



# Parents/Carers Handbook 2023/24

wqe

Wyggeston &  
Queen Elizabeth I  
College

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Dear Parent/Carer

There is little doubt that the last few years have been quite extra-ordinary for young people and their education, so we are delighted that we are in a position to help our students take their important next steps and make sense of the experiences they have had. We are positive and confident about the future and are here to support them and you in the coming academic year, one that we hope will enable your child to achieve great success with us.

We attach great importance to building a trusting three-way partnership with our students and their parents/carers, in the interests of achieving the best possible experience for students and ultimately supporting their success. As a result, we greatly value contact with you along with your supportive involvement in College life. Our online student performance monitoring system – ProPortal, allows you to work alongside your child to discuss progress and plans.

To make that partnership a reality, we encourage communication; this handbook is one form of communication and it contains information about our systems and how you can be involved or how to contact us if you need to. We hope it will answer any general queries that you may have and that you will find it useful for reference during your child's time with us.

Students starting at a Sixth Form College have to adapt to new ways of working, to different expectations, to different patterns of the day and week. It takes time and some find it more difficult than others. Staff are well aware of this and work to help students settle as quickly as possible and develop the mind-set that will help them to be successful in their studies. In particular, Personal Progress Mentors will cover information about the College and developing a good mind-set in group sessions and are available to discuss any concerns that a student might have. Equally, if you have concerns, not only in the early weeks but at any time during your child's time here, do get in touch. All of us at the College are here to help and support students throughout their stay.

I hope and expect that your child will enjoy their time at College and that they will embrace all the opportunities available to them. They are joining a college with a very well-established reputation, but one which also wants to continue to develop and do the very best for every student and our communities. I therefore hope that all parents and carers, as well as students, will join the staff and I in shaping our approach and delivering further success together.

Yours sincerely,



Paul Wilson, Principal

### **Safeguarding**

The College is committed to the safeguarding of all of its learners, staff and visitors. We take our Safeguarding responsibilities very seriously. To help students get the support they need we have a team of fully trained and very approachable designated Safeguarding staff. You can contact them through the safeguarding freephone number 0800 061 4222. Their details are on notice boards and WQE online. Alternatively check at Reception, Student Services, Welfare & Skills or the Personal Progress Mentor offices where someone will give you the information you need. Our Safeguarding Policy is available on the College website. This, our Health, Wellbeing and Fitness to Study and Anti-Bullying and Harassment Policies are available to students on WQE online.

### **Equality and Diversity**

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity. Subject to statutory provisions no person studying at, or working in an employed or voluntary capacity for the College, or applying to do either, will be treated less favourably than another on the grounds of age, race, marital status, pregnancy and maternity, religion or belief, sex, gender reassignment, sexual orientation, learning difficulty or disability.

# Information for Parents

## How to contact the College

The telephone number and email for the College are given below. College Reception is open from **8.00am to 4.30pm** during term time; there is an answerphone for telephone messages received outside these hours. Reception hours are slightly more limited outside term time, but the answerphone remains available for messages.

For information about contacting the College about student absence please see the FAQ at the bottom of page 14.

It is useful for parents/carers to know the name of their child's Personal Progress Mentor in case information needs to be passed on. It may not be possible to speak to the Personal Progress Mentor immediately because of other commitments. However, a message can be taken asking them to contact you.

Please note that a telephone message can only be delivered to a student if the message is from a parent/carer and is **extremely urgent**.

**Telephone: 0116 247 1147**

**Email: [enquires@wqe.ac.uk](mailto:enquires@wqe.ac.uk)**

The College website **[www.wqe.ac.uk](http://www.wqe.ac.uk)** contains much useful information about the College, including term dates.

## Parent Governor

A Parent Governor represents parents/carers on the College Corporation. The Parent Governor attends Corporation meetings and is able to put forward the views of parents. Two Parent Governors represent parents/carers on the College Corporation. If you wish to contact the Parent Governor, please write via the College, addressing the envelope to *Parent Governor*. If the matter is urgent, please contact them via the Clerk to the Corporation [rachel.middleton@wqe.ac.uk](mailto:rachel.middleton@wqe.ac.uk). There is a direct email link on the Governor pages of the website [www.wqe.ac.uk](http://www.wqe.ac.uk).

