

Wecome to Guernsey College

A Handbook for Students, Parents and Carers



**Guernsey
College**
of further
education

Part of The Guernsey Institute

Welcome and Introduction from our Principal



We are committed to working together with parents and carers to support our full-time students on their journey through their studies. We expect a lot from our students, and hope this information will help you to work alongside us to assist your son/daughter/ward in getting the most out of their time here with us.

We are extremely proud of the high standards of teaching that the College provides and aim to provide the best possible experience for our students, whatever course they are on. Our outstanding Student Support team does an excellent job in supporting students, being there in the background, or the forefront, as they are needed, and helping them to achieve.

We will keep you informed about your son/daughter/ward's progress, and welcome contact from parents and carers. We will be in touch to ask you to complete a parent/carer questionnaire during the year, however, please do not feel you need to wait for this to arrive in your inbox to get in touch if at any time you have questions, concerns or would like to give us feedback.

You may already be aware that Guernsey College of Further Education is part of The Guernsey Institute. This is an exciting time as work is really progressing on integration with The Institute of Health & Social Care and the GTA University Centre. We have a number of stakeholder events being planned for the Autumn and one specifically for parents/carers.

We look forward to meeting you and hearing from you.

Best wishes.

Cause Jemelke

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Key Contacts

Programme Leaders

Hair & Beauty, Hospitality & Catering, Sport

Tom Aitken - toma@gcfe.net

Creative & Digital Arts, Performing Arts

Jon Snow - jonathans@gcfe.net

Childcare

Paula Grady - paulag@gcfe.net

Business, IBCP, Finance

Cheryl Stevenson - cheryls@gcfe.net

Engineering

Mark Pratt - markp@gcfe.net

Access, Progress to...

Sue Lambeth - slambeth@gcfe.net

English & Maths

Phil Emberton - phile@gcfe.net

Construction

Tim Le Tissier - timothy@gcfe.net

IT & Computing, Office

Administration

Dan Hunter - danh@gcfe.net

Health & Social Care, Public Services

Kayleigh Baddeley (until end Sept)

kayleighb@gcfe.net

Liz Curtis - lizc@gcfe.net

Student Support Manager

Matt Sawbridge - matts@gcfe.net

Other Contacts

Director of Student Support

Jeff Stuart - jeffs@gcfe.net

Student Support

support@gcfe.net

Student Support Manager

Matt Sawbridge - matts@gcfe.net

General GCFE inbox

college@gcfe.net

Main switchboard (Coutanchez Campus)

(01481) 737500

Location

Route des Coutanchez

St Peter Port

Guernsey

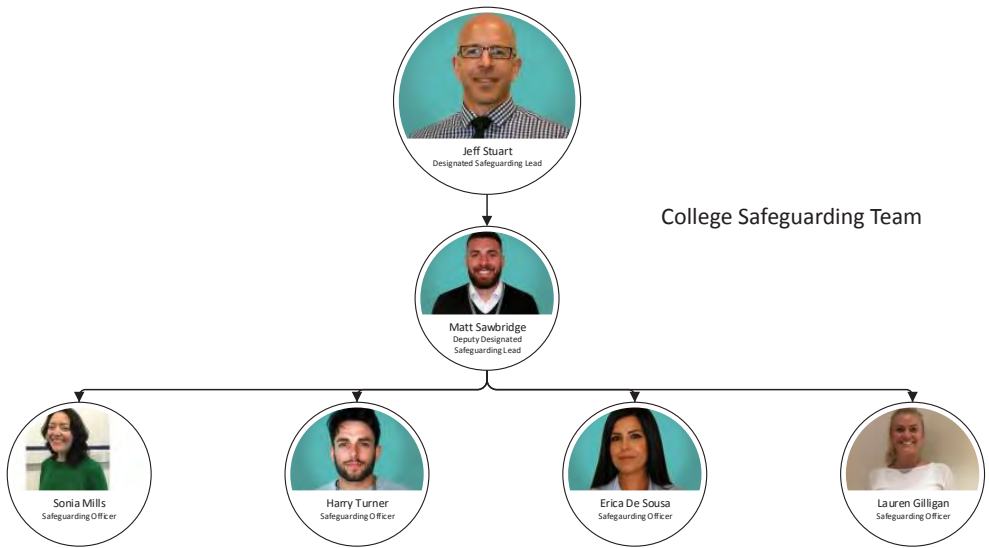
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Student Support

