

# South Thames College

Group Principal & CEO: Peter Mayhew-Smith

## Information for Parents 2017-18



# South Thames College Main Term Dates Academic Year 2017/2018

<b>Autumn Term</b>	<b>Monday 11th September – Weds 20th Dec 2017</b>
<b>Half-term</b>	<b>Monday 23rd October – Monday 30th Oct 2017</b>
<b>Bank Holidays</b>	<b>Monday 25th and Tuesday 26th December 2017</b>
<b>Spring Term</b>	<b>Wednesday 3rd January – Thursday 29th March 2018</b>
<b>Half-term</b>	<b>Monday 12th February – Friday 16th February 2018</b>
<b>Bank Holidays</b>	<b>Monday 1st January, Friday 30th March &amp; Monday 2nd April 2018</b>
<b>Summer Term</b>	<b>Tuesday 17th April – Friday 6th July 2018</b>
<b>Half-term</b>	<b>Monday 28th May – Friday 1st June 2018</b>
<b>Bank Holidays</b>	<b>Monday 7th May &amp; Monday 28th May 2018</b>

## BANK HOLIDAYS

Monday 25<sup>th</sup> December & Tuesday 26<sup>th</sup> December 2017  
Monday 1<sup>st</sup> January, Friday 30<sup>th</sup> March, Monday 7<sup>th</sup> May & Monday 28<sup>th</sup> May 2018

**Please do not arrange any holidays during term time as valuable lessons will be missed which may jeopardise the success of students.**

All students will be expected to undertake some form of English as Maths sessions, attend one to one tutorials with their allocated Pastoral Tutor and take part in extra-curricular activities and work experience/ work tasters as part of their study programme.

## Who we are:

**Tim Ryan:** Acting Head of Merton Campus & Head of Engineering, Construction, Business & IT  
020 8408 6651

[tim.ryan@south-thames.ac.uk](mailto:tim.ryan@south-thames.ac.uk)

**Karen Hand:** PA / Senior Campus Administrator  
020 8408 6462

[karen.hand@south-thames.ac.uk](mailto:karen.hand@south-thames.ac.uk)

**Nicola Laver:** Head of Health, Care & Science  
020 8408 6530

[nicola.laver@south-thames.ac.uk](mailto:nicola.laver@south-thames.ac.uk)

**Steve Cannell:** Head of Catering & Hospitality Academy  
020 8408 6551

[steve.cannell@south-thames.ac.uk](mailto:steve.cannell@south-thames.ac.uk)

**Andrew Beardall:** Head of Student Experience and Welfare  
020 8918 7078

[andrew.beardall@south-thames.ac.uk](mailto:andrew.beardall@south-thames.ac.uk)

# Merger

As of 1 August 2017, the corporations of Carshalton College and South Thames College merged with Kingston College – the corporations of the two colleges were dissolved and all students, employees, assets and liabilities were transferred to Kingston College. Kingston College’s name will change to South Thames Colleges Group to reflect its new regional position.

The brands, identities and work being done by the different Colleges in the group will stay exactly as they are and you should see little if any difference in our profiles.

As part of the South Thames Colleges Group, Carshalton College, Kingston College, Merton College and South Thames College provide general Further Education and Higher Education to about 22,000 students.

Our students’ success is at the heart of what we do and we look forward to welcoming you to one of our colleges soon.

## KEY DATES FOR PARENTS/CARERS 2017/18 (Wandsworth & Merton Campuses)

We are pleased to welcome your child to the South Thames College and believe they have made a good choice in choosing to continue their learning with us. We look forward to working with them over the coming year in preparing them for progression to higher level courses and into higher education or employment.

Our approach at South Thames College is to work in partnership with all our students and parents/carers, as we believe it will support successful learning and progress. We would therefore encourage you to attend the Parents’ and Carers’ events listed below, where you will meet some of the key staff involved in your child’s education.