## Visiting the College

If you have an appointment at the College, you will be able to park in one of the College car parks, free of charge. There are a number of visitors' parking spaces including some reserved for orange or blue badge holders. If you require support with accessibility, please request this from the Contact form on our website or alternatively contact the college by telephone to request this. We ask that you do not enter the College site if you are delivering or collecting a student, as turning in the entrances to the site is a hazard for all. Students should be picked up or set down to leave them a five minute walk so as to avoid congestion at the entrances.



## **Parent/Carer Charter**

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

The College welcomes the involvement of all parents/carers and we hope that we will have a successful partnership with you, working together in encouraging your child to achieve their potential.

We ask that you also read the Student Charter so that you know what students can expect from the College, as well as knowing and understanding what we expect of students in terms of behaviour and approach to work. The College prospectus and website provides a wide range of useful information of a general nature.

The College expects that students will accept responsibility for their own learning and academic progress. Nevertheless, there is a continuing role for parents/carers to play in that process and the College will liaise with parents/carers accordingly, taking into account the needs and wishes of individual students.

## **The College's provision**

You can expect the College to provide:

- A Parent/Carer Handbook explaining how the College functions.
- A personal link with the College via your child's Personal Progress Mentor.
- An invitation to attend our Success at Sixth event for parents/carers early in the Autumn Term.
- Subject consultation evenings with the opportunity to discuss your child's progress with subject staff and Personal Progress Mentors.
- A prompt response to any query or concern.
- Contact from the Personal Progress Mentor should the College become concerned about your child's attendance or progress.
- An appointment with the Personal Progress Mentor and/or Heads of Studies if either you or we need to discuss an aspect of your child's progress.
- Representation on the Corporation (the College's Governing Body) through the Parent Governor.
- Copies of the College's complaints procedure, on request.
- Access in conjunction with your child to an online system (ProPortal), containing live information on attendance and progress.

## **Your contribution**

- To be aware of the contents of the Parent/Carer Handbook and other College documents.
- To encourage your child to understand and meet the obligations outlined in the Parent/Carer Handbook and the Student Charter.
- To inform us if you become concerned about any aspect of your child's progress.
- To discuss progress reports with your child, available via ProPortal and via email.
- To inform us of any changes in personal circumstances, for example change of address, telephone number or domestic situation.

- To work with your child to ensure the College is contacted concerning absences from College.
- To avoid taking holidays in term-time, if this is unavoidable to request leave of absence in writing to the Principal as far in advance as possible. Leave of absence of longer than five days will not normally be approved. The student's attendance and progress record will be taken into account when considering leave of absence requests.

### Parent/Carer voice

It is important that you have the opportunity to give us your views on all aspects of College life and that those views should have an appropriate response. There are several ways in which your views can be heard:

- Through the Parent Governor
- Directly to appropriate staff, including the Associate Principal (Ambition and Progress)
- By responding to any questionnaire which may be sent to you or which you may be asked to complete

We hope that your child will be happy and successful at College and that you will also be satisfied with dealings that we have with you. Nevertheless, we wish to listen carefully to any comments about the College and suggestions relating to the commitments we make in this Charter.

If you **should** be dissatisfied, an informal approach to the relevant Head of Studies via Personal Progress Mentors or to the Associate Principal (Ambition and Progress) may be sufficient to settle the matter. You may also write directly to the Principal.

If the matter is not settled by such an informal approach, you may wish to pursue it through the formal complaints procedure. A copy of this can be obtained by contacting the College, in writing or by telephone.



# General Information

## Student Charter

The aim of this is to explain what students should expect of the College and what the College will expect of students during their time with us. This is updated annually and can be accessed via WQE online.

## Student Record Files

With certain limited exceptions, any College record, report or reference on a student will be shown to the student. If a document requires a formal request this must be made to Becca Perry, CIS & Exams Manager, [becca.perry@wqe.ac.uk](mailto:becca.perry@wqe.ac.uk).

## Fees and Expenses

Essential textbooks and other resources are provided free of charge, unless they are kept by the student after the course or annotated for use throughout. Students are expected to pay towards the cost of field trips and visits, although the charges for these are kept to a minimum. Fees for the first sitting of an examination are normally paid by the College.

## Online Payments

The College uses an online payment system, WisePay, for any occasions when money has to be paid to the College by students, for example for trips and visits. All students will receive log on details for this system via their college email. A letter explaining the WisePay system more fully is given to all students at enrolment. There is also further information on the College website.

