

# HANDBOOK FOR PARENTS



## Cadbury College Mission

Provide high quality education leading to excellent higher education and employment prospects for our diverse community of students

September 2011

# INTRODUCTION



This handbook contains essential information for parents and guardians. We have developed a number of ways to report on our students' progress – through parents evenings, regular reports, newsletters, and you can access news more frequently through our website. Every student has a personal tutor who they see weekly, and if there are particular matters which you wish to discuss, I would encourage you to contact the tutors in the first instance. If you leave a message with the Receptionist (0121 458 3898) tutors will return your call as soon as they are free to do so.

Staff at Cadbury work very hard to provide the best learning experience for our students, but this becomes far more effective when it aligns with parents and their support. We expect a lot from our students, but we also assume quite a lot about our parents! Our students are bright and most don't find it too hard to get a good set of GCSE grades: which can give them a false expectation for A levels. However, the jump from GCSE to GCE is huge. So, the first term in the Lower Sixth can be a bit of a shock, but it needs to be. It is during this period that we start the process of getting our students to become self-starting, independent learners who are prepared to put the hours in outside of their lessons if they are going to succeed at Cadbury and later at university.

Our students can access a range of IT-based services from home such as learning materials and their work in progress. Resources that they might like to share with you include their attendance record for each lesson, their coursework marks, and their examination timetables.

Through the combined support of college staff and yourselves, we can help your young people get into and maintain a routine of working hard, being organised and punctual. Of course, it's not all work, and your young people will love being part of the Cadbury experience!

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# CONTACT NAMES

Jeremy Rogers	Principal
Lynnette Elshawarby	Vice Principal: Learner Experience
Richard Laird	Vice Principal: Curriculum
Karen Phillips	Director of Finance and Estates
Andrew Cookson	Assistant Principal: Learner Experience (Schools Liaison & Marketing)
Louise Holland	Director of Human Resources
Steve Hornsby	Curriculum Director (Psychology & Drama; Religious Studies & Sociology; Biology)
Gill Moss	Curriculum Director (Media & Music; Mathematics; Sport & Social Care)
Stuart Roebuck	Curriculum Director (Business; Chemistry & Physics; English)
Leanne Watkins	Curriculum Director (Creative Arts; History & Law; Languages & Geography; Computing)
Elaine Chant	Director of Learning (Pastoral Services)
Liz Robertson	Director of Learning (Pastoral Services)
Adrian Dellicott	IT Services Manager
Christine Preece	Student Services Manager
Dawn Barbier	Communications Officer (Student News)
Jane O'Neill	Examinations Officer
Prof. Robert Michell	Chair of Governors
Ms Jacqui Smith	Deputy Chair of Governors
Bob Powell	Clerk to the Governors



# Leadership Team

- Principal
- Leadership and Management
  - External Relations/Strategic Partnerships
  - Financial Overview
  - Risk Champion
  - Corporate Responsibility
    - Property & IT Strategies
    - Health and Safety
    - Sustainability
- PA To Principal

Vice Principal, Learner Experience

- Learner Experience Strategy
- Quality Assurance
- Equality and Diversity
- Student Engagement
- Student Services and Welfare

Assistant Principal, Learner Experience

- Marketing/Communications, Schools Liaison
- Applications & enrolment
- Events and Introductory Days

Vice Principal, Curriculum

- Curriculum Strategy
- Quality Improvement (OTL)
- E-Learning Strategy
- MIS/Examinations
- Liaison with funding agencies

Director of Finance & Estates

- Corporate Finance
- Accommodation Strategy
- Capital Projects
- Facilities Management

Director of Human Resources

- HR Strategy
- Employee Engagement
- Employee Relations
- CPD

...transforming lives through learning



# Curriculum Management

Vice Principal, Curriculum

- Curriculum Strategy
- Quality Improvement (OTL)
- E-Learning Strategy
- MIS/Examinations
- Liaison with funding agencies