<b>20<sup>th</sup> September 2017</b>	<b>Parents/Carers Welcome Evening</b>
<b>15th November 2017</b> (Merton)	<b>Parents/Carers Evening</b>
<b>22nd November 2017</b> (Wandsworth)	<b>Parents/Carers Evening</b>
<b>28th February 2018</b> (Wandsworth)	<b>Parents/Carers Evening</b>
<b>7th March 2018</b> (Merton)	<b>Parents/Carers Evening</b>

# Attendance and Punctuality Procedures

## Attendance

We expect students' attendance to be 100% and attendance below 90% will become a serious cause for concern which will potentially jeopardise their future progression within the college and their career development.

Absence from a class will be dealt with initially by the pastoral tutor / subject teacher who will endeavour to speak to the student and/or call home.

- If the absence persists the subject teacher will pass the problem on to the pastoral tutor & course leader
- The pastoral tutor & course leader have the following sanctions to use at their discretion depending on the student circumstances and severity of non-attendance
- 1:1 with student and action planning for improvement (suggest all cases)
- Calling parents/carers and inviting them in to discuss and agree actions
- Disciplinary Warning Letters 1, 2, and 3 which may lead to withdrawal from their course

## Punctuality

We expect all students to arrive on time for all timetabled sessions. Students who arrive after the official start time for any session will be deemed late and marked as such on the register. All students who arrive late must collect a late slip from the late desk and ensure this is fully completed and handed to the teacher as they enter the lesson.

- Students who are late into class must pick up a late slip from the late desk on each campus and staff must only allow students into class if they have this slip
- Students who continue to arrive late will be subject to the student disciplinary process that could result in withdrawal from the course

## Induction Period

As part of the six-week induction period, we will be monitoring and supporting all learners, with a specific focus on their attendance and punctuality, as well as their behaviour and completion of work. If your child is not performing at the required level, their pastoral tutor and other curriculum team members will liaise with you to support immediate improvement in your child's performance. It is important your child fully applies themselves to their studies so they can achieve their full potential. In some cases, alternative options may have to be discussed if this programme is not appropriate for your child at this moment in time.

## Parental Monitoring

As part of the College systems to support parents/carers access to information around their child's progress and any potential concerns, we will provide you with access to our ProPortal system. This software allows parents/carers to access all the relevant information about their child's progress and performance on all parts of their Study Programme. We hope that access to ProPortal will provide you with a clear overview of your child's progress to date and also identify any key achievements or success stories, as well as any areas of concern around their progress and behaviour. You will be provided with a guidance booklet on how to use the system, which can be accessed from any computer or mobile device.

We encourage all parents to look at ProPortal at least once a week and would welcome further discussion around any concerns you may have in relation to your child's progress or performance.

## Academic Review

Students whose academic conduct is a cause for concern will be invited to attend an Academic Review meeting with their parent/carer. The review meetings will focus on the students' progress and behaviours and establish the targets to be achieved within a specified period of time. Failure to achieve the targets set could result in the student being withdrawn from the course.

***\*Academic misconduct is any behaviour that does not support the students' learning i.e. arriving late, non-attendance, non-completion of homework or assessment tasks, poor behaviour.***

## English and maths

All students aged 16-18 enrolled on to study programmes are required to continue to study English and maths. Depending on your child's prior attainment at GCSE English and maths or Functional Skills will determine which route they take. Those who have already achieved grades A\* - C or the new 4 - 9 grade in English or maths will follow a self-directed on line teaching programme which will form part of their weekly timetable.

Those aged 19+ and enrolled on to study programmes will be encouraged to continue studying English and maths curriculum.

## Homework, Assessment & Coursework

South Thames College believes in the importance of homework in helping students to achieve their potential, in helping them to become active, independent learners, and in preparing them for the next stage of their learning journey.

## Frequency and duration of homework

Usually formal homework will be set every two weeks although preparation tasks (pre-reading, research) may be set in-between.