Safeguarding Children and Vulnerable Adults

Guernsey College of Further Education is committed to a positive policy of equality and diversity and makes every effort to support students. With our duty of care to students and staff, we strive to ensure their health, safety and wellbeing at all times.

If you have a concern that your son/daughter/ward or another student is at risk in any way, please contact one of our Safeguarding Team. Jeff Stuart, Director of Student Support, is the Designated Safeguarding Lead (07839 777643 jeffs@gcfe.net) and Matt Sawbridge, Student Support Manager, is Deputy Safeguarding Lead (07839 777649 matts@gcfe.net).



Learning Support

Students at Guernsey College have access to a variety of support services. If your son/daughter/ward has a learning difficulty or disability please contact their Tutor or email support@gcfe.net

Progress Coaches

Our Progress Coaches are a dedicated team of support professionals who are in place to assist students who are experiencing barriers to their learning. They form part of the safeguarding team and can support with

- Mental Health (brief intervention, advice and guidance – signposting, referring and working in a multi-agency response)
- Developing social and communication skills
- Building independence and life skills
- Improving self-image and mind-set to apply positive coping mechanisms specific to the student
- Building self-esteem and motivation levels
- Developing an appropriate career plan specific to the student
- Effective time management
- Keeping students safe

For further information about our Progress Coach team please contact Matt Sawbridge (Student Support Manager).

Equality and Diversity

The College has a positive policy of equality and diversity. We are an all-embracing college, and will not discriminate on the grounds of age, disability, ethnic origin, gender, religion, sexuality, or on any other grounds in the provision of our service. Should you become aware of any discrimination, please bring this to our attention immediately by contacting Jeff Stuart, our Director of Student Support, on 07839 777643.

We are a supportive, disability-friendly college. Should your son/daughter/ward require any reasonable adjustments during their time at College, please contact Jeff Stuart on support@gcfe.net

Bullying

We have a zero tolerance policy towards bullying. If you have any concerns about bullying, please contact the Safeguarding Team.

What we expect from our Students

Attendance

We expect a high level of attendance from our students. It is important for their wellbeing and progression, and demonstrates that they value and have respect for their education and those providing it.

Reporting an Absence

Attendance is compulsory and all students must attend all of their timetabled sessions. If there is a particular reason why your son/daughter/ward is unable to attend college, they should contact Reception on 737500 to report their absence as early as possible, advising the nature of the absence, how long it is likely to last, and whether they have sought medical treatment. A doctor's note will be required for absences longer than four days.

Students are expected to report and take ownership of their own absence. However, we do appreciate that this is not always possible and that a Parent/Carer will, on occasion, inform us of a student's absence. If an absence is not reported, this will be classed and registered as unauthorised and a text sent to the student and parent/carers.

Dress Code

Students must wear clothes which are appropriate for a learning environment. When in college we ask students not to wear clothing which causes offence to others (eg clothes that are too revealing or display offensive slogans or images); dress in ways which are inappropriate or disrespectful; or wear clothes or garments which the College deems to interfere with teaching and learning, or which pose a risk to health and safety.

Students should arrive prepared to learn by wearing clothing that is suitable for their realistic learning environment such as safety boots or appropriate uniform.

All students must wear their lanyard and ID badge.

English and Maths

Students joining us 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.

Conduct

We expect all students to behave appropriately, treating staff and other students with respect and consideration. The College does not tolerate bullying in any form. The Policy for Student Conduct is available on request by emailing support@gcfe.net. Parents/carers are part of the support network to ensure students are meeting the expectations of the College and as such we engage them in the process for maintaining positive conduct whilst at college. Progress Coaches and Tutors will communicate with parents/carers to update on progress and the use of ProPortal will ensure that up-to-date information on attendance and progress with studies is available.

Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement, and passing it off as one's own. Plagiarism is a serious academic offence and the College takes this very seriously. Cheating is an attempt to deceive assessors or examiners; it is considered to be gross misconduct by the College and will be treated as such (see 4.1.7 Plagiarism, Copying and Cheating Policy). Where there is doubt over the authenticity of work, an opportunity will be given to demonstrate that it is genuinely that of the person claiming credit.

Self Study

Your son/daughter/ward is expected to take responsibility for their learning and complete any college work within the set deadlines. The vocational nature of our qualifications means that all courses include work to be completed outside of the classroom. This is in order that they can further develop their knowledge or complete assessments, and students are expected to undertake and manage this. They are issued with assignment schedules and assessment plans, and you may request these from your son/daughter/ward's Tutor. The Library & Learning Resource Centres located on each campus provide course specific resources and also access to quiet study, group work and open access IT areas, and we encourage our students to use these as much as possible.

Events

We hold a number of events during the academic year. For example our open afternoon/evening in the autumn is an opportunity for prospective students to find out about the courses we offer and chat to programme teams. We encourage our students to participate in these events, for example by speaking to prospective students and their parents about their own courses, and showing them around the campus buildings.

Student Engagement

We welcome and encourage engagement and involvement from our students; they can become Student Reps, Ambassadors, and members of the Student Council.



Student Voice is our mechanism for ensuring that we are continuing to review, adapt and develop the College experience for students and continue to provide appropriate support for them. It also provides the opportunity for a student to shape their own journey and become involved in improving the College community for all. Students are encouraged to become involved in the wider college through enrichment activities, and activities that engage with external stakeholders.

Student Progression

Personal Development

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, our students are provided with opportunities to go beyond a pure focus on those things that are directly related to their course, as a strong thread of personal and skills development is embedded in each, allowing them to become reflective, independent participants and encouraging them to leave with self-awareness and an ability to access and apply the knowledge they have gained in a variety of settings.

Employability

We understand that it is vital for our students to have good employability skills (which are headed up by punctuality and excellent attendance), and targeted sessions are organised to ensure they leave their course 'work-ready'.

These include developing their interpersonal skills, interview preparation and practice, managing finances and a range of other topics. We hold a targeted recruitment event each year which aims to match up students who are looking to enter the workplace with employers which have live vacancies.

The Personal Development Programme includes focused sessions on employability through the Skills to Succeed Academy. Students build the skills and confidence they need to make smart choices as they prepare for the next step in their career.

Enrichment

All students participate in enrichment activities. These are activities that extend, expand and develop skills and interests that fall outside of their vocational study programme. The enrichment programme is developed in line with student feedback to ensure the opportunity is given to explore and discover new skills such as healthy cooking, basic car maintenance, community based projects, wellbeing and active leisure.

Additional Campus Facilities

College Cafés

Our Cafés are open five days a week from 9am - 1.30pm for fresh, healthy meals where students can 'grab and go' with a baguette, noodles or salad, take advantage of meal deals or head to the vending machines for quick takeaway food. We are championing our healthy living campaign by offering a range of healthy foods, and regularly consult with the student body to review and improve our Café provision.

Food must be consumed in the Cafés or outside the campus buildings. Each campus has machines dispensing cold water, from which students can fill their own drinking bottle

Visions Hair and Beauty Salon

Located at our Les Ozouets Campus, Visions Hair and Beauty Salon is a working salon, staffed by our students who are undertaking their training in hairdressing or beauty.

Open to members of the public, staff and students, we offer a 20% discount to students on all appointments.

LOC Fitness Suite

Our Sport students have our fully equipped Fitness Suite at Les Ozouets Campus at their disposal. Many of them train for coaching and instructing qualifications.

All College students are able to join the Fitness Suite for a monthly fee of £10.

