



Parents' Guide Successful Together



One of the Best Further
Education Colleges in the Country

**"Outstanding quality
of provision"**
GOVERNMENT OFSTED INSPECTORS 7/2009

Introduction

This **Parents' Guide** aims to help you understand how the college works and will answer questions parents most frequently ask. It also explains how you can work with us to ensure that your son or daughter is successful and fulfils their potential.

Bury College is a high-performing college where students achieve. Examination results in both A Levels and Vocational qualifications are above the national average and students from Bury College have achieved some of the highest individual marks in the country. Students from Bury College progress into Higher Education and into an extensive range of careers. A recent OFSTED Inspection awarded the college top grades and acknowledged us as 'Outstanding' - your son/daughter is now part of this college.

Bury College provide high quality teaching and learning, our facilities are excellent and the individual support that we offer students is outstanding. Together these provide the basis for each student to reach his or her full potential. In return, we require students to work hard and to show respect to others. Our expectations of students are high and we outline them for you below.

What We Expect...

We provide all our students with a **Student Handbook**. As well as summarising the facilities and support that exist in college to help students, the Student Handbook contains the college expectations and also outlines the **Behaviour Policy** that affects the minority of students who break college regulations. We strongly advise that you ask your son or daughter to show you those regulations and that you spend time to read them carefully. They are very important, however, that it is useful to summarise them here, for our first expectation of students is that they comply with the College Regulations. All students are also required to sign a Student Contract.

Our Student Contract is very much about respect for other people, be they staff, students or visitors to the college and respect for their property and for the facilities of Bury College, which exist for the benefit of all students. Students are therefore asked to help us create an environment where everyone feels safe and comfortable and where they can work without diversions to be successful.

In particular, we will not tolerate:

- Poor attendance/punctuality
- Lack of submission/poor quality work
- Threatening or aggressive behaviour, fighting, bullying or violence
- Harassment of any kind
- Swearing or abusive language
- Vandalism, graffiti and theft

All students are expected to come to college fully equipped for learning, to work purposefully in class and to behave appropriately on corridors, when using facilities such as the library and refectory, and whilst in close vicinity to the college.

Please also note that:

- To ensure the security of staff and students we operate an identity card system. Please assist, if necessary, by ensuring that your son or daughter gets into the habit of wearing the lanyard and card in college each day, and by stressing to them the importance of wearing the ID whilst on college premises using the lanyard provided so that it is visible at all times.
- Students should not invite friends who are non-students onto college premises.
- For safety reasons, students must not congregate around the main entrances and exits of college buildings, sit on or obstruct corridors or stairways.

Attendance

For students to benefit from the tuition and training provided and for them to be successful they have to attend regularly and on time. Our second expectation therefore is that students attend. Please play your part by:

- Knowing when your son or daughter should be in college and making sure that they attend fully and on time. We will supply you with a copy of their timetable at the Introductory Information Evening in September.
- Arranging holidays and appointments, so far as you can, **so that they do not affect attendance at classes**. For any time off, students must complete a Leave of Absence Request Form.
- Requesting any time off for medical or dental appointments, driving tests, job or university interviews and compassionate leave in advance of the occasion by completing a Leave of Absence Request Form, which can be obtained from the Director of Student Quality. If the request is granted, the absence will then be authorised. If a student is absent for longer than three weeks they will be withdrawn from college and will be expected to re-enrol at the college's discretion.
- Reporting any illness on its first day, using the Absence Hotline number. The telephone number is 0161 280 8441.

Absence From College

Absence and lateness are monitored closely and when they are unauthorised i.e. when no contact has been made to explain them, they are followed up.

To monitor attendance

- An electronic register system is used
- Punctuality and attendance audits (spot checks) are carried out throughout the year
- Directors of Student Quality make regular checks on attendance

To follow up lateness and absence

- For each occasion that a student is late, a late slip is issued. When three late slips have been issued to the same student over a short period of time they are referred to the Director of Student Quality to discuss the lateness and to plan how to avoid further occurrences. If this fails to resolve the issue, parents will be involved and disciplinary action against the student may follow.
- The college will take action when absence gives rise for concern. For example:
 - 3 consecutive days unexplained absence from college
 - 3 days unexplained absence in any three-week period
 - 3 consecutive absences from any particular subject or class
 - any pattern of absence from a class which causes a drop below 90%
- When students fail to attend as required they must follow an Attendance Contract, effectively having to sign into each of their classes, until they re-establish good attendance patterns. Senior Tutors monitor the Attendance Contract closely. Failure to respond to it leads to parental involvement and further disciplinary action, as appropriate.
- Poor attendance will also have to be disclosed in any reference.

ABSENCE REPORTING

In case of absence, you must telephone Bury College on its Absence Reporting Hotline to report the absence on the morning of its first day. The number is:

0161 280 8441

Part-time Jobs

Part-time jobs provide valuable income to many students whilst they are studying. However, national research on the subject confirms what we have found from experience; that if more than ten hours per week of part-time work is undertaken, it begins to effect study and achievement. Please assist by ensuring that your son or daughter does not exceed the college's recommendation of no more than ten hours per week part-time employment.

