



# Guide for Parents and Carers

Academic year 2019-2020

# Welcome

At Guernsey College of Further Education, we are committed to working together with parents and carers to support our students on their journey through their studies. We hope this information will help you to work alongside the College to enable us to provide the best possible experience for students.

**Attendance:** Excellent attendance and punctuality are key employability skills. All elements of each course are important to our students' future success and we ask for your support in ensuring they attend and work hard on their programme of study. This includes personal development sessions and self study periods. If a student is going to be late or absent due to illness, please telephone our main Reception on (01481) 737500.

**Enrichment:** We believe it is really important to ensure that students take away much more than simply knowledge from their courses. In addition to timetabled classes we provide Personal Development sessions once a week for students to help develop their interpersonal skills before they enter the world of work. These sessions include interview preparation/practice, employability skills, managing finances and a range of other topics.

**Food and nutrition:** Our campus cafes are open five days a week, serving hot and cold food to students and staff from 9am – 1.30pm. Refrigerated vending machines on each campus will contain a range of food items once the cafes close. We are championing our healthy living campaign by offering a range of healthy foods.

**English and Maths:** Students joining us on a Level 2 or Level 3 course who have not already achieved a 4 in English or Maths will need to attend sessions in these subjects, which are held on their main campus.

**Student Support:** Students needing extra assistance can be referred to our Progress Coach team. These staff members work with students who require extra help and support in undertaking their course and keeping up-to-date with their work.

## Safeguarding

We are committed to safeguarding all our students and will ensure support services are available whenever our students need them. We will always act in the best interests of the student.

We ask all students and staff to wear their ID badges while on campus. This is attached to a lanyard (or an alternative can be used in a workshop/practical situation). It also acts as a printer card, giving students access to their printer accounts. Any student or staff member not wearing their ID will be asked to wear it for health and safety, and safeguarding, reasons. If a student has misplaced their ID badge or lanyard, they should visit one of the campus Receptions to ask for a replacement.

Students are required to sign an Acceptable Use Policy for the digital technology they have access to. If this agreement is broken, we have authorisation to remove their access to technology in college.

# ProPortal

ProPortal allows parents/carers access to further information on a student's progress on their course, including attendance, punctuality, timetable, targets and progression. Instructions on how to set up an account to view a student's profile are below:

**Parental permissions are required, therefore, please make your first action the completion of the permissions (Consent for off site activities and Use of Student Image) - see below for instructions.**

- Go to your internet browser and search for Guernsey College of Further Education, or use this link:  
**[www.guernseycollege.ac.gg](http://www.guernseycollege.ac.gg)**
- Across the Top Menu, click on **College Links** and scroll down to **ProPortal** on the drop down list
- To access ProPortal for the first time you will need to submit an **Account Request** by entering your personal details: Name/Surname/Email. This is the email address the account will be set up under
- You will also need the student's reference number which can be obtained from their ID card, their date of birth and the title of the course they are studying
- Once your account has been authorised, you will receive an email containing a username and password
- Once you have logged on, the Student Home page should appear. In the top right hand corner there are two tabs - **Information** and **Learner ILP**. The **Information** tab contains the student's Timetable and Attendance and the **Learner ILP**

is information the student has completed themselves regarding their goals and targets

- In order to access the permissions please go to **Learner ILP** and select **Further Details**. There are two checkboxes to tick if you are choosing to give approval to the permissions listed.
- If you have any queries, or need assistance with using ProPortal, please email: [ProPortal@gcfe.net](mailto:ProPortal@gcfe.net)

## Term Dates

Monday 9 September 2019 – Term starts

Friday 25 October 2019 – INSET DAY (College closed for students)

Monday 28 October – Friday 1 November 2019 (inclusive) – Half term

Friday 20 December 2019 – Term ends

Monday 6 January 2020 – Term starts

Monday 17 – Friday 21 February 2020 (inclusive) – Half term

Friday 3 April 2020 – Term ends

Monday 20 April 2020 – Term starts

Friday 8 May 2020 – May Day Bank Holiday

Monday 25 May – Wednesday 27 May 2020 (inclusive) – Half Term

Friday 26 June 2020 – Term ends

## Google Drive

We use Google Drive and Classroom where tutors will update course information and assignments, often for their students to complete outside of the classroom. Students simply need to log on to Google Drive with their College email address and password.

