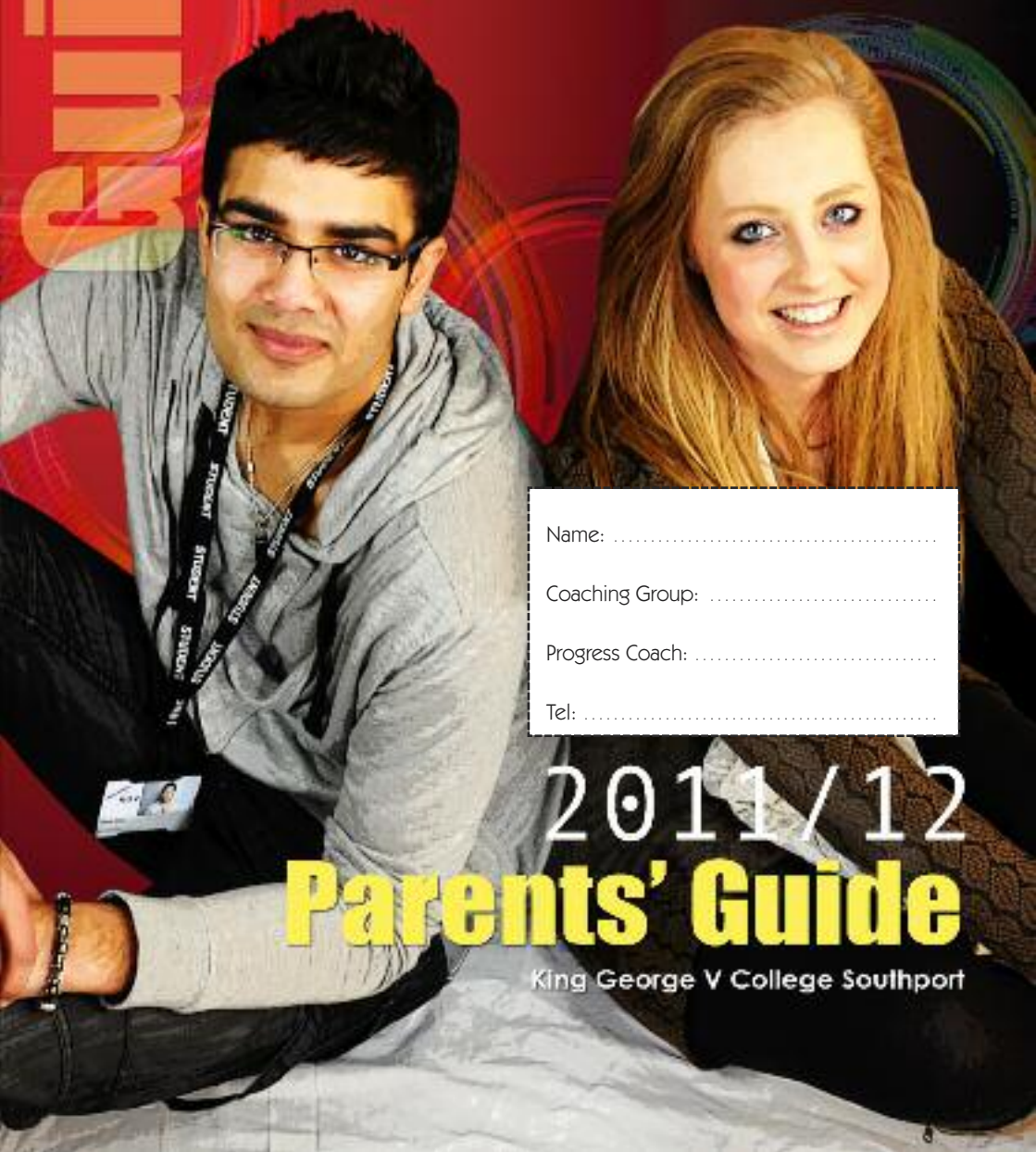


Guide



Name:

Coaching Group:

Progress Coach:

Tel:

2011/12 Parents' Guide

King George V College Southport

A Welcoming Word



Adele Wills
College Principal

I am very pleased to welcome you into partnership with us here at King George V College. We will do our utmost to help your son or daughter to have a happy and successful time as a student.

We encourage our students to become mature and independent learners, but we also value greatly your involvement as parents in this endeavour. I know that you will join us in giving every support to ensure the best possible outcome for every individual. You will have a confidential password to access attendance records and progress comments for your son or daughter only and we will meet with you for progress evenings.

It would be very helpful to us if you could also give us your email address to facilitate easy and speedy contact when needed.

This booklet is designed to give you the relevant information to understand how we operate as an institution, and to give you something of the flavour of what your son/daughter's experience of KGV will be.

We hope you find it useful.

