

A Handbook for Students, Parents and Carers 2022/23



THE
GUERNSEY
INSTITUTE

Welcome to The Guernsey Institute - College of Further Education



We are committed to working together with parents and carers to support our full-time students on their journey through their studies and on to their next steps. We expect a lot from our students, and hope this information will help you to work alongside us to assist your son/daughter 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's progress, and welcome contact from parents and carers. Connections, our parent/carer newsletter, is sent out weekly via email to the parents/carers of all students up to the age of 22 and contains useful information, together with short news pieces/updates on what some of our students have been doing recently. Connections will contain links to parent/carer questionnaires during the year, however, please don't feel you have to wait for these. Just get in touch if at any time you have questions, concerns or would like to give us feedback. We take your feedback really seriously – both positive and negative, so if you do have something that you are concerned about or would like to give us positive feedback on, please find our policy 4.3.5 Comments, Compliments and Complaints [here](#). I would be grateful if you would take a look at this. I would like to draw your attention to page 10 which explains about ProPortal, a useful tool you can use at home to keep up-to-date with your son/daughter's progress, via which you can see their academic goals, attendance and punctuality, SMART targets, and their timetable.

We are a career-focused college, which means that throughout a student's programme of study we will link their learning to the professional work context, as well as give them plenty of opportunities to develop their wider skills for life, further or higher study, and their career. You can find out more about our approach and intent on delivering the curriculum for students on page 6. This is an exciting time for us at the College and The Guernsey Institute as a whole as we further integrate with The Institute of Health & Social Care and GTA University Centre. You may be aware that we have moved out of the Les Ozouets Campus main building, and are now located at Coutanchez and Delancey Campuses; our Performing Arts students of course remain at the Princess Royal Centre for Performing Arts.

We look forward to meeting you and hearing from you. Best wishes.

A handwritten signature in blue ink that reads "Louise Misselke". The signature is written in a cursive, flowing style.

Louise Misselke, Principal

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KEY CONTACTS

Programme Leaders

Hair & Beauty, Hospitality & Catering, Sport

Michelle Snow
michelles@gcfe.net

Creative & Digital Arts, Performing Arts

Phil Emberton
phile@gcfe.net

Childcare

Paula Grady
paulag@gcfe.net

Business, IBCP, Finance

Cheryl Stevenson
cheryls@gcfe.net

Engineering

Mark Pratt
markp@gcfe.net

Access

Sophy Willmott
sophyw@gcfe.net

Health & Social Care, Public Services

Kayleigh Baddeley
kayleighb@gcfe.net

Progress to..., Horticulture

Helen Glenn
heleng@gcfe.net

English & Maths

Jenn Long
jenniferl@gcfe.net

Construction

Dave Brown
daveb@gcfe.net

IT & Computing, Office Administration

Dan Hunter
danh@gcfe.net

Other Contacts

Director of Student Support

Jeff Stuart - jeffs@gcfe.net

Student Support Manager

Matt Sawbridge
matts@gcfe.net

Student Support

support@gcfe.net

General GCFE inbox

college@gcfe.net

Main switchboard (Coutanchez Campus) (01481) 227500

Location

Route des Coutanchez
St Peter Port
Guernsey
GY1 2TT

OUR CURRICULUM

The College has a responsibility to provide an expansive curriculum for our students, which enables them to develop, engage, achieve and make progress towards their next steps. Our curriculum is much more than the qualification. We believe a curriculum is not just a syllabus, a syllabus is not just a curriculum, and the curriculum is not just a course.

We are a career-focused college which means that at every stage of a student's course, we will link their learning to their potential next steps in their career. Our curriculum intent has students at its heart, and to support our students:

- We will provide an enriching career-focused curriculum which enables students of all ages to progress to their goals and ambitions by taking secure next steps towards a prosperous future.
- We will provide expert teaching to develop the required knowledge, expertise and mastery related to a wide range of professional areas, meeting both student and industry needs.
- Our curriculum is carefully planned in close collaboration with local industry and employers in order to build capacity in the current and future workforce of the Bailiwick.
- We seek to develop curiosity and professionalism in our students, which will both support and ignite a passion for lifelong learning. We will create opportunities to develop independent thinkers who are confident about their future.
- We will operate in a way that shows mutual respect, support, care and inclusivity, recognising that we all need support at different times in our lives

Alongside studying their pathway of vocational or technical education, students aged 16-22 completing a full-time programme will have the opportunity to access all of the elements which support their personal and professional development, these include:

- A personal development programme (PDP) which includes personal social and health education and citizenship delivered by our Progress Tutors.
- Recreational activities and access to health related fitness/sports through our enrichment offer.
- We will support their learning about managing their own money through our PDP.
- We will provide a comprehensive programme of career information and guidance that clarifies progression routes and next steps. Students will undertake work experience and/or community service through our PDP.
- We will continue to support the critical skills of English and maths.