## Student Events

**Freshers' Fayre:** Friday 13 September 2019. This event brings all first year full-time students together for a day of activities starting in their programme areas during the morning, and then across the College at Les Ozouets Campus for lunch and during the afternoon (finish time 4pm).

**Enrichment:** 9 January 2020 and 24 April 2020. All full-time students must complete 20 hours of Enrichment activity in accordance with the Bailiwick of Guernsey Entitlement guidance.

**Future Workforce Recruitment Event:** w/c 24 May 2020—date to be confirmed. Our inaugural event took place this summer and was very successful. The aim is to introduce students who are seeking employment at the end of their course to employers with specific vacancies.

**Celebration of Achievement event:** Thursday 25 June 2020. All full-time students come together for this event to celebrate their achievements.

**Summer Ball:** Friday 26 June 2020. This will be held at St Pierre Park Hotel.

## Provisional exam dates

**iGCSE Maths:** 19 May & 4 June 2020

**GCSE English:** 2 & 6 June 2020

The College is committed to providing the best possible service for our students and other stakeholders and your feedback is important to us, whether you feel you have had an excellent experience or you feel we could do better. Please contact us if you wish to provide any feedback or discuss any matters you feel are important.

# Engagement with parents

**Student Progress report 1:** week beginning 2 December 2019

**Student Progress report 2:** week beginning 23 March 2020

**Parental survey 1:** week beginning 21 October 2019

**Parental survey 2:** week beginning 23 March 2020

**Parents' evening windows:** 30 September — 18 October 2019 and  
2-20 March 2020

If you would like to get in touch, or have any concerns, please contact the Programme Leader in the first instance, details below:

## **Sport**

### **Public Services**

Sally Warburton-Ward  
[SWarburton@gcfe.net](mailto:SWarburton@gcfe.net)

### **Creative & Digital Arts Performing Arts**

Jon Snow  
[Jonathans@gcfe.net](mailto:Jonathans@gcfe.net)

### **Childcare**

Paula Grady  
[paulag@gcfe.net](mailto:paulag@gcfe.net)

### **Business**

Cheryl Stevenson  
[cheryls@gcfe.net](mailto:cheryls@gcfe.net)

## **Engineering**

John Semenowicz  
[johns@gcfe.net](mailto:johns@gcfe.net)

## **Access**

### **English & Maths**

Phil Emberton  
[phile@gcfe.net](mailto:phile@gcfe.net)

## **Construction**

Andrew Kilby  
[akilby@gcfe.net](mailto:akilby@gcfe.net)

## **Office Administration IT**

Lucy Mallett  
[lucym@gcfe.net](mailto:lucym@gcfe.net)

## **Hair & Beauty**

### **Hospitality & Catering**

Mark Rayment  
[mrayment@gcfe.net](mailto:mrayment@gcfe.net)

## **Health & Social Care**

Sue Lambeth  
[slambeth@gcfe.net](mailto:slambeth@gcfe.net)  
Kayleigh Baddeley  
[kayleighb@gcfe.net](mailto:kayleighb@gcfe.net)

## **Learner Support Services Manager**

Matt Sawbridge  
[matts@gcfe.net](mailto:matts@gcfe.net)



What we DO  
What we  
BELIEVE  
How we WORK



[www.guernseycollege.ac.gg](http://www.guernseycollege.ac.gg)

Putting  
students first

Rewarding  
relationships

Inspiring  
people

Delivering  
excellent service

Exceeding  
expectations

P.R.I.D.E.

A FUTURE-FOCUSED ORGANISATION, OPEN TO COLLABORATION AND ENTHUSED BY CHANGE

Tel: 01481 737500

Email: [college@gcfe.net](mailto:college@gcfe.net)

Website: [guernseycollege.ac.gg](http://guernseycollege.ac.gg)