## **Purpose of homework and assessment**

- a) to provide students with practice in aspects of the curriculum by:
  - consolidating and reinforcing skills and understanding
  - extending guided learning, for example through additional reading
  - enabling students to devote time to particular demands such as coursework or project work
- b) To encourage students to develop the confidence and self-discipline to work on their own and to become independent learners (an essential skill for university, employment and adult life)
- c) To encourage students to manage their time
- d) To enable parents to be involved and informed about the type of work being undertaken in lessons

## **Types of homework**

- a) reinforcement of class work
- b) research topics and investigations
- c) preparation for class work
- d) reviewing, redrafting or summarising a piece of work
- e) activities related to personal and social development
- f) preparation for a presentation
- g) learning vocabulary, concepts and key words
- h) revising for tests/exams

## **Marking and Feedback**

All homework and assignments must be submitted within the deadline specified. A record will be kept of all homework submitted and receipts will be given for BTEC Unit assignments submitted.

Homework will be marked within one week of submission with clear statements about what has been achieved, the standard of the work and guidance about what the student should do next to address any gaps or to extend their learning.

## Homework Support

The following forms of support are available to students to complete their homework tasks:

- The college library, books and computers
- IT rooms
- Virtual Learning Environment 365
- Teaching staff

## Non-completion of homework or assessment

When homework or a controlled assessment has not been completed, appropriate action will be taken by the subject teacher and escalated to the School Management team if appropriate. This could include a formal warning and/or disciplinary if the problem continues.

## Coursework submission

Coursework is a part of the formal assessment process for some subjects and the marks given will contribute to the final exam grade awarded in the subject. The submission date set for all coursework will be informed by the deadline issued by the Awarding Body and will include time for the work to be marked. A number of courses will also have externally set examinations.

## Monitoring and Review

### Monitoring

Homework set should be recorded by all students and for parental information.

- Teachers will monitor completion of homework, applying sanctions as necessary
- The Curriculum Manager will monitor the setting of homework, its marking and teacher feedback to students on a half termly basis, as part of their quality improvement procedures

## Examinations

Some qualifications, namely BTEC, CACHE and VRQ have external examinations. Dates for the examinations will be given to the student once they have registered for the qualification with the awarding body.

Some exams will be 'demand-led' and can be booked by the tutor to be done at any time during the year within a prescribed time frame, others are held on specific dates set by the awarding body. Your son/daughter's tutor will inform you when examinations are due to take place.



# Student Code of Conduct

**The College expects you to behave in an acceptable and reasonable manner and to be courteous to other learners, members of staff and visitors.**

- Attend all classes, exams and all other activities including enrichment
- Be on time
- Respect other people and their opinions
- Do not possess or be under the influence of illegal drugs or alcohol or carry weapons in College
- Switch off mobile phones in classrooms
- Use mobile phones in an appropriate manner
- Use college IT resources in an appropriate manner
- Do not wear head gear in College (Except on medical or religious grounds)
- Wear dress appropriate to college or work
- Only smoke in designated areas
- Only eat and drink in designated areas
- Keep your contact details up to date
- Respect the accommodation, equipment and property of the College
- Check your College email account at least once a week

# Advice for Parents/Carers on Absence Reporting

**Student Absence Line number is 020 8918 7070**

## Reporting Unplanned Absence (e.g. Sickness)

Students unable to attend college should call the designated number **before 10am**. Any calls received **after 10am** will be marked as absent. Doctors and Dentist appointments should be made outside of the College Timetable and will be marked as unauthorised absence. Continued lateness will be monitored and action taken as appropriate.

This is a voicemail service; students should leave a clear message with the following details:

- Speak slowly and clearly
- Give your full name, (spelling any unusual names) and your Tutor's name
- ID Number
- Give the reason for your absence
- Give the lessons you will miss

*Alternatively* students can email **before 10am** on [studentabsence@south-thames.ac.uk](mailto:studentabsence@south-thames.ac.uk) with the same information.

## Reporting Planned Absence

If students know they are going to miss lessons because of a prior appointment, they must advise the School Office **in advance** by providing supporting evidence, e.g. Hospital Appointment letter.

The following are generally acceptable reasons for planned absence: hospital appointment, university visit, and religious holidays.