



CARDIFF
SIXTH FORM
COLLEGE

www.ccoex.com



Pre-arrival Handbook 2021

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1. Boarding Induction

Students who are boarding at the college will be given the opportunity to meet with key pastoral staff and houseparents during the college's boarding induction. The boarding induction will take place on 30th August and cover:

- Staff roles
- Pastoral support
- Safeguarding
- Fire procedures
- Boarding routines
- Boarding rules and regulations
- Information on the local area
- Leave requests

Mr Gethin Thomas, the Head of Boarding has overall responsibility for the management of staff and the care of students within each of the boarding houses.

gethin.thomas@ccoex.com



2. College Induction

All students will have a full programme of induction and enrolment which will take place over a two-day period on Tuesday 31st August and Wednesday 1st September.

Enrolment and induction will cover:

- Introductions to key staff
- Support available
- College tours
- Head of House introduction
- Pastoral introduction including key staff
- Academic introduction including key staff and Heads of departments
- NHS (National Health Service) and local GP Registration
- Introduction to the medical and illness procedures
- Police registration
- Issue of ID cards
- Health and safety information
- Issue of timetables
- Issue of BRP cards
- College rules and regulations



3. Who students can turn to for help

At Cardiff Sixth Form College there are a number of staff that students can contact if they require help or support.

Pupils will often seek and receive help from their parents or guardian, their Head of House, their Houseparent and also friends. Pupils may, of course, wish to speak to any member of staff whom they feel they can trust and at Cardiff Sixth Form College there are a number of lead staff who provide support and guidance.

The Head of House team:



Mr Hughes Miss Lawrence Miss Downey Miss Williams Miss Davies Mr Smith Mr Davies



Head of Pastoral and Designated Senior Person (Safeguarding) – Mrs Morton

Tel: 07554 957178 Email: lisa.morton@ccoex.com



Miss Davies



Mr Thomas

Designated Safeguarding Officers

The School Nurses Ms Davies and Ms Anwyl-Williams

nurse@ccoex.com

The Wellbeing Officer – Mrs Wozencroft

sally.wozencroft@ccoex.com

Houseparent Adams Gardens Mobile:

Tel: 07785 358043

Houseparent Shand House Mobile:

Tel: 07796 496913

Houseparent The Neighbourhood Mobile:

Tel: 07553 781165

Outside College

School's Independent Listener – Dr Liam Hughes

Tel: 07825 678870 (Between 5-6pm)

Security and Safety Officers

Shand House Mobile: 07775 434361

Adams Gardens Mobile: 07760 562374

Children's Rights Commissioner:

01792 765600

Childline

Tel: 0800 1111

Samaritans

Tel: 08457 909090

NSPCC

Tel: 0800 800500



If you feel you or someone else is in immediate danger call: 999

If you have a serious safeguarding matter and you cannot contact a member of staff then you can contact:

Cardiff Children's Access Point – 02920 788570 (8.30am – 5pm) if outside these hours then you can contact the emergency duty team on: 02920 788570

4. Student Charter

Upon enrolling at the college, pupils agree to abide by the college's rules and policies.

Ultimately, we want our students to be as successful as they can possibly be and in turn we expect our staff to be fully committed to helping learners at all times.

We have consulted with our staff and students and agreed that the following minimum expectations should be followed at all times. The below is the student charter which will be addressed as part of the college induction.

What you can expect from us:

- Care, support and guidance both academically and pastorally
- Support that is catered to your individual need
- Respect
- Information on college policies and procedures
- Information on key college contacts
- Information on external organisations
- A clear college induction and enrolment
- Approachable staff who are here to assist and care for you
- A drive to ensure you are happy, healthy and safe during your studies at Cardiff Sixth Form College

What we expect from you:

- Follow the college student contract and abide by all behaviour and attendance policies and all college procedures
- Act with respect, politeness and consideration to all students and staff at all times. Any form of bullying or rudeness will not be tolerated

- Behave and speak in a way that does not offend others, i.e. using foul / abusive language, sexist or racist behaviour or anti-social behaviour such as spitting
- Behave, act, and communicate in a manner that is courteous and respectful to both staff and students, treating others as you would wish to be treated
- Use the medium of English for all communication whilst in class, in the college canteen and in and around the main college site and whilst on activities or on CSFC trips and events
- Take responsibility for your own learning and for finding out what is expected of you while on the course
- Be an independent learner and have commitment to learning new skills for life outside of college; following the CREATE@ Portfolio
- Wear your uniform appropriately
- Look out for your fellow classmates and yourself and if you see or are concerned about anything at any point, report this to the college safeguarding team
- If you are ill, take responsibility for seeing the college medical team and follow the college sickness reporting procedures
- Inform the medical team of any medical issues or changes to health and hand over any medications that you have both prescribed and over the counter to the college medical team or the Head of Boarding



