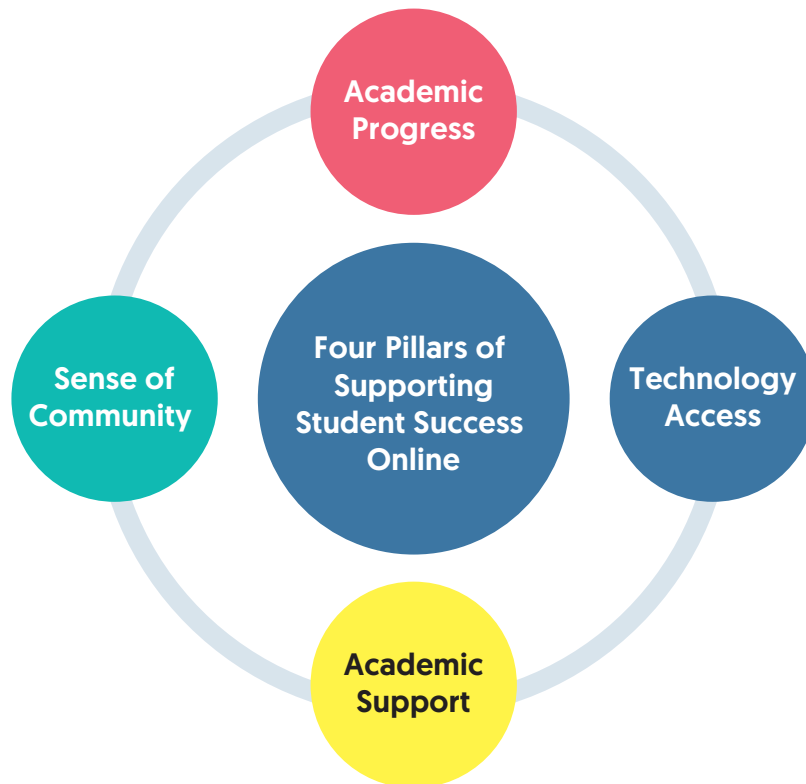
A photograph of three students sitting on the floor against a light-colored wall. On the left, a young woman with curly hair and glasses is reading a red book. In the middle, a young man with a beard and a floral shirt is looking at a book. On the right, a young woman with glasses and a plaid shirt is reading a book. A laptop is open on the floor to the left of the students.

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APPROACH TO ONLINE LEARNING



We use Microsoft Teams as our default digital delivery platform and a proportion of your course will be delivered online. Our approach to online teaching, learning and assessment is summarised by the four pillars model:



