

# Pre-arrival Handbook



“

Excellence is an art won by  
training and habituation...We are  
what we repeatedly do.  
Excellence, then, is not an act, but  
a habit.

”



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# 1. Introduction from the Principal, Tom Arrand

Welcome to Cardiff Sixth Form College! You already know that we are world renowned for academic excellence and I look forward to watching you all succeed with us, fulfilling your dreams as you do so. This document is designed to let you in to the secret of our success: academic achievement is of course a result of excellent teaching and determined learning but it is built upon strong foundations and it is those foundations, the care, support, guidance and character development we focus so much of our attention on, which this short booklet outlines for you.

I am forever inspired by our outstanding student leaders, including our Prefect Team, and I know that they will make you all feel very welcome. Likewise, the Pastoral Team, led by Mrs Morton (Assistant Principal) will ensure you have all of the care, support and guidance you need to make the next few years the most enjoyable and rewarding of your life, so far.

Take time to read the information in this booklet and come prepared with



the questions you have when you meet our boarding staff, our Heads of Houses and all of the wonderful people who will look after you.

For my part, it is very simple – we expect you to work hard, put maximum effort into everything you do, be kind and considerate to each other and demonstrate the highest standards at all times. I believe that people who do those things are the happiest and most successful people on earth.

I can't wait to meet you all in person and look forward to getting to know you all. Welcome to the Cardiff Sixth Form College Community!





## 2. Boarding Induction

Students who are boarding at the college will be given the opportunity to meet with key pastoral staff and house parents during the college's boarding induction. The boarding induction will take place between 02-03 September and cover all aspects of boarding life.

Below are the contact details for the designated staff members responsible for the safeguarding and care of students within each of the boarding houses:



**Lisa Morton, Designated Safeguarding Person:**

e: [lisa.morton@ccoex.com](mailto:lisa.morton@ccoex.com)



**Ceitho Williams, Head of Boarding**

e: [ceitho.williams@ccoex.com](mailto:ceitho.williams@ccoex.com)



**Paisley Beeching, Senior Boarding House Parent**

e: [beeching@ccoex.com](mailto:beeching@ccoex.com)



### 3. College Induction

All students will have a full programme of induction and enrolment which will take place over a two-day period on Monday 4th and Tuesday 5th September.

#### Enrolment and Induction will cover:

- How we support you
- College tours
- Head of House (introduction to UCAS referee)
- Pastoral introduction including key staff
- Academic introduction including key staff and Heads of departments
- NHS (National Health Service) and local GP Registration
- The pastoral curriculum (including PSE and RSE)
- Careers Department Induction
- Introduction to medical and illness procedures
- Introduction to CREATE©
- Police registration
- Issue of ID cards
- Health and safety information
- Issue of timetables
- Issue of BRP cards
- College rules and regulations
- A variety of safeguarding and child protection topics
- Official Photograph





# 4. Where can students access help & support?

Students who need help or support should speak to whichever member of staff they feel most comfortable speaking to. Most students will find that this is their Head of House or the Director of Lower School; their Boarding Houseparent or a member of boarding staff; one of their teachers, the Wellbeing Officer or a member of the medical team.

## The Head of House Team:

Ms Davies  
*Franklin*

Ms Lawrence  
*Wallace*

Ms Williams  
*Morgan*

Mr Davies  
*Seacole*

Mr Smith  
*Parry*

## The Safeguarding Team:

Safeguarding Tel: +44 7554 957178 / +44 7776 419599



Ms Morton  
Designated  
Safeguarding Officer



Ms Davies  
Head of House –  
Safeguarding Lead



Mr Williams  
Head of Boarding



Miss Beecham  
Senior Boarding Parent



Mr Davies  
Director of Lower School

**Director of Lower School:** GCSE Students are also members of Houses. However, their first point of contact for all academic and pastoral concerns is: Mr Davies, our Director of Lower

Other school contacts:	Contacts Outside College:
The School Nurse: nurse@ccoex.com The Wellbeing Officer: Mrs Wozencroft sally.wozencroft@ccoex.com Houseparent Adams Street Gardens Tel: +44 7785 358043 Houseparent Shand House Tel: +44 7796 496913	School's Independent Listener, Dr Liam Hughes Tel: +44 7825 678870 Children's Rights Commissioner: +44 1792 765600 Childline Tel: +44 800 1111 Samaritans Tel: +44 8457 909090 NSPCC Tel: +44 800 800500 Meic Cymru Text: 84001/Phone: +44 80880 23456/Email: www.meic.cymru

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 – +44 2920 536490 (8.30am – 5pm) if outside these hours then you can contact the emergency duty team: +44 2920 788570





## 5. Studentship

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 achieving this means demonstrating high standards at all times.