Students on a full-time course are expected to attend all elements of their vocational and technical learning, including English & maths, PDP and enrichment.

English and Maths

Students joining us who have not already achieved a 4 in English or maths will attend sessions in these subjects to work towards achieving their qualifications. All students will be supported to continue the development of their English and maths ability as part of their curriculum.

Progress Tutors

As a full-time student, your son/daughter will be allocated a Progress Tutor to help them achieve their qualification by offering support. They will see a member of the Progress Tutor team once a week, in group sessions or on a one-to-one basis to work through their Academic Progress Review (APR). The team 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. The Progress Tutor team will also deliver sessions on employability and careers education, information, advice and guidance (CEIAG).

Personal Development Programme

We believe that students should develop skills and knowledge that will support their career progression and life. A strong thread of personal and skills development is embedded into the student timetable through PDP. This allows them to become reflective, independent participants and encourages them to leave with self-awareness and an ability to access and apply the knowledge they have gained in a variety of settings. This is delivered by our team of Progress Tutors as mentioned above.

Employability

We understand that it is vital for our students to have good employability skills (which are underpinned by good 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. PDP includes focused sessions on employability, which helps students build the skills and confidence they need to make smart choices as they prepare for the next step in their career. TGI Connect has a dedicated page for employability where jobs and opportunities are posted (further details on TGI Connect on page 5).

Careers Education, Information, Advice & Guidance (CEIAG)

Our courses are designed towards students being able to progress, whether this is to a higher level of study, employment or University/HE. Your son/daughter will be able to talk to their progress 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 in preparation for the next step in a student's journey. This work is supported by our Enterprise & Employability Manager.

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. Students must attend all elements of the curriculum in order to achieve and progress.

STUDENT ENGAGEMENT

We welcome and encourage engagement and involvement from our students; they can become Student Reps, Ambassadors, and members of the Student Council. Our Student Representatives are in place for each course group and provide the opportunity for the views of students from across the college to be heard. The Reps will be led by a Progress Tutor who ensures communication reaches all of our Student Body. Student Ambassadors are in post to provide a focal point for all our community facing events. These flagship roles provide an excellent opportunity for Student Reps to further promote the College and develop a beneficial skill set for their own CV. The Student Council is formed of focus groups for Equality & Diversity, Student Events, Student Engagement and Student Voice.

All students are encouraged to get involved in driving up standards and improving provision for students at the College, and if they wish to find out more they can speak to a Progress Tutor or their course team.

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. Our Progress Tutors are on hand to support these processes.

Online Learning

The College will ensure that students are given every opportunity to access online content in order to support learning. 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 contravened, we have authorisation to remove their access to technology in College.

TGI Connect

We use a 'closed' internal social media platform: TGI Connect. All students have access to this app and it is used to share and disseminate a wide range of information, both college-wide and individual to their course, from Vocational Tutors, Lecturers and other staff. Students are also able to communicate with each other via the platform; safeguarding measures are in place 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 needs urgent treatment, we will endeavour to contact you. To discuss any specific medical conditions please contact your son/daughter's Vocational Tutor or email support@gcfe.net

Trips and visits

If your son/daughter is under 18, you may be required to sign a consent form for 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.

CAMPUS FACILITIES

College Cafés

Our Cafés are open five days a week 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 work closely with the Health Improvement Commission and are championing our healthy living campaign by offering a range of healthy foods. In addition, we regularly consult with the student body to review and improve our Café provision. Each campus has machines dispensing cold water free, from which students can fill their own drinking bottle.

Visions Hair and Beauty Salon

Located at our Coutanchez 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.

Fitness Suite

Our Sport students have our fully equipped Fitness Suite at Delancey Campus at their disposal. Many of them train for coaching/instructing qualifications. However, all students, whatever course they are on, are able to join the Fitness Suite for an annual fee of £70. Please contact Tom Aitken, Sport Lecturer, at toma@gcfe.net

Libraries

Our Coutanchez and Delancey campuses have a Library. These provide a safe, welcoming space in which students can study, socialise or find some quiet time in between lessons. As well as the books and magazines to support their course,

students will find comfortable seating, fiction books, jigsaws, board games, mindful colouring and study areas with computers.

Library staff are available on both campuses to support students with questions about research for their assignments, and the team focus is on providing a comfortable and welcoming environment for every student. Contact librarystaff@gcfe.net for further information.