ACADEMIC PROGRESS

Structured and scaffolded learning opportunities

TECHNOLOGY ACCESS

Resources, training and guidance materials to reduce technological barriers

ACADEMIC SUPPORT

Guidance and materials to promote and sustain positive personal development

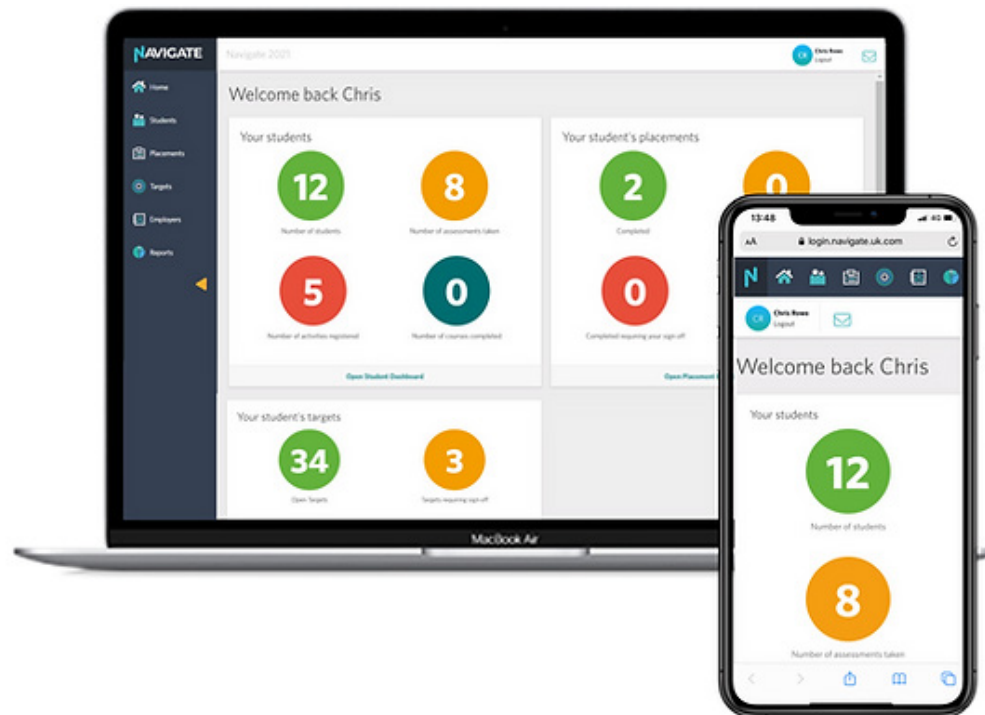
TECHNOLOGY ACCESS

Access meaningful collaborative interactions to promote and sustain positive mental health

THE STUDENT PLATFORM NAVIGATE

NAVIGATE

A comprehensive Work Placement, Employer
Engagement & Enrichment Platform



Navigate is the place where you will record all of the activities you participate in that develop your employability skills.

It is also where you will complete employability skills assessments to track how your skills improve over time.

During your induction, we will show you how to use the app.





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

O Nightingale Building





h Hair & Beauty
Academy

10% OFF

Beauty Treatments at the
Highlands College Hair and
Beauty Academy



CONTACT

T 01534 608640

E hairandbeauty@highlands.ac.uk

10% OFF

Lunch at the Highlands College
Academy Restaurant



CONTACT

T 01534 608560

E academy@highlands.ac.uk



h Academy
Restaurant

THE COLLEGE COMMUNITY



GET INVOLVED

Getting involved in the College Community comes with its own set of benefits, such as participating in various college enrichment activities like the Student Voice Programme [SVP]. Volunteering for the SVP is not just about meeting other students, it is a chance to; build your skill set, demonstrate your time management abilities, become more collaborative, develop new networking opportunities and new friendships, build self-confidence and gain a well-rounded college experience.

STUDENT VOICE

Why does Student Voice matter?

It can be frustrating and confidence draining when you feel like your voice is not being heard. It can make you feel as if you are not valued. This is not how we want our students to feel!

The Student Voice Programme is designed to respect values, opinions, beliefs and cultural backgrounds of individual students and groups studying at Highlands College.

The college is about the students therefore, your voice is vital to implement and suggest positive change to your courses and the College Community as a whole.

Student Reps represent their course and are expected to gather feedback from their peers to discuss with staff at scheduled Student Representative Meetings [SRMs]. They work collaboratively at SRMs to suggest and implement positive improvements. Their discussions are an important opportunity to raise students' concerns, resolve issues and share ideas for enhancement of teaching and learning.

The Student Ambassador Leadership Team [SALT] acts as a link between the college and the outside community. It is a great opportunity to develop personal and professional skills by sharing college experiences with prospective students. The team has the chance to get involved with Highlands College marketing events, activities, projects, and to network with the local business community, government representatives or peers.

Student Governor Representatives represent the College Student Body for both Further Education (and Higher Education) and are expected to gather feedback from their peers and communicate to the Board of Governors.

Focus Groups are an opportunity for students to meet with Assistant Principals and ensure the college listens to student opinion on a variety of different subjects and challenges which may affect the student experience. Students are randomly selected for the Focus Groups so that a more varied student opinion can be listened to and acted upon.



RIGHTS RESPECTING



Based on the principles of equality, dignity, respect, non-discrimination and participation, UNICEF UK's Rights Respecting Schools (College) Award recognises that the rights of children and young people are at the heart of our ethos and culture. A Rights Respecting College models rights and respect in all of its relationships. Highlands College is currently certified as Silver: Rights Aware, and will be heading towards achieving Gold.