A handwritten signature in black ink that reads "Adele Wills". The signature is written in a cursive, flowing style.

Adele Wills, Principal

Our Pastoral System

- On arrival at College your son/daughter will have been assigned to a Progress Coach which will be the "home base" of his/her College life.
- The Progress Coach has a general responsibility for the members of the group and will take an interest in all aspects of their College life. Students should feel free to talk to their Progress Coach at any time if they have any difficulties.
- (S)he will meet them twice a week in tutorial time, often as a group but also individually to monitor progress and give advice and guidance.
- Should any problems arise the Progress Coach will if necessary contact you. They will always do this if your son or daughter has been absent without reason for three consecutive days. You are welcome to get in touch with the Progress Coach at any time should you have any concerns.
- Contact details for Progress Coaches can be found on the front cover.

Attendance/Absence Procedures

Your son/daughter has been given this information:

You are expected to

- attend all lessons on your timetable including coaching groups, workshops and any extra support sessions that have been arranged for you
- be on time for all your college lessons and commitments

Any absence or lateness is recorded and will be checked by progress coaches and teachers. We encourage you and your parents to check your attendance record regularly via KGV online. Please contact your progress coach if your attendance record is not accurate.

ABSENCE NOTIFICATION

As a responsible young adult, you will have to inform the college of any planned absence or any unforeseen absence. You will do this through the absence notification link at KGV online.

ABSENCE

If you are unable to attend college due to illness, you or your parent/ guardian should inform college through the absence notification link at KGV online. Absences due to illness will be recorded as unapproved absence.

If you are absent from classes due to a college trip, a university interview or an examination, your absence will be approved and this will not be counted as an absence on your college attendance record. However, in advance of your absence you must see any teachers whose lessons you will miss and collect any work you will miss.

APPOINTMENTS

Medical, Dental and Opticians appointments should be made outside College hours. Where this is not possible your absence will be recorded as a medical absence – please self-certificate such planned absences via KGV online. Medical absences are treated in the same way as absence due to illness.

BURSARY AND EMA STUDENTS

Authorisation of these payments is at the college's discretion. Payments from these funds are linked to attendance. Full details of payments will be given to eligible students when they apply for a Bursary.

ATTENDANCE PROCEDURES 2011/2012

What do I need to do to receive my payment?

You should:

- achieve 100% attendance for all your timetabled commitments including tutorials, workshops etc.
- be on time for all your College lessons and commitments
- meet the College's required standard of effort and behaviour

What if I am ill and unable to come into College?

If you are unable to attend College due to illness, you or your parent/guardian should inform College through the absence notification link at KGV Online. Notification is required on each day of absence and will be recorded as an unapproved absence.

NB: Payments are a reward for 100% attendance, therefore, if you are absent for more than 2 days in any one week, you will not be eligible for a payment.

What if I have an appointment during College hours?

Medical, Dental and Optician's appointments should be made outside College hours. Where this is not possible your absence will be recorded as a medical absence – please self-certificate such planned absences via KGV Online. Where possible you should notify College at least 24 hours prior to your appointment. You will not be recorded as present for such absences. Payments cannot be authorised if the college has not been notified in advance of an appointment - authorisation cannot be granted retrospectively.

Is there a limit to how many times I can be absent ?

You can have a maximum of 5 payments each term when you have not had 100% attendance, but have notified the College of each absence. Once this maximum has been reached payments will only be approved for the remainder of the term if you have 100% attendance.

What if I have a family holiday during term time?

Payments will not be made for any weeks where you have been absent due to holidays.

Will I still receive payments if I am late for lessons?

You will be allowed a total of 20 minutes late in the same week without it affecting your payment.

Will I still receive payments when on Study/Exam Leave?

You are eligible for payments whilst you are on formal study/exam leave. However, once you have completed your summer exams, unless you are returning to commence A2 courses, you will be removed from the scheme for the remainder of the term. If you are taking a BTEC course then payments can only be authorised up to the completion date for your final coursework.

Am I entitled to payments whilst on Work Experience?

Payments can only be authorised for UNPAID work experience organised by the College and relevant to your course.

When will I receive my weekly payments?

Payments are made one week in arrears and should normally reach your bank account by Friday of each week. You will be notified by email each Tuesday if your payment is not being authorised.

Under what circumstances would my payment not be authorised?

- you have missed lessons without notifying College
- you have already received 5 payments this term when you have not had 100% attendance
- you were more than 20 minutes late for lessons
- you were absent for more than 2 days during the same week

How will I know if my attendance is correct?

Any absence or lateness is recorded and will be checked by your Progress Coach and teachers. We encourage you and your parents/guardians to check your attendance record regularly via KGV Online. Please contact your Progress Coach if your attendance record is not accurate.

What if I disagree with the College's decision to withhold a payment?