WHAT WE EXPECT FROM OUR STUDENTS

Attendance

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

Reporting an Absence

Attendance to the full timetable is essential and all students must attend all of their timetabled sessions. If there is a particular reason why your son/daughter is unable to attend college, they should contact Reception on 227500 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. We will require a doctor's note 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/carer.

Dress Code

We are career-focused and therefore students should wear clothes which are appropriate for the working environment for their programme of study. When in college we ask students not to wear clothing which may cause offence to others (eg clothes that are too revealing or display offensive slogans or images); not to 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 (information about uniform can be gained from the vocational team).

There is a Hardship Fund for students who may find it difficult to cover the cost of this – please contact support@gcfe.net for further information.

All students must display their lanyard and ID badge on their person while in college (see Lanyards, ID Cards and Signing In and Out section).

While in College

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 College staff 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. 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. Our policy on plagiarism is available on request.

Self-directed Study

Your son/daughter is expected to take responsibility for their learning and complete any college work within the set deadlines. The vocational nature of our curriculum means that all courses include work to be completed outside the classroom. This is so that they can further develop their knowledge, and complete assessments/assignments. Students are expected to undertake and manage self-directed study on a weekly basis. They are issued with assignment schedules and assessment plans, and you may request these from the curriculum team.

The Library & Learning Resource Centres located on each campus provide course specific resources and access to quiet study, group work and open access IT areas, and we encourage our students to use these as much as possible.

Health, Safety and Security

Your son/daughter'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 [HERE](#). 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, ID Cards and Signing In & Out

As part of our commitment to safeguarding both students and staff, all staff and students must have their college lanyard and ID card visible and on their person

at all times while in college. 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 may be sent home.

Students must sign in and out at the campus where they are studying. This can be done by scanning their ID card or using their college email address. In the event of an ID card being lost a replacement will be provided. A fee will be charged for any further replacement cards. Persistent offenders will be dealt with through Student Conduct procedures.

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 the office at the Bus Station.

Cycling

If students cycle to college there are identified bike parks on each campus. Please wear a helmet.

Driving

Parking is available on site for students at Coutanchez Campus. 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.

STUDENT SUPPORT

Safeguarding Children and Vulnerable Adults

The 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).

The team is completed by our Progress Coaches who are our first line responders in supporting students.

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 Vocational Tutor or email support@gcfe.net

COLLEGE SAFEGUARDING TEAM



Jeff Stuart
Designated Safeguarding Lead



Matt Sawbridge
Deputy Designated Safeguarding Lead



Lauren Gilligan



Annie Nichols



Ben Bailey



Sarah Jones



Chris Povall

Safeguarding Officers & Progress Coaches

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 support@gcfe.net.

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 or support@gcfe.net

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.

Bullying

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

ENGAGEMENT WITH PARENTS AND CARERS

Parents' Evenings

We believe in working together in a partnership and that communication with you is key to supporting our students to progress and fulfill their achievements. We hold Parents' Evenings twice a year, usually in November and March and we encourage your attendance at these events, although you do not have to wait for one of these scheduled events to speak with staff. You can contact your son/daughter's Vocational Tutor/Progress Coach or Programme Leader at any time via support@gcfe.net

Events

We hold a number of events during the academic year. For example our safeguarding@TGI event is a presentation to all parents/carers where there is an opportunity to find out about the policy and processes in place to keep students safe and supported. Our open events during the autumn are an opportunity for prospective students to find out about the courses we offer and chat to programme teams. We encourage our current 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.

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). We will email a weekly newsletter, Connections, to keep you up-to-date with college events and activities.

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.

ProPortal

ProPortal is a student record system that allows parents and carers to view live information about their son or daughter, and is the main way we keep you updated on your son/daughter's academic progress and attendance. It is a very useful tool, and access is available via our website on www.guernseycollege.ac.gg. We ask you to sign up to ProPortal at the start of term so you can stay up-to-date with your son/daughter's progress. You will be able to view their

- Lesson timetable
- Attendance and punctuality
- SMART targets (these are short-term targets set by the student. SMART stands for specific, measurable, attainable, realistic, time-bound).

Sign up to ProPortal - some easy steps

Please click [HERE](#) to access the ProPortal login page and get started. Then follow the on-screen sign-up process to gain access. You will need your son/daughter's student reference number (these are printed on a student's ID card).