1 DEFINITION OF A CHILD	2 NO DISCRIMINATION	3 BEST INTERESTS OF THE CHILD	4 MAKING RIGHTS REAL	5 FAMILY GUIDANCE AS CHILDREN DEVELOP	6 LIFE, SURVIVAL AND DEVELOPMENT	7 NAME AND NATIONALITY	8 IDENTITY
9 KEEPING FAMILIES TOGETHER	10 CONTACT WITH PARENTS ACROSS COUNTRIES	11 PROTECTION FROM KIDNAPPING	12 RESPECT FOR CHILDREN'S VIEWS	13 SHARING THOUGHTS FREELY	14 FREEDOM OF THOUGHT AND RELIGION	15 SETTING UP OR JOINING GROUPS	16 PROTECTION OF PRIVACY
17 ACCESS TO INFORMATION	18 RESPONSIBILITY OF PARENTS	19 PROTECTION FROM VIOLENCE	20 CHILDREN WITHOUT FAMILIES	21 CHILDREN WHO ARE ADOPTED	22 REFUGEE CHILDREN	23 CHILDREN WITH DISABILITIES	24 HEALTH, WATER, FOOD, ENVIRONMENT
25 REVIEW OF A CHILD'S PLACEMENT	26 SOCIAL AND ECONOMIC HELP	27 FOOD, CLOTHING, A SAFE HOME	28 ACCESS TO EDUCATION	29 AIMS OF EDUCATION	30 MINORITY CULTURE, LANGUAGE AND RELIGION	31 REST, PLAY, CULTURE, ARTS	32 PROTECTION FROM HARMFUL WORK
33 PROTECTION FROM HARMFUL DRUGS	34 PROTECTION FROM SEXUAL ABUSE	35 PREVENTION OF SALE AND TRAFFICKING	36 PROTECTION FROM EXPLOITATION	37 CHILDREN IN DETENTION	38 PROTECTION IN WAR	39 RECOVERY AND REINTEGRATION	40 CHILDREN WHO BREAK THE LAW
41 BEST LAW FOR CHILDREN APPLIES	42 EVERYONE MUST KNOW CHILDREN'S RIGHTS	43-54 HOW THE CONVENTION WORKS		<h1>CONVENTION ON THE RIGHTS OF THE CHILD</h1>			

KNOW YOUR RIGHTS

All young people have rights and also the right to know their rights.

Which do you know?

On this poster you will find all the rights that apply to you and all other young people in the world.

These rights are stated in the United Nations Convention on the Rights of the Child. It states what every young person should have or be able to do.



THE STUDENT LIFE TEAM

Our friendly Student Life Team is on hand to offer information and support with a range of issues that you may encounter during your time at Highlands College. We are also here to encourage you to become fully involved in the College Community.

Our dedicated team provides:

- › Emotional health and well-being support
- › Financial support
- › Counselling service
- › Student Voice and Student Ambassador Leadership Team (SALT) opportunities
- › Enrichment activities
- › A link to outside agencies in the community
- › Support with safeguarding situations
- › Small group chat and well-being activity sessions

The Student Life Team can be contacted directly by you or with the assistance of your personal tutor or other agencies. Call into our office in the Café Connect Lounge or contact us via telephone or email.

CONTACT

T 01534 608654 | E Student.Life@highlands.ac.uk

STUDENT VOICE
**BE THE VOICE
THAT'S HEARD**



COUNSELLING SERVICE

If you feel you need to talk through an issue, you can access the Youth Enquiry Service (YES) counselling service based at the college. The service is managed by YES and facilitated by the Student Life Team and works within the British Association for Counselling and Psychology (BACP) code of ethics.

Counselling can often be the best way to overcome your problems and to find new ways to manage your situation more effectively so that you can return to studying successfully again.

To arrange your first appointment, contact Student Life or your personal tutor. We can also refer you to an external agency if necessary. Remember that you can call your own GP to discuss any problems affecting your health at any time.