Confidence in Communication

Online Learning

The College will make every effort to ensure that students are given every opportunity to access online content in order to study, provided it can ensure its safeguarding commitment to the whole college community. IT is seen as an essential skill for life - students seeking employment need IT and computing skills, and they are also vital when life-long learning is considered. Unfortunately, there are also risks attached to the use of the internet and social media. Everyone at the College is expected to be responsible in their use of the internet and of social media, whether they are on or off campus, and students are given guidelines on this. Students are required to sign an Acceptable Use Policy for the digital technology they have access to and if this is broken, we have authorisation to remove their access to technology in College.

GCFE Connect

We use a 'closed' internal social media platform: GCFE Connect. All our students are expected to sign up to this as it is used to share and disseminate a wide range of information, both college-wide and individual to their course, from Tutors and other staff. Students are also able to communicate with each other via the platform; all posts are monitored, to ensure content is appropriate.

Emergency Contact Information

Please ensure that we have up-to-date contact details so we can contact you. If there is ever an occasion when your son/daughter/ward needs urgent treatment, we will endeavour to contact you. To discuss any specific medical conditions please contact your son/daughter/ward's Tutor or email support@gcfe.net

About Us

Core Values

Guernsey College of Further Education is committed to the development of a core values agenda, which aims to ensure that all students attending the College have the opportunity to reach their full potential as Guernsey citizens. We promote the agenda of Equality, Diversity & Inclusion through the delivery of every programme of study and also through the Personal Development Programme that forms an integral part of every full-time course.

Trips and visits

If your son/daughter/ward is under 18, you are required to sign a consent form for all events organised by the College. The Educational Visits Co-ordinator is Jeff Stuart, Director of Student Support, who can be contacted at jeffs@gcfe.net.

Personal Tutors

As a full time student, your son/daughter/ward will be allocated a Personal Tutor to help them achieve their qualification by offering support. They will see their Tutor once a week, in group sessions or on a one-to-one basis to work through their Academic Progress Review. Their Tutor will lead them through the Personal Development Programme (PDP), where they will discuss relevant topics focused on moral, social, spiritual and cultural issues, healthy living, and staying safe.

How are we monitored

As a college we continually strive to improve. We are subject to official inspections by OFSTED and also undertake peer observation and inspection with educational providers on island, as well as being part of a tri-island peer inspection with Jersey and the Isle of Man.

Health, Safety and Security

Your son/daughter/ward's health and safety is very important to us. All students are fully briefed about health and safety during induction week. In addition, a full Health & Safety policy is available on the College website. As with all College policies, it is important that all rules are adhered to. In any organisation, there are always potential hazards. We encourage all of our students to report anything that looks suspicious or dangerous to a member of staff or main Reception.

Lanyards and ID Cards

As part of our commitment to safeguarding both students and staff, all staff and students must wear their GCFE lanyard and ID card at all times. Alternatives to lanyards are available for students working in workshops, for example, and can be obtained from our Reception teams. Without an ID card, entry to College premises may not be permitted and students will be sent home. Persistent offenders will be dealt with through Student Conduct procedures.

Careers Advice

Our courses are geared towards students being able to progress, whether this is to a higher level of study, employment or University/HE. Your son/daughter/ward will be able to talk to their Tutor and to Student Support about careers or higher education, and the Personal Development Programme they will undertake will cover employability and progression through the provision of information, advice and guidance on preparation for the next step in a student's journey.

Engagement with Parents and Carers

ProPortal

ProPortal is a way to keep you updated on your son/daughter/ward’s academic information and attendance. It is a very useful tool, and access is available via our website on www.guernseycollege.ac.gg

Please follow the on-screen sign-up process to gain access (making sure you answer all questions as accurately as possible). Data protection is our priority and if you answer any questions incorrectly, your request will be rejected. The student can remove access to their data at any point and there may also be some occasions when access to this information may be suspended.