The image shows a screenshot of the ProPortal login page. At the top left is the 'advanced' logo with the tagline 'Parents. Families. Schools.'. The main heading is 'proportal' in green, with 'Version 20.2.1' below it. There are two input fields: 'Username: Enter your username' and 'Password: Enter your password'. Below these is a checkbox for 'Remember me' and a green 'Log In' button. At the bottom, there are two links: 'Forgot your password?' and 'Submit An Account Request'. Three callout boxes with blue arrows point to these elements: one to the 'Forgot your password?' link, one to the 'Submit An Account Request' link, and one to the 'Username' field.

advanced
Parents. Families. Schools.

proportal
Version 20.2.1

Username: Enter your username

Password: Enter your password

Remember me

Log In

[Forgot your password?](#)

[Submit An Account Request](#)

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

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

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.

Once you have had confirmation that your request has been accepted, you can log in to your ProPortal account and view your son/daughter's lesson timetable and details of their attendance by clicking on the Information drop-down menu at the top right hand side of the screen (see image 1 below). You will need your son/daughter's reference number (these are printed on a student's ID card). Your son/daughter's attendance and punctuality and targets can be accessed by clicking on the student ILP drop-down next to this (see image 2 below).

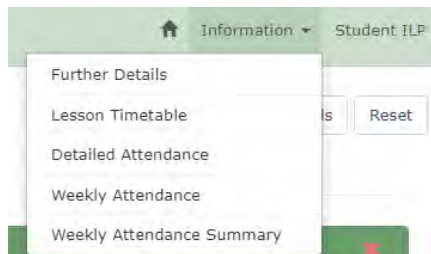


IMAGE 1

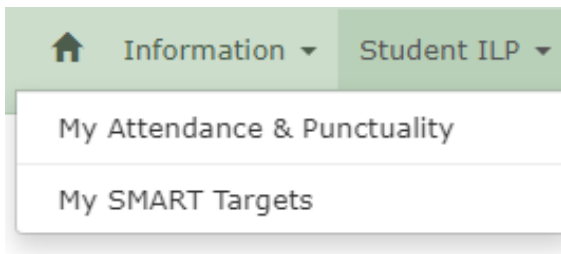


IMAGE 2

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 portal@gcfe.net.

If you have any questions or are having issues creating an account, please email college@gcfe.net

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 and support when this is needed. These include Careers Guernsey, The Youth Commission, and Guernsey MIND.

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 reviews with educational providers on island, as well as being part of tri-island peer reviews with Jersey and the Isle of Man colleges.

KEY DATES

Term dates

TERM 1

Monday 12 September 2022 – Term starts

Monday 19 September 2022 - Bank Holiday for the funeral of Queen Elizabeth II

Monday 24 October – Friday 28 October 2022 (inclusive) – Half term

Friday 16 December 2022 – Term ends (half day for students)

TERM 2

Tuesday 3 January 2023 – Term starts

Monday 20 – Friday 24 February 2023 (inclusive) – Half term

Thursday 6 April 2023 – Term ends

TERM 3

Monday 24 April 2023 – Term starts

Monday 1 May 2023 – May Day Bank Holiday

Tuesday 9 May 2023 – Liberation Day

Monday 29 May 2023 – Spring Bank Holiday

Tuesday 30 May 2023 – Half term for students

Wednesday 31 May – Friday 2 June 2023 – INSET Days (students do not attend college)

Friday 30 June 2023 – Term ends

Parents' Evenings

Courses based at Delancey Campus

w/c 7 November 2022

w/c 6 March 2023

Courses based at Coutanchez Campus

w/c 21 & 28 November 2022

w/c 13 & 20 March 2023

Courses based at The Princess Royal Centre for Performing Arts (PRCPA)

w/c 7 November 2022

w/c 6 March 2023

Parental Surveys

w/c 17 October 2022 - Autumn Survey issued

w/c 5 December 2022 – Post-Parents' Evening Survey 1 issued

w/c 27 March 2023 – Post-Parents' Evening Survey 2 issued

w/c 12 June 2023 – End of Year Survey issued

Student Events

Freshers' Fayre: Friday 23 September 2022

Christmas Celebration: Friday 16 December 2022

The autumn term ends with students and staff coming together for a Christmas celebration in PRCPA before students break up at 12.45pm.

Hair & Beauty Show: Wednesday 3 May 2023

Tech Day: Thursday 15 June 2023

International Women in Engineering event: Friday 23 June 2023

Student Networking Breakfast: 2023 (date TBC)

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: June 2022 (date TBC)

Celebration of Achievement Event: Friday 16 June 2023

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

Summer Ball: Friday 16 June 2023

This student-led event celebrates the academic year.

Creative end-of-year Show: June 2023 (date TBC)



2022 Celebration of Achievement



(01481) 227500



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