You have a right of appeal against a decision to withhold a weekly payment. If you wish to appeal you should do so in writing to Michael Barker, Assistant Principal at the College. Appeals should be made within 2 weeks of the payment date. You will have the opportunity to present your case and if you wish can have an advisor present (who may state the case on your behalf). Legal representation is wholly inappropriate.

The College is obliged to provide only one appeal hearing and an appeal decision is final. There is no mechanism for an appeal against a stoppage decision to any party outside the College.

What will happen if I obtain payments fraudulently?

All instances of potential fraud are reported to the governing body and weekly payments may be suspended. Examples of potential fraud include: feigning illness, the communication of fictitious appointments, claiming to be in a lesson for which you were marked absent etc.

The authorities will require reimbursement by the student for all payments which have been made to a student following any circumstances which the College deems as being fraudulent. The College may also take action against the student where appropriate.

Will my parents/guardians be informed of the payments I have or have not received?

Due to data protection we will not discuss any aspect of your payments with third parties, including your parents/guardians, unless you formally give your consent. This is in line with National guidelines.

College Workload

The courses students undertake at KGV will be some of the most demanding they will encounter in their academic lives. We want them to succeed to the best of their ability. It is impossible to complete all of the work specified by the exam boards in lesson time. Therefore the following points must be borne in mind.

- Homework and coursework are essential and not optional.
- Homework and coursework **must** be handed in by the set deadlines.
- A student should allocate **at least** 4 hours private study for each subject every week. This is on top of lesson time.
- Even if there is no formal set homework students always have work to do e.g. reading around the subject, reviewing notes, research etc.
- If a student is absent when work is set, it is the student's responsibility to collect and complete it as soon as possible.
- Research has shown that more than 10 hours paid employment per week will be detrimental to a student's progress.

Plagiarism of work is a very serious offence, as is collaboration in the completion of coursework. Exam boards will disqualify anyone attempting to pass off other people's work as their own, and students found indulging in this practice will be reported.

Communication Home via Students

Information regarding various aspects of College will often be given to students during Progress Coach meetings. Some of this will be for personal delivery to their parents (e.g. assessment grades, progress evening invitations and timetables). It is a student's responsibility to ensure the letters are delivered and that replies are returned to tutors at the appropriate time. Please contact your son/daughter's Progress Coach if you are concerned that communications from KGV College are not getting through to you.

Progress Assessment Grades

Assessments of attendance, effort and progress are made throughout a student's College career; these assessments are discussed with students. You should expect to be informed of assessment grades on, or soon after, the dates listed on the back cover of this guide.

Discipline

KGV expects students to attend all their lessons, do their homework, and treat other people and their surroundings with courtesy and respect.

It is expected that students should be personally responsible for their behaviour, and also responsible for improving it when necessary.

The majority of students do not have any problems with these requirements and are never involved in the disciplinary process.

For those students who do present problems there are clear procedures. All students are given the information on the opposite page.

Students may be initially warned by teachers if they are missing lessons, being disruptive in class, or failing to submit homework promptly. If nothing changes they will receive a subject warning from the Subject Area Leader.

We will contact parents/guardians when we are concerned about students' attendance, progress or behaviour if college staff feel it is appropriate.

KGV College encourages an atmosphere of support, tolerance and mutual respect. Any behaviour, language or dress which is deemed to be offensive or inappropriate will be challenged. See also our policies on safer learning, bullying and harassment and our complaints procedure.

We value highly a supportive partnership with parents, students and the College to ensure academic success. We will therefore contact parents as and when we feel we need their input in helping a student to progress.

Support Action

Where you are having difficulties in only one subject or BTEC unit.

ACTION LEVEL	WHY?	WHO IS RESPONSIBLE?	WHAT HAPPENS?	WHO IS TOLD?
SA1 (level 1)	You are not making acceptable progress	Subject Teacher	Action plan completed with you, with agreed targets and a review date Action plan emailed to your parent(s) or carer(s)	Head of Department Progress Coach Parent(s) or carer(s)
SA2 (level 2)	You have not met the targets set at SA1, or further issues have arisen Problems still in only one subject	Subject Area Leader or BTEC Course Leader	As above plus parent(s) or carer(s) invited in Meeting with Progress Coach	As above plus Subject Teacher(s)
SA3 (level 3)	You have not met the targets set at SA2, or further issues have arisen Problems still in only one subject	Subject Area Leader or BTEC QN DLA/DDLA may be involved	As above plus meeting with parent(s) or carer(s) arranged. Progress Coach will be present	As above plus DLA/DDLA
There is no SA4		DLA/SLT: see College Action level 4 (CA4)		

College Action

Where you have difficulties across college or where Subject Action has not worked.