## Financial Help

All students can apply to the 16 - 19 Bursary Fund for financial help. Further details can be found in the information leaflet given to current students or sent to prospective students each year.

Applications to the 16 -19 Bursary Fund can be made at any time of the year. These may relate to College studies, a College organised visit or university applications. Funds are only released in cases of financial hardship and in exceptional situations, depending upon personal circumstances and household income, financial support may be provided in the form of a weekly payment. Details of how to apply can be found on our website. Student Services can offer advice on applications if students are unsure about whether they are likely to qualify for support.

Full details of all aspects of financial help are available to all students via Student Services at WQE Online.

## College Hours

Lessons and learning activities take place from 9.00am to 4.10pm the timings for these sessions are shown on the timetable on page 12 of this booklet. The usual timetable has been adjusted to take account of government guidance on COVID-19. This means that students will have fewer, longer sessions with one member of staff rather than a series of shorter sessions spread through the week. Learning Resource areas are available to students, this is arranged via a booking system to manage numbers of students.

## First Aid

We have Medical Rooms and a number of College staff are qualified First Aiders. The College does not employ a nurse and First Aiders are unable to dispense painkillers; students should take responsibility for their own general medical needs.

Students must not go home when feeling unwell without first letting a Personal Progress Mentor know. We will assess whether it is appropriate for the student to go home and whether the parents/carers should be contacted.

## Health and Safety

The Principal and other members of staff are responsible to the Corporation for the enforcement of the College's Health and Safety Policy. Students are required to exercise personal responsibility for the safety of themselves and others; to observe standards of dress consistent with safety and hygiene and to properly use, and not neglect or interfere with, items provided for safety reasons. Students must familiarise themselves with and observe those parts of the Health and Safety Policy which are drawn to their attention by way of verbal and/or written instructions.

There is advice available to students through WQE online. This is called **Be a SAFE LEARNER!**



## Student Executive

Students have a self-governing forum whose purpose is to discuss and act upon any issues of concern to students. The Student Executive is affiliated to the National Union of Students; therefore all students aged 16 or above automatically become members unless they wish to exercise their right to opt out. Students who exercise this right to opt out do not have voting rights in elections but will not be unfairly disadvantaged in accessing any services or activities provided by the Executive.

## Examinations

Examinations are a pivotal part of College life. It is essential that students are aware of all examination arrangements relating to their courses. The College provides students with all the necessary information but ultimately students must take responsibility for making sure that they are entered for the right examinations, that they turn up in the right place at the right time, and that they abide by the rules and regulations associated with each examination.

The College Policy on Public Examinations is published on the Exams WQE online site. It sets out the procedures and rules with regard to examination entries and the fees payable for examinations. This is an important document with which students must familiarise themselves. Amongst the most important elements of the Policy are:

- The College will decide which units will be offered at each examination sitting.
- Students will be entered through the College for a first sitting of the examinations related to their courses; the fees for the first sitting of an examination are normally paid by the College.
- The College does not automatically make any re-sit entries; students wishing to enter for re-sit exams must inform the College, using the appropriate forms and by the required dates. In most circumstances students must pay for re-sit entries.

- Students are required to check provisional statements of entry printed by the College and those issued by the Awarding Bodies, and have the responsibility to inform the College of any errors or omissions.

Malpractice in any examination, internal or external or in assessed coursework is regarded by the College as a most serious matter. Malpractice may result in disqualification by the awarding body concerned. The term “malpractice” covers a wide range of breaches of the regulations, including possession of mobile phones and notes in an examination, plagiarism (using the work of others with the intention to deceive) and will always be pursued under the College’s disciplinary procedures. The rules and regulations governing a particular examination are always made clear to candidates and must be strictly adhered to.

Students can request a re-mark of any public examination at their own expense but should be aware that a re-mark could result in grades being lowered as well as confirmed or raised. The deadlines for applying for re-marks are always within a few days of results being issued. Students who wish to appeal against the mark given for coursework must contact the relevant Curriculum Leader to discuss the matter. This must be done promptly.

The Examinations department has its own site on WQE online. This contains detailed information on all examination issues. It is updated regularly and students are advised to visit the site frequently to keep abreast of changes.

The exams team [exams@wqe.ac.uk](mailto:exams@wqe.ac.uk) are available to help students with any queries.