- HoD Enrichment
- Additional Learning Support

Curriculum Director

- HoD Creative Arts
- HoD History and Law
- HoD Modern Foreign Languages and Geography
- HoD IT & Computing

Curriculum Director

- HoD Business
- HoD Chem. & Physics
- HoD English

Curriculum Director

- HoD Sport and Social Care
- HoD Biology
- HoD Religious Studies and Sociology

Curriculum Director

- HoD Media and Music
- HoD Maths
- HoD Psychology & Drama



# Learner Experience

## Vice Principal, Learner Experience

- Learner Experience Strategy
- Quality Assurance
- Safeguarding
- Equality and Diversity
- Student Engagement & Behaviour
- Student Services and Welfare
- Work Experience

## Assistant Principal, Learner Experience

- Marketing & Communications
- Schools Liaison
- Applications & enrolment
- Events and Introductory Days

## Director of Learning

- Specialist Tutors & Tutorials
- Student Progression

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- Specialist Tutors & Tutorials
- Student Progression

## Student Services Manager

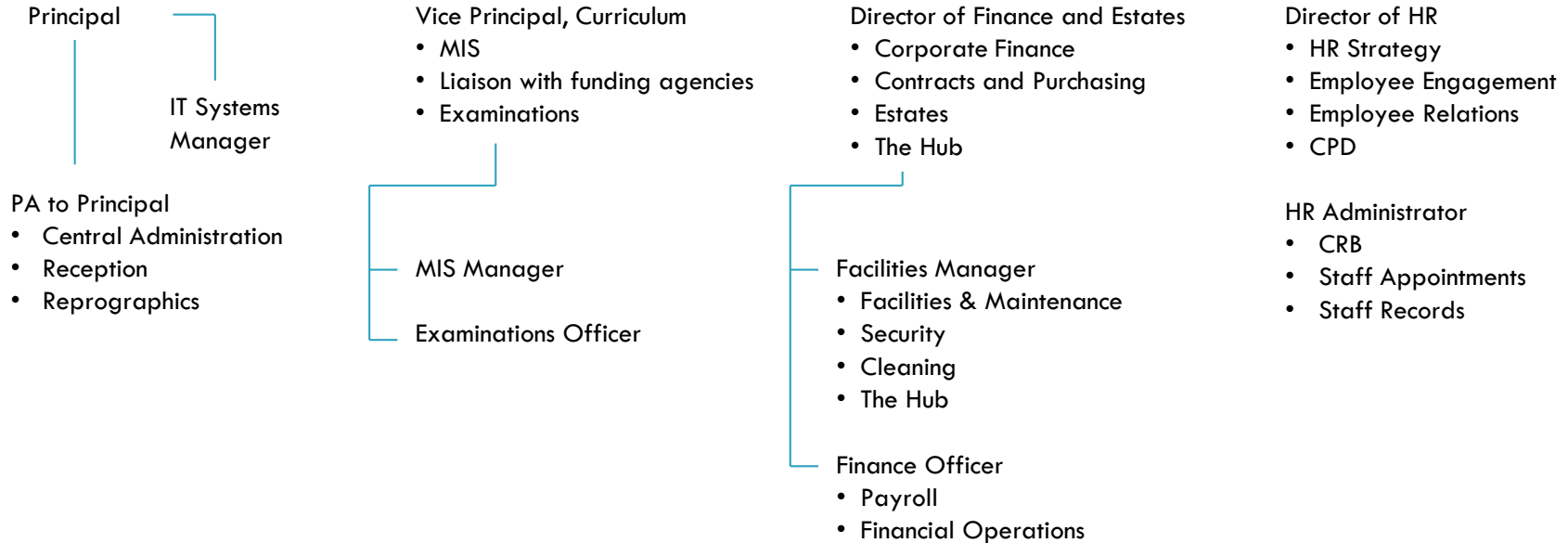
- Safeguarding
- Student Health and Welfare
- Access Funds