- Agree with your teacher what you need to do to catch up if you have been absent
- Attend all Head of House meetings and lessons
- Work hard in class to achieve, taking part fully in all lessons and not disturbing others
- Leave the classroom and accommodation in the condition you would wish to find it, making sure all college property is treated with respect
- Meet deadlines when they are given to you, i.e. homework, assignments, projects and UCAS

- Make sure all work produced for assignments and exams is your own work
- Abide by the college boarding house rules and procedures
- Follow the college's health and safety rules at all times
- Follow the college policy on zero tolerance to drugs
- Do not use mobile phones in classes
- Ask for help if you need it
- Keep us informed of any issues that you may have, we will do everything in our power to help you
- Be a positive representative of the college at all times and a role model to other students

5. Your Head of House

All students at the college are allocated a Head of House. Each Head of House will monitor pupil progress and assist with both academic and pastoral matters; meeting with students weekly via individual and group sessions. Designated Heads of Houses support students through all aspects of their Cardiff Sixth Form College journey, also acting as a UCAS referee for university applications.

If a student has any concerns throughout their time at college or parents or guardians have any concerns or queries then the Head of House is the first point of contact and the team are always be happy to help.

All students at the college have been allocated a house:



Atkins - Mr Hughes



Morgan - Miss Williams



Franklin - Miss Davies



Rubin - Miss Downey



Wallace - Miss Lawrence



Seacole - Mr Davies

PSE, CREATE@ Portfolio and Student Wellbeing

The college recognises that it is also important that students are given the knowledge and skills needed for life outside of academic study. Therefore, through timetabled classes and assemblies pupils will be introduced to a number of important topics such as e-safety, sex education and relationships and healthy lifestyles. All students will have timetabled PSE (Personal, Social Education) lessons with their Head of House each week.

The college follows the multiple award winning CREATE@ portfolio in which all students have the opportunity to gain a Bronze, Silver and Gold award by their natural participation and engagement in college life; both within academic, careers and pastoral activity.



This platform not only allows students to develop in a holistic manner by giving them the skills required for life outside of college but also is something that can be used for both university applications and interviews.

Throughout the year via engaging in the pastoral programme and the CREATE@ portfolio, pupils will have the opportunity to win house points; competing to be the winning house and gain prizes.

All details of activities and clubs that students can engage in will be explained fully during the induction process and dates will be listed on the college calendar. The college Inter-house Captains advertise all events and activities to pupils throughout the year.

The college pastoral programme runs from September to April. Each month has a theme attached to it and all activities have been planned to encourage students to engage with pupils outside of their curricular studies. The programme does not interfere in any way with academic studies but complement them fully. The majority of activities are non-compulsory, allowing students the freedom to choose what they would like to participate in.

Student Support

In addition to staff support, college students also act as a strong support to fellow pupils.

At Cardiff Sixth Form College there are a number of Prefects. Prefects provide assistance, help and guidance at all times for new and existing students. The college also has a number of other student positions of responsibility, including a Buddy System. All students in positions of responsibility are always ready and willing to help peers. Student support will be covered as part of the college induction.

6. Pastoral care at CSFC

The college has a large pastoral team who are committed to ensuring that all learners are happy, healthy and safe during their time at Cardiff Sixth Form College. Pastoral care and the wellbeing of students is always of paramount importance and the college offers a number of support pathways for all students. At Cardiff Sixth Form College all students should look out for the welfare and wellbeing of others, as well as themselves.

All new students have access to the Pastoral @ CSFC website. This website provides information on new college developments, key contact numbers for staff members and policies relating to pastoral care. The college also has its own bespoke wellbeing website (linked to the award winning CREATE@ Portfolio) which offers help and support on topical pastoral issues to pupils.



Safeguarding and Child Protection

If at any point during their time at Cardiff Sixth Form College students are concerned about their own safety or welfare or the safety and welfare of another student, the college has a safeguarding team that can be contacted at all times (including weekends and evenings).

The safeguarding team treat all safeguarding and child protection concerns in a sensitive manner and pupils will be fully supported through any difficulties they may have. Whilst all disclosures are kept confidential, the role of the safeguarding team is to keep all students safe from harm and so depending on the severity of the concern or disclosure there will be times when the team will need to pass on matters to external services such as the police or social services.

Any concerns can be raised with:



Lisa Morton – Designated Senior Person for Safeguarding and Child Protection
Email: lisa.morton@ccoex.com Tel: 07554 957178



Alanna Davies – Designated Safeguarding Officer
Email: alanna.davies@ccoex.com
Tel: 07776 419599



Gethin Thomas – Designated Safeguarding Officer
Email: gethin.thomas@ccoex.com
Tel: 07776 419599

It is a good idea for all students to keep these numbers stored on their phones, should they ever need to be used.

If pupils do not wish to report something in person, the college has a secure email address – support@csfc.education that students can report any concerns to regarding their safety or welfare or the safety or welfare of another pupil. This email address is only seen by the Designated Senior Person.

