

Hugh Baird
COLLEGE



Parent Pack

2011-2012

Information for parents and guardians
of students at Hugh Baird College

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10 Facts

you should know about Hugh Baird College

1. We are the top of the Government league tables for Further Education Colleges in 2008, 2009 and 2010 (based on points score per exam entry).
2. 93.2% pass rate in our A Levels, with 100% pass rates in Accounting, Biology, Business, English Literature & Language, History, IT, Mathematics, Media Studies and Sociology. In our latest report, Ofsted graded our A Level programme "Outstanding".
3. Over 80% of our students taking National Diplomas (equivalent to three A Levels) achieved the higher grade.
4. Over 300 courses in a wide range of subjects and levels from Entry through to Higher Education. We make sure the course suits the individual.
5. Overall success rate for our sixth form programme is 13% above the national average – this makes it outstanding.
6. Students progress with Hugh Baird College, proven by the CVA* score, which measures the distance students progress when coming to the College. Hugh Baird College is in the top 5% nationally for developing their students (*contextualised value added).
7. The College has an excellent care and personal support programme, evidenced by the Matrix Quality Mark for Embedded Information, Advice and Guidance, The only College in Merseyside to hold this mark.
8. In 2011 the Quality Assurance Agency for Higher Education awarded us the top rating for our Higher Education courses.
9. We hold the prestigious Training Excellence Award, which recognises the high standard of our business training.
10. Ofsted say we are outstanding for inclusion and equality of opportunity with highly motivated, enthusiastic teachers and student behaviour is extremely good.

Welcome to Hugh Baird College

12th September 2011

Dear Parents,

I am writing to introduce myself. My name is _____
and I am _____'s Personal Tutor for this academic year.

You are welcome to get in touch with me at any time if you have any questions or concerns. Please contact me on _____.

Your son/daughter has received a timetable, College information pack and some course information. This pack contains further information, which you may find useful.

Key Dates

Overleaf you will find the College calendar for this academic year. I would like to remind you of the importance of not taking your son/daughter out of College during term time for holidays. If your son/daughter is not able to attend College, please call me or leave a message on the student absence option, via the main reception, before 9am on the day of absence. The main exam periods are in January and May/June. However, exams and assignment deadlines do occur throughout the year so please check with your son/daughter for up-to-date information.

Week commencing 19th September, your son/daughter will take part in a 'Right Choice' interview with me. This will provide an opportunity to make sure that the choice of course is right and that s/he has settled in. You are most welcome to attend this interview.

Your son/daughter's progress will also be reviewed at regular intervals throughout the year. The dates for these reviews are Tuesday 29th November, Thursday 8th March and week commencing Monday 21st May. Again, you are welcome to attend these progress reviews.

Parents' Evenings will be held on Monday 5th December and Thursday 15th March. This will give you an opportunity to meet with your son/daughter's subject lecturers and me, in order to discuss how your son/daughter is progressing on their course.

You will receive copies of your son/daughter's review paperwork shortly after the review days or at Parents' Evening. I may also need to contact you at other times, usually by telephone, if there are any problems with your son/daughter's attendance, progress, or performance at College. I will continue to do this up until your son/daughter's 20th birthday. After this date, I will need your son/daughter's permission before I can release any information about their progress at College.

College Calendar 2011-2012

Semester	Week No.	Week Commencing	Additional Information
1	1	5 September	Induction Week
	2	12 September	
	3	19 September	Right Choice Week
	4	26 September	
	5	3 October	
	6	10 October	Parents Meet and Greet
	7	17 October	Thurs 20th Oct Open Evening
		24 October	HALF-TERM
	8	31 October	
	9	7 November	
	10	14 November	
	11	21 November	
	12	28 November	Tues 29th Nov Review Day
	13	5 December	Mon 5th Dec Parents' Evening
	14	12 December	
		19 December	CHRISTMAS HOLIDAYS
	15	2 January (BH)	
	16	9 January	A-level exams commence
	17	16 January	
2	18	23 January	
	19	30 January	
	20	6 February	
		13 February	HALF-TERM
	21	20 February	
	22	27 February	
	23	5 March	Thurs 8th March Review Day and AS/A2 Jan Results
	24	12 March	Thurs 15th March Parents' Evening
	25	19 March	
	26	26 March	Fri 30th March Curriculum Planning Day
		2 April	SPRING HOLIDAYS
	27	16 April	
	28	23 April	
	29	30 April	
	30	7 May (BH)	
	31	14 May	A-level exams commence
	32	21 May	End of Year Reviews
	33	28 May	
	34	4 June (BH)	
	35	11 June	End of term Friday 15th June

16/08/12 – A-level results day 23/08/12 – GCSE results day

Monitoring Students

Value Added systems within the College measure the progress a student makes whilst studying here. We realise that all students start at different points whether they have some skills or lots of qualifications and from this point we can see how much progress is made. Examination results tell us what students have achieved but they do not take into account the fact that some students make more progress than others. By measuring a student's progress from their abilities at the start of their course until its completion, we are able to evaluate how much individual progress a student has made.