## Staff Absence

If teaching staff are absent, the College makes every effort to contact students via email and ensure that they have work set for them to do and, if possible, the sessions will be taught or supervised by another member of staff. Due to the specialist expertise needed for Post-16 work, we do not use agencies to cover very short term absence; we find it more effective to rely on our own staff and the ability of our students to work independently.

When staff are out of College for a planned absence, for example, on a training course or a College-related visit, work is set in advance. This work will not necessarily need to be done in the normal lesson time, but *may* need to be completed in College if specialist facilities or reference materials are required. In cases when an extended period of absence occurs, the College takes appropriate steps to ensure that disruption to teaching is minimised and that suitably qualified staffing is put in place.



# College Expectations and Guidelines

Students who attend the College have chosen to do so. Having opted to continue their education here they must accept responsibility for their own actions and progress.

## General behaviour

Our aim is to be a civilised learning community. Students are expected at all times to treat everyone with consideration and respect, and to abide by the Single Equalities Scheme. These expectations are promoted to all students throughout their time here.

Students are expected to behave at all times in ways which will reflect creditably upon the college community. If conduct outside the College results in a complaint being received, or otherwise brings discredit upon the College, the College will investigate the matter and, if it is substantiated, may treat the matter as if it had taken place on College premises.

## College cards

Students **must wear their college card and lanyard at all times when they are on the College site**. Students must show the card to any member of College or University staff if requested. You will be contacted if your child forgets their card regularly. Students who forget their card more than twice in a term will be sent home to collect it. If a card becomes damaged, broken or lost, it must be replaced as a matter of urgency. There is a charge of £5 for a replacement card, to cover the cost of the card and the administration required to produce it and a £2 charge for temporary cards.

## Internet and Email

The College is pleased to offer extensive access to IT. However, there could be legal consequences for the College and its members if our systems are misused. There are things about the management of our computer systems that the College wishes to draw to your attention. The College imposes rules on users of its computer systems. These are made explicit each time anyone logs on to our system.

## Smoking

The College is a non-smoking site including the use of vapes/e-cigarettes.

## Alcohol and Drugs

Students must not, bring alcohol or drugs onto the College or University site, consume such substances on site or enter the College or University site having consumed alcohol or drugs. This reference excludes the carrying or consumption of medicines by a student for whom they have been prescribed.

## Dress Code

The College does not have a uniform. Students choose what to wear, we expect students to wear clothes that are appropriate for college and that are in line with the College's values of mutual respect and tolerance of others.

Appropriate kit is required for participation in physical education and sport sessions. For certain team sports, kit is provided by the College. For individual sports, it must be provided by the student.

Students on placements or similar College-organised activities must be suitably dressed in accordance with the requirements of the activity.

The College has no objection to the wearing of the Kirpan by Amrit Sikhs. Our Policy requires a student wearing/intending to wear a Kirpan to inform the College of this. Further information can be obtained from the College on request.

## College property

Students are expected to treat all College property with respect and will be asked to make good, or pay for making good, wilful or careless damage. All litter should be placed in bins provided. If all students act in a responsible manner, the College remains a clean, tidy and healthy community for all.

All books, equipment and other materials issued to students on loan become the responsibility of the student, who is expected to return them in good condition. Loss or damage, other than reasonable wear and tear, will be charged for at the actual cost of repair or replacement.

## Vehicles

The bringing of vehicles onto the College site is strictly regulated and parking permits for cars are only issued to students where there is a particular need.

## Mobile communication devices

Students who bring such items to College do so at their own risk. These should be used as directed in all lessons, in Study facilities and on College visits. The College has a 'Bring Your Own Device' Policy which provides further details, this is available to students via WQE online. In other parts of the College they may be used in a manner that does not cause annoyance to others. They must never be taken into any examination or quarantine. On examination days, students are strongly advised not to bring such items into College.

## Insurance

The College Corporation will not accept liability for loss or damage to private property or personal belongings whilst on College premises other than that which arises through the negligence of the College or its employees. Students should make their own provision for all their property, for example by **all risks** insurance. In particular, bicycles should be insured as well as padlocked and/or stored in facilities provided by the College.



# Support Systems

## Individual and group Personal Progress Mentor sessions

Each student is allocated to a Personal Progress Mentor. Students will meet their Personal Progress Mentor as part of a group each week as well as having regular one-to-one meetings to discuss progress. The group will meet weekly for a session in which guidance, support and administrative matters are dealt with. On occasions, this session may be given over to large group presentations of a more general nature. Much of the work of Personal Progress Mentors focuses on one-to-one support, advice and guidance.