All college staff have red lanyards to make them identifiable to students. If a student sees any adult on any of the college sites not wearing their college ID and they are not recognised as a staff member at the college then pupils must report this to the nearest staff member immediately.

All aspects of safeguarding and child protection are outlined clearly for all students, parents and college staff within the Child Protection and Safeguarding policy. The college policy can be found on our website.



Safety

Students are told to report anything suspicious, or anything that makes them feel uncomfortable to a member of staff. If pupils see anyone on site who is not wearing a red lanyard and who isn't identifiable as a staff member at the college then students must report them immediately. If students are not on college premises and are concerned about anything or for their safety then the safeguarding team and houseparent team can be contacted on the numbers provided.



Anti-bullying

Cardiff Sixth Form College promotes tolerance and respect in all areas of college life and students and staff alike are expected to be respectful of everyone at all times. The college therefore has a zero tolerance to any form of bullying or discrimination. A Buddy and Wellness Officer scheme is in operation and these students act as Anti-bullying Champions. As well as this, the college has a direct link to the 'Diana Award' organisation. The college has a clear definition of what constitutes bullying and this is made clear to students and staff around all college sites.

If at any point pupils feel that they, or another student are being victimised by other learners and that face-to-face, online or peer abuse is involved then this must be reported using the safeguarding and child protection procedures outlined.

E-Safety

E-safety is very important and will be covered during timetabled lessons by Heads of Houses, along with guest speaker sessions during studies. In addition to this, the Pastoral @ CSFC website and the college's bespoke wellbeing website offers access to a range of resources which address the importance of e-safety. If at any point students feel uncomfortable with any online material that is deemed to be offensive or unacceptable, or they feel that someone has been discriminatory to them or is making them feel uncomfortable online then this must be reported to the safeguarding team.

Cyber bullying will not be tolerated and any student who feels that they have fallen into this category, or if they are aware of other students who fall into this category then they should report it to a member of staff immediately.

All members of the college community must adhere to the college policy on acceptable IT use. Students must not:

- Store or transmit illicit materials
- Harass others
- Store or transmit personal and sensitive information about themselves or another

The college Operations Manager runs regular reports of internet searches viewed across all college sites. In light of this, student's at the college are expected to adhere to the acceptable use policy at all times and only use their device/s in an ethical manner.

Smoking and Substance Misuse

The college has a zero tolerance to substance misuse. Smoking is not permitted on any of the college sites and assistance with smoking cessation can be gained via the college medical team. Any form of substance misuse is treated as a serious breach of college regulations and student conduct. Students will be asked to leave the college if any form of substance is found on their person or in their room. The college undertakes regular room checks and any materials found will be confiscated and students sanctioned appropriately in light of this. Information on room checks is covered in-depth during the college boarding induction.

Equality and Diversity

The college prides itself on its multicultural nature and respects equality and diversity. All students are treated equally no matter their race, religion, gender and ethnicity and differences at the college are both supported and celebrated.

Fire Safety (inc. First Aid)

The college has regulations for fire safety and health and safety; all of which will be clearly explained during the enrolment period. Throughout the course of the year pupils will also have fire drills in college and within accommodation sites. Full details of health and safety regulations can also be found on the Pastoral @ CSFC website.

Learner Voice

The college undertakes regular learner voice surveys which allow pupils to put forward constructive suggestions for improvements across all college areas.

All policies that relate directly to pastoral care at the college such as the Anti-bullying Policy, Safeguarding and Child Protection Policy, the Health and Wellbeing Policy, Alcohol, Smoking and Substance Misuse Policy, E-Safety Policy and Complaints can be found on the website but are also available for you on the Pastoral @ CSFC website.

7. Conduct and Behaviour

Throughout their time at Cardiff Sixth Form College students are expected to be courteous to staff and fellow students and behave and dress in a manner that positively represents the college at all times. The student charter is displayed around the college and in accommodation and acts as a reminder to pupils of their responsibilities as a student.

All students must abide by all college policies which can be found on the Pastoral @ CSFC website.



8. Illness and Absence Procedure

The college has two full-time college nurses and medical team who are on site Monday – Friday 8am – 5pm. If students are unwell in the morning before lessons, or at any point during the college day, then they must report this to a member of the house staff who will book an appointment to see the nurses and or/matrons.

Pupils should not at any point email the nurses or matrons in order to gain authorised absence. If students are deemed unwell they will have to stay in the college sick bay and will not be permitted to have electronic devices or work on their person to ensure that they are getting the rest that they need.

If there are repeated bouts of ill health, the nurses and or/matrons will request that pupils attend a GP appointment in order to have a health check-up. All students at the college will also be registered with a local GP surgery. The college nurses also offer appointments and workshops throughout the year to give general advice about vaccinations, sex education and healthy living (including food, vaccinations and exercise).

The college also has a Wellbeing Officer who is available for counselling appointments and to talk to about any worries or concerns that a pupil might have. Information on how to book appointments will be given during the induction period.

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