SAFEGUARDING

WHAT IS SAFEGUARDING?

Everyone has a duty of care to keep the College Community at Highlands College safe.

This is to ensure that:

- › We are all safe from maltreatment
- › Our students' health and development are protected
- › Action is taken to ensure the best academic and pastoral outcomes for our students
- › Information on our students is protected and shared appropriately
- › We can track concerns about students confidentially and efficiently
- › We respond to unplanned absence and to patterns of poor attendance
- › We are all protected from abuse

WHAT IS THE COLLEGE EXPECTED TO DO?

Ensure that we comply with standards within current guidance. This means we have:

- › A Designated Safeguarding Lead (DSL) who is trained to support staff and students, contributes to assessing students and liaises with other agencies.
- › A Safeguarding and Child Protection Policy that covers specific procedures for safeguarding issues.
- › Ensure that adults working in the college are safe to work with students by carrying out background checks and following 'safe recruitment' policies.
- › Ensure that staff receive safeguarding and child protection training that is updated regularly.

WHAT ARE STUDENTS EXPECTED TO DO?

Everyone on campus must:

- › Wear their identification (badge and lanyard) visible at all times
- › Treat all members of the College Community with respect and tolerance
- › Report any situation that causes concern to a member of staff
- › Inform the college if you are under investigation by the Police, Customs & Immigration or other agency, or if you obtain a criminal conviction

You should never:

- › Photograph a student or member of staff without permission
- › Discuss the college, its students, or staff on social media
- › Behave aggressively towards staff, students, or other visitors



SAFEGUARDING LEADS



DESIGNATED

SAFEGUARDING LEAD

Nicola Brown – Head of Student Life

T 01534 608589

E Nicola.Brown@highlands.ac.uk

○ Nightingale 109



DEPUTY DESIGNATED

SAFEGUARDING LEAD

Pippa Bourne – Welfare Office for Students

T 01534 608785

E Pippa.Bourne@highlands.ac.uk

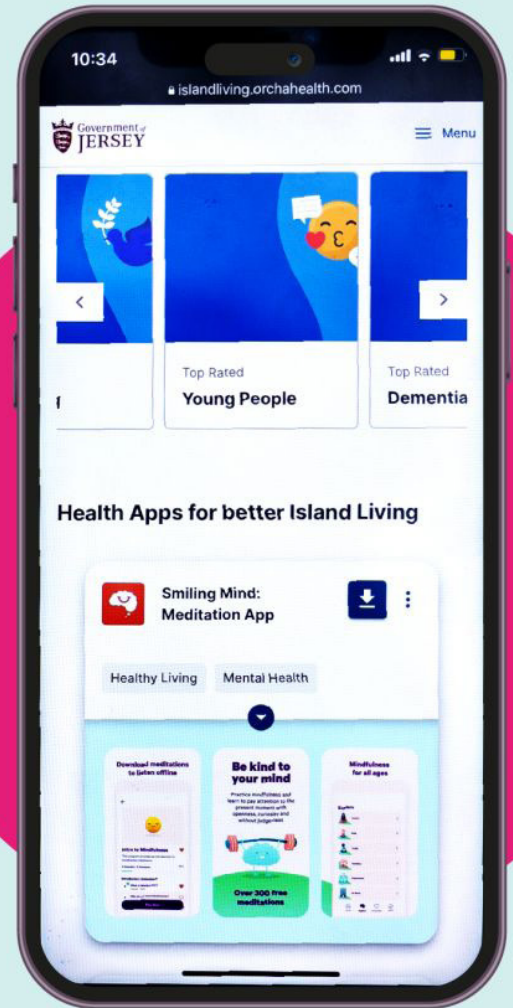
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Worried, stressed, anxious?

Discover
trusted apps
to support you



LEARNING SUPPORT

The Learning Support Team offers innovative and targeted learning support to help all students achieve their full potential.

If you feel you might need support, please mention this in your application or when you first meet your tutor. The team can then ensure you get the right type and level of support for your needs.