## Welfare and Skills

The Welfare and Skills team comprises staff with wide ranging skills and specialist knowledge to support our most vulnerable learners. The team will work 1:1 and/or in small groups to support identified needs. They will also form links with external agencies who may be working with our students as/where this is appropriate or known.

Encompassed in the Welfare and Skills team are dedicated Learning Resource Centre staff who will support all students with their learning in our dedicated study areas. This team are available to support all students on all courses at all levels.

## Students with learning difficulties and/or disabilities

The College welcomes all students who meet the normal admissions criteria and is committed to ensuring that students with additional support needs are treated fairly. All reasonable adjustments to provision will be made to ensure that students with additional support needs are not disadvantaged. If the College is already aware of such needs, we will have discussed resources and support appropriate to the individual circumstances with the student, parents/carers, and/or people who have previously provided support. Further details are contained in the leaflet, 'Help and advice for students with additional support needs', a copy of which is included in the pack of materials sent to students before they first enrol at College.

More information can be obtained by contacting the Welfare & Skills Department – [welfareandskillsteam@wqe.ac.uk](mailto:welfareandskillsteam@wqe.ac.uk)

## Student Mentors

In addition to the usual help provided by teachers, Curriculum Areas can arrange for a student to be paired with a student mentor this can help students who for example:

- Are under-achieving, i.e. not meeting minimum expected grades
- Are ambitious to improve performance
- Need help to improve skills such as essay structure or numeracy
- Are having difficulties with understanding current or past work.



## Careers and Progression Information

Careers information includes extensive information about jobs, further and higher education courses, apprenticeships, gap years, sponsorships, loans and bursaries. Network computers run careers guidance software and there is a good stock of university and job-related media. WQE online has a regularly updated careers section which contains information and links to useful websites.

An important part of our student support and guidance system involves helping students make career and progression choices. Help is available from our Careers Education Team and from our resident adviser from **Connexions**. Personal Progress Mentors work closely with individual students in career and progression planning.

Students are advised to research career opportunities as soon as possible; Personal Progress Mentors and subject staff willingly offer advice and support. This process early in a student's time at the College and by early in their last year at the College we would hope that most students have definite ideas about their progression, the options available and are researching particular courses, apprenticeships or employment routes in detail.

The College organises a Careers Convention to help students investigate options. Invitations to this event which will take place in the Spring Term will be given out via students.

Students have the opportunity of attending a Higher Education Fair, this is usually hosted at the University Road Campus in April of each year. Applications to universities are normally made in the Autumn term of the second year and students will be given college deadlines to make sure that they have the best chance of being offered places on the courses of their choice. The final College deadline for all applications is 18<sup>th</sup> November this ensures that we are able to meet the UCAS deadline for applications. Later applications are possible where students remain unsure of their correct option; however, it is very unwise to delay an application for competitive entry courses.

Many other courses, apprenticeships and employment opportunities also require applications to be made early in the second year of advanced courses.

A number of students take a "gap year" between college and university. Each year the College helps a number of ex-students to process applications made after they have left. Students are made aware of the process for this when they leave.

Events are arranged annually for parents/carers to make them aware of the progression processes. Details of events will be sent nearer the dates.



## Frequently Asked Questions

At the heart of College procedures is the belief that individual students matter and that the College's responsibility towards students is to help them realise their potential. On occasions, this may mean reminding students of the responsibility they have to themselves, to others and to the College - but even this is best achieved by helping students reach an understanding of what they want, informing them of progress made and then supporting them to improve further.

### What will the student timetable look like?

Each student will have approximately twelve 70 minute lessons on their timetable plus Enrichment and Personal Progress Mentor group sessions, but the exact pattern is determined by subject choices at enrolment. Lunchtime is split so that pressure on the catering facilities at college is spread, this means that students may have their lunchtime at different times on different days.

Most subjects have four lessons each per week. Enrichments usually have one lesson per week and students meet with their Personal Progress Mentor each week for a group session of 70 minutes. The lessons not allocated to taught sessions are intended for private study. Students can choose to study at home if independent study time is at the beginning or end of the day, but many choose to work in the study facilities at the College; whatever their preference, it is important that students use this time effectively.

All courses will have interim internal assessments throughout the year to allow students to judge their progress. Being successful in these assessments is a key component to students progressing, and for Level 3 courses will be used to inform predicted grades for students. It is therefore important for **all** students to adopt good study habits immediately.