ACTION LEVEL	WHY?	WHO IS RESPONSIBLE?	WHAT HAPPENS?	WHO IS TOLD?
CA2 (level 2)	You are not making acceptable progress in more than one subject (i.e. two or more SA1s have been issued and targets not met)	Progress Coach	Action plan completed with you, with agreed targets and a review date Parent(s) or carer(s) invited in Action plan emailed to your parent(s) or carer(s) Weekly progress review with your Progress Coach	All Subject Teachers Subject Area Leaders/ BTEC Course Leaders BTEC QN DLA/DDLA Parent(s) or carer(s)
CA3 (level 3)	You have not met the targets set at CA2 Continued problems in more than one subject	Progress Coach/Subject Area Leaders/BTEC QN	As above Parent(s) or carer(s) strongly advised to come in Weekly progress review with Progress Coach & Subject Teachers	All Subject Teachers Subject Area Leaders/ BTEC Course Leaders Progress Coach Parent(s) or carer(s)
CA4	You have consistently consistently failed to meet targets set at SA3 or CA3 Continued problems in one or more than one subject	DLA/DDLA - dependent on outcome may be referred to SLT	Action plan completed with you, with agreed targets and a review date Meeting with parent(s) or carer(s) arranged Action plan emailed to parent(s) Weekly progress review with Director/Progress Coach	All Subject Teachers Subject Area Leaders/ BTEC Course Leaders/ BTEC QN Progress Coach DLA/DDLA Parent(s) or carer(s)

Student Services

The College offers a wide range of support services to students. Your Progress Coach will advise you on Student Services available and there are a range of leaflets explaining our services further including:

- Learning Support
- Counselling
- Money Matters
- Transport

Financial Support is available in the form of:

- Bursaries
- Help with the cost of courses/visits for students in need
- Discretionary funds
- A variety of scholarships, including educational foundation scholarships

Careers Advice

The College provides a comprehensive service which includes

- Group sessions including careers investigation, admission to university and colleges, job applications and advice on interviews
- Individual interviews with KGV College staff and / or a KGV College based Connexions Adviser
- A Careers Convention at KGV College in the spring term
- A Higher Education Convention (UCAS) at Liverpool University in the summer term
- Work experience arrangements
- Excellent resources, located in the Learning Resources Centre
- Individual help and advice as required

The Careers Co-ordinator, Holly Mannion can be contacted on 01704 530601 or by email to hkm@kgv.ac.uk.

The Governing Body

The governing body of the College is King George V College Further Education Corporation, on which sit a Parent Governor.

Contact: Mrs Wendy Moorcroft, Clerk to the Governors
01704 530601 ext 203 wm@kgv.ac.uk

Further Information

More detailed information concerning many of the matters raised in this booklet can be found on the College Website: www.kgv.ac.uk

For General Enquiries please call **01704 530601** or email enquiries@kgv.ac.uk

Please note that Learning Centre facilities are available for students' use during holiday periods; however, this does not apply to the Christmas break and Bank Holidays.

KEY DATES

Mon	05 Sept	Start of term
Weds	14 Sept	New Parents' Evening - meet your son/daughter's Progress Coach (first years)
Thurs	15 Sept	New Parents' Evening - meet your son/daughter's Progress Coach (first years)
Thurs	22 Sept	Review of Progress Evening - second years
Weds	28 Sept	Review of Progress Afternoon and Evening - second years
Weds	19 Oct	First Progress Data Report to parents of all students 4.00pm: Start of Half Term
Mon	31 Oct	8.50am: Term resumes
Fri	09 Dec	Progress Review Report to parents (first years) Second Progress Data Report to parents (second years)
Fri	16 Dec	12.15pm: Start of Christmas Holiday
Weds	04 Jan	8.50am: Start of Term
Fri	03 Feb	Second Progress Data Report to parents (first years)
Thurs	09 Feb	4.00pm: Start of Half Term
Mon	20 Feb	8.50am: Term resumes
Thurs	22 Mar	Review of Progress Evening (first years)
Weds	28 Mar	Review of Progress Afternoon and Evening - first years
Fri	30 Mar	4.00pm: Start of Easter Holiday Progress Review Report to second year parents
Mon	16 Apr	8.50am: Start of Term
Fri	11 May	Year 1 AS students last day of normal timetable before start of Examination Study Leave
Fri	01 June	3 Year Advanced & BTEC students last day of normal timetable before start of Examination Study Leave Second years final day of normal timetable - study leave
Mon	11 June	8.50am: Advanced & 3 Year Advanced Programme students resume normal timetable
Weds	20 June	UCAS Parents' Evening - first years
Fri	29 June	Third Progress Data Report to first year parents
Fri	06 July	12.15pm: Start of Summer Holiday
Thu	16 Aug	AS Level Results Day
Thu	23 Aug	GCSE Results Day
Mon	03 Sept	8.50am: Start of Year 2