Moving to a new college can be daunting for any student, but for students with additional needs it can be an especially challenging time.

Don't worry - our friendly and experienced Learning Support Team is here to help you and will make the transition as smooth as possible.

CONTACT

Head of Learning Support

T 01534 608585 | E Desiree.Madelin@highlands.ac.uk

Assistant Head of Learning Support

T 01534 608786 | E Zoe.Mountford@highlands.ac.uk

Team Leader of Learning Support

T 01534 608622 | E Fallon.Leitch@highlands.ac.uk

HOW WE CAN SUPPORT YOU

Support will be tailored to your individual needs, ensuring you receive the best possible assistance.

These might include:

- › Assigning you a key worker, check-ins
- › Offering in-class support
- › Offering you one-to-one interventions for your literacy, numeracy, and study skills
- › Work placement support
- › Liaison with teachers of visual or hearing impairment
- › Connections with Student Life - our pastoral support
- › Offering a quiet place to study
- › Small group sessions
- › Designated support rooms
- › Assistive technology - reading pens, text help, immersive reader
- › Visual stress assessments
- › Exam access arrangements
- › Space to store assistive equipment
- › Accessibility visits
- › Study skills support

Drop-in academic support for all full-time learners is also available. At Highlands College, we are proud to have the most diverse student cohort on the island.



EXAM ACCESS ARRANGEMENTS

If you need exam access arrangements, we can support you in a number of ways. We will work with you to find the best support for you, as every student will have different needs.

These might include:

- › Extra time in exams
- › Rest breaks
- › Access to technology in exams

We can make reasonable adjustments but because you will be studying for assessed qualifications there are some things we cannot adapt. For example, we cannot support you if it is essential to the qualification that you complete an activity independently. Another example would be that we cannot give you a human reader in an English exam, because reading is the skill being assessed.

CONTACT

Exams Arrangement Coordinator

T 01534 608766 | E Amy.Ware@highlands.ac.uk

Assistant Head of Learning Support

T 01534 608786 | E Zoe.Mountford@highlands.ac.uk



Highlands College Professional Standards

Our Learning Spaces

We will:

- » Ensure that students only eat in designated spaces
- » Leave spaces clean, tidy and ready for the next occupant
- » Ensure that students only access learning spaces if authorised
- » Monitor our learning spaces and take action where required

T 01534 608608
E info@highlands.ac.uk
www.highlands.ac.uk



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.

If you want to join our Student Sustainability Committee, please email sustainability@highlands.ac.uk.



HEALTH & SAFETY (IN BRIEF)



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

You 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. You will be shown the fire and emergency evacuation procedure during your induction.

Never tamper with fire-extinguishers or other safety equipment and never prop open fire-doors.

POLICIES



All our policies can be found - in full - on Microsoft Teams and our website.





SEE IT 
REPORT IT
SORT IT

TODAY'S NEAR MISS COULD BE TOMORROW'S ACCIDENT. REPORT ALL HAZARDS VIA THE PORTAL

At the top right-hand side of the portal, under Services, click on Accident Reporting, under request type click Accident Report, a new field appears, click Near Misses, then complete the form

SEE IT Spot a hazard or potential near miss

REPORT IT Log it by following the steps in the Portal

SORT IT Prevent accidents from happening by taking the appropriate action to remove the hazard



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 you 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, you will have 24/7 access to all the things that matter to you, 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. Please inform Student Records if you change your address or phone number.

FIRST AID

If you feel unwell, or are in need of first aid, you 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.



STUDENT VISUAL I.D.

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

COLLEGE PROPERTY

College property should be treated with respect at all times.