### Timing of lessons

	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
	1) 9:00-10:10	2) 10:25-11:35	3) 11:45-12:55	4) 12:15-13:25	5) 13:35-14:45	6) 15:00-16:10
M				12:25-13:35 Split Lunch		
			11:45-12:55 Split Lunch			
T				12:25-13:35 Split Lunch		STAFF TIME
			11:45-12:55 Split Lunch			
W				12:25-13:35 Split Lunch		
			11:45-12:55 Split Lunch			
T				12:25-13:35 Split Lunch		
			11:45-12:55 Split Lunch			
F				12:25-13:35 Split Lunch		
			11:45-12:55 Split Lunch			

## How many subjects will normally be studied?

At Entry Level, Level 1 and Level 2, students will study sufficient subjects to allow them to progress at the end of the year. At Level 3, most students will study three A Level subjects or their equivalent for two years plus an enrichment course which can be altered after the first year. For some very well qualified students, studying four A Level subjects for two years is an option.

Most students are encouraged to include elements in addition to their main programme. This may include an enrichment option which is complementary to the main programme or something which is simply chosen for its enjoyment factor. A full range of enrichment courses can be viewed on the college website, [www.wqe.ac.uk](http://www.wqe.ac.uk). In their second year of Level 3 studies, students may take an additional course - the Extended Project Qualification. This may be chosen according to interest or expertise and advice will be offered as to what is best for each individual student. Alternatively, students will simply continue to add an enrichment option to their programme.



## How does the College monitor the progress of students?

This is done through the use of “Progress Points” as well as by talking to students about the grades they are aiming for. The College measures the relationship between qualifications with which students enter College and those they gain in their final exams to set a **Minimum Expected Grades (MEGs)** for each subject that is being studied. It would normally follow that students with excellent previous grades will do well at the end of their course, but the final picture is actually more complex than this. Students at the College have traditionally done better than their prior results might have indicated; this is called 'added value', and the aim behind all we do at the College is to 'add' more 'value' for more students.

As study progresses, subject staff will assess the performance of each student and compare what they have observed in class work, assignments, essays, projects and tests against the progress they expect to see. Students will get regular feedback both on returned work and via ProPortal at Progress Points as to whether they are on track to gain the grades to which

the College and student aspire. Should a student encounter difficulty in meeting these aspirations, we will offer additional help and advice to support the student in making progress.

### **What is the role of the Personal Progress Mentor in tracking progress?**

The Personal Progress Mentor will meet regularly with each student to review academic progress and works alongside them to plan future action; the primary function of this being to improve performance and achievement. This happens alongside the regular contact and feedback that subject teachers give as part of lessons.

### **Will I receive progress reports and information?**

Progress Reports and feedback concentrate on Academic Progress and discussions about raising levels of achievement. These will be updated at each "Progress Point." They are working documents for students and hosted on our ProPortal system. We would encourage you to regularly sit down with your child to look over their information on ProPortal so that you can work with them in supporting their studies. We will email you to let you know when this information has been updated and to give you an overview of the current grades for students. You can discuss progress at subject consultation evenings, but if the College starts to have concerns, we will contact you. The timings of Progress Points are included in the dates for the College year on the reverse cover.

The College also writes references that are used for applications to higher/further education or for employment. These are compiled at the start of the second year of for level 3 study.

### **Does the College have events for Parent/Carers at which progress is discussed?**

Yes. There are Parents' and Carers' Evening for each year group – outlined in the key dates for the College year on the reverse cover of this handbook. All students will be given information prior to the event and appointments are booked by Parents/Carers via an online system. These will run as online events with students also encouraged to attend. For parents/carers without home internet access there will be the option to use IT facilities at the College.

### **Should I contact the Personal Progress Mentor if I am worried about my child's progress?**

Yes. Personal Progress Mentors (PPMs) are the first point of contact between the College and home. Do not hesitate to get in touch if you have any concerns. We also ask that you let us know immediately if any contact details change so that we are able to contact you should the need arise.

### **Will College still check other aspects of a student's time at College – such as attendance?**

Again, yes. Excellent attendance is an important factor in success and we are anxious that no time or work is missed. Students and staff are able to access live attendance records whilst at college. Summary information on attendance is also available through ProPortal. The College is also introducing systems that will send text messages to parent/carers to highlight that a student has been absent.