Studentship is the term we use to describe the qualities we expect to see from students at the UK's leading Sixth Form College. We define studentship, as follows:

### Academic Standards:

- **Engagement**  
*Full focus in lessons and thorough commitment to homework and individual study*
- **Time-management**  
*Commitment to all deadlines, forward planning and personal responsibility*
- **Achievement**  
*Focus on vital assessment points and on always achieving to the best of our ability*
- **Responding to feedback & advice**  
*Recognition that all advice is given to support us and to help us to improve*
- **Continuous improvement**  
*Belief that excellence is a journey of continuous improvement*
- **Intellectual development**  
*Valuing intellectual acumen over purely academic achievement*

### Personal Standards:

- **Uniform**  
*Smart, well-presented and correct school uniform, at all times*
- **Courtesy & Respect**  
*Politeness, good manners and respect for all people, at all times*
- **Speech**  
*Respectful speech, using English, the common language of the College*
- **Effort & application**  
*Resilience and determination at all times; commitment to all things*
- **Punctuality & attendance**  
*Full attendance and a commitment to being in the right place at the right time*
- **Leadership**  
*Demonstrating the standards and behaviours we expect to see in others*





## 6. Your Head of House

All students are allocated to a House. Each Head of House will monitor students' progress and assist with both academic and pastoral matters for students in Year 12 & 13 (A Level students), meeting with students weekly via individual and group sessions. 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 in Year 12 or 13 has any concerns throughout their time at college, or if parents or guardians have any concerns or queries, then the Head of House is the first point of contact and the team are always happy to help.

Students in Years 10 & 11 (GCSE students) are supported by the Director of Lower School. Any concern that a student, parent or guardian may have should be addressed to one of these people, in the first instance. The Director of Lower School is responsible for the academic and pastoral support that our GCSE students receive.





## 7. Pastoral Care at Cardiff Sixth Form College

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 along with a student safeguarding website, signposting learners to other local sources of help, support and guidance. (linked to the award winning CREATE© Portfolio) which offers help and support on topical, pastoral issues to pupils.

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 students 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.





## 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 the safeguarding officers listed previously. If pupils do not wish to report something in person, the college has a secure email address 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 Safeguarding Person. It is a also good idea for all students to keep the safeguarding mobile numbers stored on their phones, should they ever need to be used.

### Contact information:

Tel: +44 7554 957178 / +44 7776 419599

Email: [support@csfc.education](mailto:support@csfc.education)





## Anti-bullying

Cardiff Sixth Form College promotes tolerance and respect in all areas of college life. Students and staff alike are expected to be respectful of everyone, at all times. The college, therefore, has a zero tolerance approach 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 students feel that they, or another student, are being victimised and that face-to-face, online or peer abuse is involved then this must be reported.



## Substance misuse

The college has a zero tolerance approach to substance misuse. Smoking, vaping and the consumption of alcohol is not permitted whilst under the duty-of-care of the college 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 may also be a criminal offence. Students may 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. Information on room checks is covered in-depth during the college boarding induction.





## 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 and student safeguarding websites offer access to a range of resources which address the importance of e-safety and staying safe online. 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
- Post on social media, anything which might bring harm to themselves, others or to the reputation of Cardiff Sixth Form College.

The college IT Manager runs regular reports of internet searches viewed across all college sites. In light of this, students 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.





## 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, ethnicity or any other protected characteristic. All students are expected to support and uphold these principles.

## Health and Safety

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 student websites mentioned within this handbook.





## 8. 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 and procedures which can be found on the main college and student websites.







## 9. Illness and Absence Procedure

The college has a medical team who are on site Monday – Friday 8am – 5pm. If students are unwell in the morning, 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 nurse.

Pupils should not at any point email the nurse in order to gain authorised absence. If students are deemed unwell they will have to stay in the college sick bay and receive medical support.

All students at the college will also be registered with a local GP surgery. The college nurse also offers 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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Without ambition one starts  
nothing. Without work one finishes  
nothing. The prize will not be sent  
to you. You have to win it.

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RALPH WAL

DO EMERSON







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