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

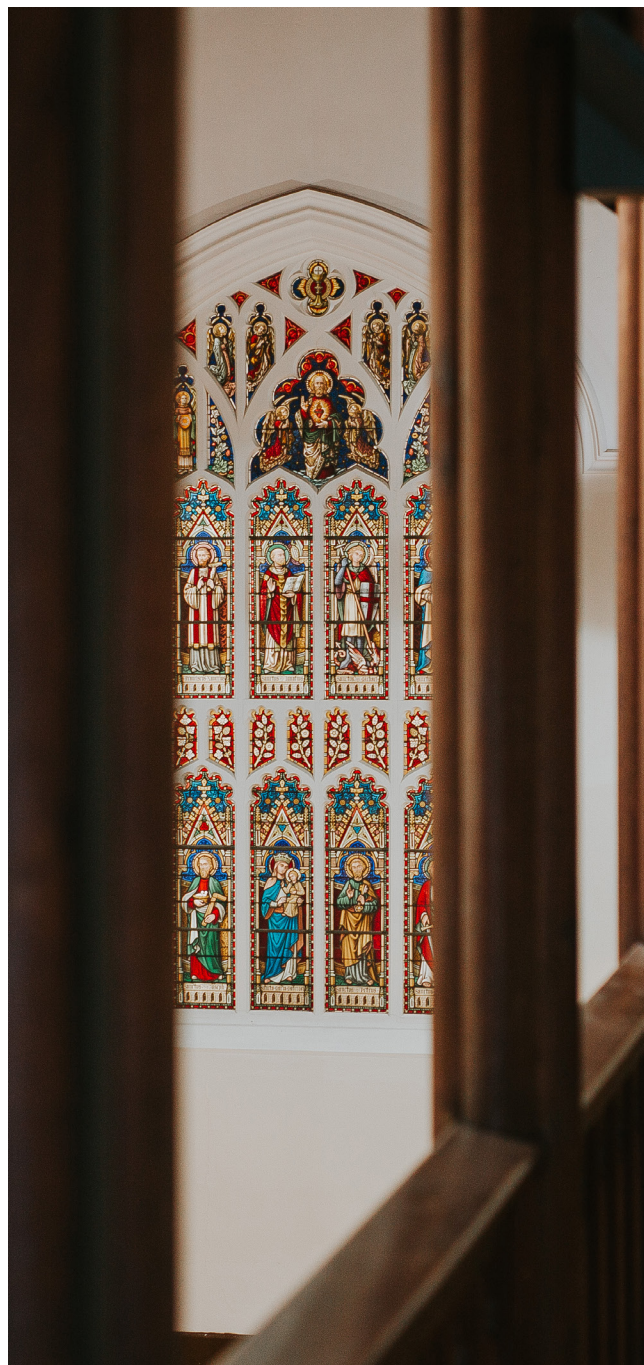
College equipment must not be removed from the building without permission.

LOST PROPERTY

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

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.



PARKING

Highlands College has limited parking on-site. You will be expected to register your 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 your 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.

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.

SUBSTANCE MISUSE

Highlands College has a zero-tolerance policy to the possession, use, selling of, or being under the influence of alcohol, or illegal, controlled or non-prescribed drugs.

On the discovery, suspicion or identification of students being in the possession of, using, selling or being under the influence of alcohol, illegal, controlled drugs or non-prescribed drugs on the college campus or on study related activities they will immediately be placed on Authorised Absence. This includes when incidents happen outside the college and in the public domain or when information of an investigation is provided through States of Jersey Police or Customs and Immigration.

PRESCRIBED MEDICATION

Students are asked to declare if they have taken, or are in possession of a drug that is prescribed to them which could impact their ability to function safely with practical studies, work placements or other aspects of the course.

NO-SMOKING/NO-VAPING

Highlands College operates a strict no-smoking and 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.



Highlands College Professional Standards

Our Culture

We will:

- » Turn up ready for teaching and learning; prepared, punctual, professional and positive
- » Praise where appropriate and challenge when necessary
- » Promote vocational standards including health and safety
- » Promote professional standards for all

T 01534 608608

E info@highlands.ac.uk

www.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



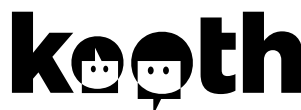
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01534 760800

www.nspcc.org.uk



www.kooth.com



Jersey Action
Against Rape

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www.jaar.je (+18 years)



01534 280530

www.yes.je

SAMARITANS

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hello@liberate.je

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