### **Do I need to provide written notes for absence?**

Generally, no. For absences due to usual illness, we ask students to email the College [absence@wqe.ac.uk](mailto:absence@wqe.ac.uk) **before 10am**. This is required on each day of absence, unless a medical certificate is provided covering a specific period. The Personal Progress Mentor will contact you if absences become a cause for concern and cannot be resolved with the student. Short planned absences should be requested in advance with the student's PPM.

Requests for absence in excess of two days must be made in writing to the Principal. Routine requests must be made at least three weeks in advance, where an emergency request is needed this must be with as much notice as possible. Academic progress is seriously affected

by absence from classes. Permission for absence of longer than 5 College days will only be granted in exceptional circumstances and at least three weeks' notice must be given so that relevant staff can be consulted before a decision is made. This rule applies to absences for religious purposes also.

A student may be taken off roll if it is judged that:

- An absence is so prolonged as to seriously damage their education.
- The reason for the absence is considered to be insufficient.

Please note that if financial support is being administered by the College, payments are unlikely to be made where a student is absent from College through other commitments, even where the Principal has given permission.

### **Under what circumstances might I be asked to pay examination fees?**

If the student, through their own actions, made it impossible for a grade to be awarded by the examination board - for example by failing to complete or submit coursework to deadline or by missing an examination. For examination resits, the fees, plus administration costs, are normally charged.

### **Can students undertake a part-time employment alongside their studies?**

Yes, but the hours must not interfere with College work. We strongly advise students to limit part-time work to less than ten hours per week during term time. Research has shown that part time employment in excess of this impacts on examination performance and achievement.

### **Is there anything home can do to help?**

We know that families offer a great deal of general encouragement and support to students. College places new demands on students, particularly requiring more independent study - this should include at least fourteen hours of additional private study per week. Suitable resources and facilities at home help greatly.

### **What is the College's Disciplinary Procedure?**

All procedures at the College are aimed at supporting students and setting targets for more successful progress. Where informal conversations with students don't resolve matters we have a staged process.

- **Formal Verbal Warning**

A formal warning from staff to the student - a note that this has happened is placed on the student's record.

- **First Behaviour Intervention Plan**

Set in place when persistent issues of punctuality, attendance or non-submission of work start to emerge.

- **Intermediate Behaviour Intervention Plan**

A formal statement of intent with actions to an agreed timescale, involving a meeting which parents/carers are expected to attend.

- **Final Behaviour Intervention Plan**

For when a student is unable to demonstrate improvement in their behaviour and/or attitude to learning as agreed in the previous intervention plans. Failure to respond positively to this can lead to a student being asked to leave College.

We value the support of parents/carers in students complying with these procedures whilst striving for success.

**We look forward to working with you!**

We look forward to interacting with you at '**Success at Sixth**',  
our first parent/carer event.

This will be a MS Teams Webinar event on  
**Tuesday 19 September at 6:30pm**  
when you can find out more about the College.

# Key Dates for the Forthcoming Year

## Success at Sixth event for New Parents/Carers

A MS Teams Webinar event: Tuesday 19 September 6.30 - 7.30pm

## Parents' and Carers' Evenings

Entry Level/Level 1, Level 2 and Level 3 Year 2 students	Tuesday 21 November, 3.30 - 6.30pm Thursday 30 November, 5.00 – 8.00pm
Level 3 Year 1 students	Thursday 25 January, 5.00 - 8.00pm Tuesday 30 January, 3.30 - 6.30pm

## Progress Points

Entry Level and Level 1 students	9 October and 12 February
Level 2 students	9 October and 12 February
Level 3 Year 1 students	13 Nov, 8 Jan, 4 Mar and 13 May
Level 3 Year 2 students	9 October and 12 February

## Major Internal College Wide Assessments

Level 2 GCSE students	12 – 16 February
Level 3 Year 1 students	4 December – 12 January 15 April – 19 April
Level 3 Vocational Year 1 and 2 students	4 – 8 December
Level 3 Year 2 students	29 January – 2 February

## Information Evenings

Careers Fair (for students and parents/carers)	Thursday 7 March 6.00pm – 8.00pm
Progression and Higher Education advice evening	Thursday 13 June 6.30pm – 8.30pm

For all other dates see the online calendar at [www.wqe.ac.uk/events](http://www.wqe.ac.uk/events)

If you have further queries, please contact us:



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