Student progress throughout the year is monitored by assessments, examinations and/or homework given during the course. This information is tracked on a system known as ProMonitor. Information for parents concerning progress, attendance and general information can be found on our Parent Portal web page for your son/daughter. This is a secure system and requires you to have a password to access your son's/daughter's information. We shall give you this at the "Meet the Tutors" event or by mail. In the meantime you can check calendar details and event and college information at www.hughbaird.ac.uk

Progression

The College stresses the importance for all students to give consideration to the programmes/subjects that they wish to progress onto next year.

It is important that both students and parents are aware that progression onto College programmes/subjects commencing in September 2012 is not automatic but dependent on the following:

- **Achievement of the required grades;**
- **Attendance during 2011-2012 academic year meets the College minimum requirement of 90%.**

As a Personal Tutor, I will be supporting your son/daughter throughout the academic year to help him/her achieve and attend, and to allow him/her to continue with their studies next year.

In September 2012, the College will endeavour to offer the widest possible choice of programmes/subjects but the availability of all courses, including A2, will be subject to viability.

Every Child Matters

Hugh Baird College are committed to the Government's Every Child Matters Agenda and we ensure that these themes and support are embedded in both the learning and support services we provide.

These themes are:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a positive contribution
- Achieve Economic Wellbeing

In addition to my role and a range of policies and procedures, we offer a full range of support and advice services to maximise the safe, friendly, positive and supportive environment for your son/daughter. These are all mentioned in detail in our Student Information Booklet, provided to each student during their induction period or you can contact the personal tutor for more details.

Some of the areas are as follows:

Policies and Procedures includes areas such as:

- Health and Safety
- Student Behaviour
- College Regulations
- Student Disciplinary Procedure
- Anti-Bullying and Anti-Harassment
- Child Safeguarding and Vulnerable
- Adults
- Equal Opportunities
- Data Protection
- E-Safety

Support Services and Activities include:

- Careers Advice
- Financial Advice (see page 6 for more information on this section)
- Advice Centre e.g. travel
- Work Experience
- Health and Wellbeing
- Counselling
- Chaplaincy
- Learner support workshops
- Enrichment activities.
- College trips and activities



Parents and College Activities

Please read the following sections regarding where your views or permission may be needed.

Educational Visits

Educational visits will be organised throughout the year to enrich your son/daughter's course. To enable her/him to attend, I will need parental consent and any relevant medical information. Before each visit, I will send you an information pack containing all the necessary paperwork and I would appreciate your co-operation in completing and returning this as soon as possible.

Work Experience

Hugh Baird College offers work experience to full-time students, regardless of the level of their programme of study. Work experience forms part of the individual student's course and is an integral part of the Careers Education programme. Your son/daughter will be able to give you more detailed information and the dates of their work experience.

Tutorial

During the course of the year, your son/daughter will take part in group tutorial sessions which cover a wide variety of topics. The College has a responsibility to implement the Government's aim for

all young people to have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution and to achieve economic wellbeing. Therefore,

group tutorial sessions will include drugs awareness and sexual health. If you have any objections to your son/daughter taking part in these sessions, please contact me on the telephone number provided.

Internet Access

The College encourages all students to use a variety of research methods to help them complete their course. One valuable research tool is the Internet.

It is College Policy that I need parental consent for your son/daughter to use the Internet whilst at College. During class time, your son/daughter's lecturer supervises access to the Internet. However, the College has IT facilities where students can access the Internet, e-mail and chat rooms freely, i.e. unsupervised. If you would like a copy of the College's E-Safety Policy, please do not hesitate to contact me. If you do not want your son/daughter to access the Internet unsupervised whilst in College, please sign the form below and return to:

Director of Corporate Services
Hugh Baird College
Balliol Road
Bootle L20 7EW

Internet Access

I do not give permission for _____ (name of son/daughter) to access the Internet whilst at Hugh Baird College.