If you require any of your details to be changed, would like to be removed from our systems/records, or you are having any problems accessing ProPortal, please email proportal@gcfe.net

The image shows a screenshot of the ProPortal login and registration interface. At the top left is the 'advanced' logo. The main heading is 'proportal' with 'Version 20.2.1' below it. The form includes fields for 'Username:' (with placeholder 'Enter your username') and 'Password:' (with placeholder 'Enter your password'). There is a 'Remember me' checkbox and a green 'Log In' button. Below the form are links for 'Forgot your password?' and 'Submit An Account Request'. Three callout boxes provide instructions: one for password recovery, one for account creation, and one for account request.

advanced
Parents, Guardians, Carers

proportal
Version 20.2.1

Username:

Password:

Remember me

[Forgot your password?](#)

[Submit An Account Request](#)

If you have an account and you have forgotten your password, please click here.

Your username, once you have an account, will be the email address you signed up with.

To request access to ProPortal, please click on this link. Once submitted, you'll receive an email response to say whether your request has been accepted or rejected.

Communication with Parents/Carers

In general, we will communicate with you via email (or by letter if we do not hold an email address for you).

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.

Travelling to College

Public Transport

All of our campuses are accessible using Guernsey Buses services. Students are able to travel free of charge on production of their Puffin Pass; they can sign up for their pass at our Enrolment event or by picking up an application form from the kiosk at the Bus Station.

Cycling

If students cycle to college there are identified bike parks on each campus.

Driving

Parking is available on site for students at our Coutanchez and Les Ozouets campuses. Parking for students attending Delancey campus is available in the car park on the other side of Delancey Park - a couple of minutes' walk away from the campus.

External Agencies

We work closely with and have strong relationships with a number of external agencies to ensure our students are signposted to the right advice when this is needed. These include Careers Guernsey, The Youth Commission, and Guernsey MIND.

Key Dates

Term dates

Monday 7 September 2020 – Term starts
Friday 23 October 2020 – INSET DAY (College closed for students)
Monday 26 October – Friday 30 October 2020 (inclusive) – Half term
Friday 18 December 2020 – Term ends
Monday 4 January 2021 – Term starts
Monday 8 – Friday 12 February 2021 (inclusive) – Half term
Thursday 1 April 2021 – Term ends
Monday 19 April 2021 – Term starts
Monday 3 May 2021 – May Day Bank Holiday
Monday 31 May – Wednesday 2 June 2021 (inclusive) – Half term
Friday 25 June 2021 – Term ends

Parents' Evenings

28 September 2020 - courses based at Delancey Campus
5 October 2020 - courses based at Coutanchez Campus
12 October 2020 - courses based at Les Ozouets Campus
1 March 2021 - courses based at Delancey Campus
8 March 2021 - courses based at Coutanchez Campus
15 March 2021 - courses based at Les Ozouets Campus

Student Progress Reports and Parental Surveys

Survey 1: Autumn term
Survey 2: Summer term

Student Events

Freshers' Fayre: Friday 18 September 2020

This event brings all full-time students together for a day of activities - starting in their programme areas during the morning and then at Les Ozouets Campus for lunch and during the afternoon.

Christmas Celebration: Friday 18 December 2020

The autumn term ends with students and staff coming together for a Christmas celebration in Les Ozouets Campus Hall, before students break up at 1pm.

Future Workforce Recruitment Event: Date to be confirmed in March or April 2021

The aim of this event is to introduce students who are seeking employment at the end of their course to employers with specific vacancies. We also invite charities/third sector organisations so students can find out about volunteering and sign up if they wish.

Apprentice of the Year Event: Monday 7 June 2021

Celebration of Achievement Event: Thursday 10 June 2021

All full-time students and staff come together for this event in Beau Sejour Theatre to celebrate student achievement across the academic year.

Summer Ball: Friday 11 June 2021

This will be held at St Pierre Park Hotel

Provisional Exam Dates

IGCSE Maths: 25 May and 8 June 2021

GCSE English: 7 and 10 June 2021



2020 Celebration of Achievement



(01481) 737500



college@gcfe.net



www.guernseycollege.ac.gg



Coutanchez Campus, Route des Coutanchez, St Peter Port, Guernsey, GY1 2TT



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Guernsey College of Further Education