Support For Students

All our full-time students are allocated a Group Tutor, a member of the teaching staff who has responsibility for the wellbeing of your son or daughter in college on a daily basis. The Group Tutor is first point of contact for the student, and indeed in most cases for you. The Group Tutor will:

- Assist with resolving any small problems that may arise.
- Be a useful source of information and be able to point students in the right direction if a referral is needed to more specific information and guidance.
- Transmit essential information, including weekly bulletin details.
- Maintain student records and provide feedback to parents, employers and other members of the college's staff.
- Provide educational and careers guidance to ensure smooth transition to the next stage.
- Give encouragement and monitor progress throughout the course.
- Provide one-to-one tutorials to review progress, take away barriers to success and set personal targets.
- Manage any poor performance by referring to the Senior Tutor or Director of Student Quality and by involving parents.

Additional Pastoral Support

- Support for general medical, physical, hearing or visual disability, study skills, dyslexia can be arranged by the Group Tutor and provided by the college's Additional Learning Support team (Tel. 0161 280 2438). Disclosure of such issues is essential to enable us to offer appropriate support.
- Our Mentoring for Success scheme provides academic support to improve grades or to help secure achievement and can be arranged by the Group Tutor.
- Confidential counselling by the college's Counsellor and careers guidance from Connexions' Personal Advisers can be arranged by the Group Tutor or directly through the Information and Advice Centre at the Woodbury Centre (Tel 0161 280 8205).

- Financial advice and support can be obtained via Student Services and the Education Maintenance Allowance office (based at the Millennium Centre, telephone number 0161 280 8421).
- Directors of Student Quality deal with student behaviour and performance issues. They also work to ensure that students receive appropriate support and that facilities and services meet their needs. They are always willing to answer questions and discuss college issues. Their contact details are listed below. Please do not hesitate to contact them.

Useful Contacts In College

Lynda Sinkinson

Executive Director Learning & Quality - Millennium
email: lynda.sinkinson@burycollege.ac.uk
0161 280 8428

Alan Astin

Director of Student Quality - Woodbury
email: alan.astin@burycollege.ac.uk
0161 280 8278

Sara Lea

Student Achievement Officer - Woodbury
email: sara.lea@burycollege.ac.uk
0161 280 8555

Lesley Harrison

Director of Student Quality - Millennium
email: lesley.harrison@burycollege.ac.uk
0161 280 8431

Audrey Mack

Student Achievement Officer - Millennium
email: audrey.mack@burycollege.ac.uk
0161 280 8432

Krissy Petrie

Director of Student Quality - Beacon/ Prospects
email: krissy.petrie@burycollege.ac.uk
0161 280 8479

Lindsay Banks

Student Achievement Officer - Beacon/ Prospects
email: lindsay.banks@burycollege.ac.uk
0161 280 8475

Group Tutor's Name: _____

Telephone Number : 0161 280 _____

The Role Of Parents And Carers In Post-16 Education

Whilst parents and carers are not expected to have to assist their children with curriculum matters they nevertheless have an important part to play. You can provide support to your son or daughter from home by:

- Taking an interest in their work and progress.
- Acknowledging the workload involved and giving encouragement.
- Reminding them of the need to do independent study at home or in the college library.
- Reminding your son or daughter to give their studies priority over their social life and part-time job, especially as examinations and coursework deadlines approach.
- Knowing the timetable your son or daughter is following and therefore when they should be in college, and ensuring full and prompt attendance.
- Letting us know immediately if your son or daughter is ill or unable to attend college for any reasons not known to us.
- Keeping us informed of anything that it would be useful for us to know in order to support your son or daughter in college, or to meet their individual needs at any particular point in time.



Important Dates In The College Calendar

Date	Event	Date	Event
September 2009		March 2010	
Thursday 17th	Introductory Evening	Tuesday 9th and Wednesday 10th	Higher Education Evening for Parents
October 2009		Tuesday 23rd	1st Year AS Targeted Parents' Evening
Thursday 15th	Open Evening for Year 10 pupils	Friday 28th	Classes close for Easter break
Monday 26th	Half-term break	April 2010	
November 2009		Monday 12th	Classes resume for Summer Term
Monday 2nd	Classes resume	May 2010	
Wednesday 11th	Open Evening for Year 10 pupils	Monday 3rd	Bank Holiday
December 2009		Tuesday 4th	Level 3 Year 1 and One Year Vocational Targeted Consultation Evening
Wednesday 9th	1st Year AS Parents' Evening	Monday 31st	Half-term break
Friday 18th	Classes close for Christmas break	June 2010	
January 2010		Monday 7th	Classes resume after Half-term
Tuesday 5th	Classes resume for Spring Term	July 2010	
Wednesday 27th	Level 3 Year 1 Vocational Parents' Evening	Friday 2nd	End of Year
February 2010		To be confirmed:	
Thursday 4th	One Year Parents' Evening	AS/ A Level results Day	
Monday 15th	Half-term break	Thursday 19th August	
Monday 22nd	Classes resume	GCSE Results Day	
		Tuesday 24th August	