Signed _____ (Parent/Guardian)

Print name _____

Name of Personal Tutor _____

Financial Assistance

Transitional Arrangements for Education Maintenance Allowance (EMA)

Transitional arrangements will help those who are part-way through their studies and are currently receiving EMA.

- The most vulnerable students currently receiving EMA (students in care, care leavers and those on income support) will be eligible for a guaranteed bursary of £1,200 a year, in place of their current weekly payments.
- All other students who successfully applied for EMA in 2009/10 will continue to receive payments at the level set out in their EMA guarantee for each week they are in education or training, until the end of the 2011/12 academic year.
- Those students who first successfully applied for the maximum weekly EMA payment of £30 in 2010/11 will be eligible for £20 for each week they are in education or training, until the end of the 2011/12 academic year.

16-19 Bursary Scheme

The 16-19 Bursary is a new scheme to help the most vulnerable young people continue in full-time education. The scheme is made up of two parts:

- Part 1 – there are guaranteed bursaries of £1,200 a year for the most vulnerable groups of students. This is made up of children in care, care leavers and those on income support. Income support is paid to young people such as teenage parents, teenagers living away from their parents and young people whose parents have died.
- Part 2 – the college have set up a 16-18 travel pass scheme. The 16-18 travel pass is a new scheme set up by the college to help young people who are most in need of support continue in full-time education. In order to be eligible for the travel pass a student must be aged 16-18 on 31st August 2011 and meet all of the following criteria:
 - The shortest walking distance from their home to Hugh Baird College is 3+ miles
 - Your household income is less than £21,000
 - They are enrolled and studying a full time course
 - They are not eligible for EMA Transitional Arrangements

Further information is available from the Student Information Centre on the ground floor of the Balliol Building, tel **0151 353 4499**.

Parents Voice

Parents' Views

We welcome feedback from our students but also from our parents. Every year, we conduct a parent survey and parent focus group, for which you may be contacted but if you would to be involved, please do not hesitate to let me know. You can also consult the student information pack regarding compliments and complaints.

Parents' Charter and Core Values

You will find on the following pages the Parents' Core Values and Charter which were devised by parents for future parents. This explains what you can expect whilst your son/daughter is studying at Hugh Baird College. Your son/daughter will be given a copy of the Students' Charter.

If you have any questions or if there is anything you would like me to explain further, please do not hesitate to contact me.

I look forward to helping your son/daughter to succeed on their chosen course of study.

Yours sincerely,
Personal Tutor

*Parents' Core Values

- We strive to raise the aspirations of our sons and daughters whilst at the College.
- We encourage our sons and daughters to strive for excellence.
- We help our sons and daughters to understand and achieve their potential.
- We wish to join in college life, e.g. Parents' evenings, open days, awards events.
- We support and promote the College's culture of excellence within the community.
- We recognise the importance of our sons and daughters excellent behaviour, attendance and punctuality.
- We will encourage our sons and daughters to enjoy their time at the College and access help as required.
- We will inform the College straight away if we know of any issues which may affect our sons and daughters.

*By 'parents' we mean parents and guardians.

College Charter for Parents / Guardians

Admissions

When your son/daughter applies to the College, you can expect:

- that they will have a fair and efficient admissions service;
- that the College will welcome their application and provide them with impartial advice on the most suitable programme of study;
- them to have access to a member of the Learner Support Team during interview if required;
- an opportunity to view facilities and to receive information concerning open days;
- to receive accurate information on course, registration and examination fees.

Induction

During your son's/daughter's first two weeks at College, you can expect:

- them to receive a comprehensive induction to the College and their course;
- them to receive information on how they can access further financial assistance.

On-course and Additional Support

During your son's/daughter's programme of study, you can expect:

- that the College will offer efficient and effective pastoral care;
- their learning needs to be assessed at the beginning of the programme;
- teaching staff to conduct lessons and practical sessions in a manner appropriate to their learning needs;
- homework, class-work and assignments to be marked and returned to them within a reasonable length of time;
- their progress to be constantly monitored and formally reviewed at the end of each review period;
- them to undertake work placements where these form part of the course;
- College staff to regularly visit them on work placements;
- them to receive vocational and/ or care support when needed;
- them to have access to appropriate learning materials;
- to be invited to regular parents' evenings and to be kept informed about their progression throughout the year;
- any complaints you may have to be dealt with fairly and quickly;
- the College to supervise 14-16 year old IFP students during lunch times.

Hugh Baird College, Balliol Road, Bootle L20 7EW
0151 353 4444 www.hughbaird.ac.uk

The College is committed to Equal Opportunities