## Librarian

- LRC
- e-Learning & Moodle

## HE/Careers Advice

# Business Support



# WHAT STUDENTS CAN EXPECT

## Induction:

- An introduction to the college and their chosen courses, information on learning support, the tutorial system

## Curriculum:

- Excellent teaching, a variety of teaching strategies, additional workshop provision and individual learning support
- Enrichment courses/activities, designed to help students broaden their skills and support progression
- A modern library/resource centre , and e-learning resources which can be accessed from home

## Assessment

- Information at the start of the year about the assessment structure of each course and regular progress reports
- Regular coursework which will be promptly marked with good feedback on how to improve marks/grades

## Student Support

- A range of health, welfare and counselling, and careers services to meet the specific needs of young adults

## Accommodation

- Good teaching facilities and a clean college environment, the maintenance of which is a shared responsibility

# WHAT THE COLLEGE EXPECTS

The college code of conduct is called CADBURY EXPECTS. In brief, we expect our students to be able to feel safe, have the right to learn and to be treated with respect. We take a very serious view of any behaviour which impacts on these things.

Our expectations are that our students will:

- Conduct themselves in accordance with the college's equality policies
- Show high commitment to their studies so that they reach their academic potential
- Maintain high standards of personal behaviour – the same as that expected of an adult at work
- Always be courteous and considerate to other students, staff and visitors
- Show care and respect for the college buildings and facilities

Staff will spend time during student induction describing in more detail what our expectations are, but it is worth pointing out that we try and keep the number of 'rules' to a minimum. We do this so that your young people can develop a mature attitude and standard of behaviour, and it is wonderful to see how well they do respond to this requirement. Of course, a few students do occasionally cross the line, and we take these matters very seriously.

# EQUALITY POLICY

Cadbury is committed to ensuring that all of our students are supported and challenged to reach their academic potential. We work hard to create a secure and motivating environment in the college which is welcoming and free from prejudice and discrimination.

Every member of the college community has a responsibility to treat others with respect regardless of age, culture, disability, ethnicity, gender, linguistic differences, race, religion, sexual orientation , social class or any other factor.

We take the view that our students should be prepared for living in the 21<sup>st</sup> century and we try to prepare them for living and working in a multicultural, global economy

The college has procedures in place to ensure that all students perform to their levels of ability and that the learning we provide promotes equality of opportunity. If we discover any incidents of harassment or discrimination these will be dealt with professionally, sympathetically and systematically.

# COLLEGE ROUTINE

## Absence from college

- It is very important that students or parents let the college know about any absence before 10.00am of the first day of absence. There is an option to report absence when you ring the college phone number (0121 458 3898)

## College Hours

- The College is open to students between 8.30am and 5.00pm. Classes start at 9.00am, although because our students have free periods throughout the week, students may not always start their day at 9.00am. Similarly, our teaching ends at 4.30 pm, but some students may leave earlier on one afternoon or more.
- During term we have a few days when students are not required to attend, and we'll warn them when these occur,. They'll also be listed on the website.
- Parents will be notified when students are expected to take part in trips and visits. There is often a small cost for most trips, although foreign travel is inevitably more expensive. The college subsidises all such costs.

## Communication

- Each week students receive a Bulletin giving news about college events, meetings and alterations to routine.
- There are also screens around the college advertising a variety of events and student activities

# ACADEMIC REQUIREMENTS

## Lessons

- Lessons are normally 60 or 70 minutes long, although some subjects (art, etc.) have 130 minute lessons. We expect our staff to provide interesting and challenging lessons, and in turn, our students are expected to engage and work hard.

## Coursework and Homework

- Students must complete all of their work to the best of their ability and meet submission deadlines.
- Each A level course is taught in 4.5 hours, and students also attend tutorials and enrichment classes and activities. In addition, they should also routinely set aside time for coursework outside lessons, perhaps in the Library or in study at home. On average, students who study for a minimum 35 hours a week, including time allocated for lessons in college, generally get outstanding results.
- Assessed work is handed in and logged by Library staff. We are starting to trial electronic hand in, in 2011/12

## Attendance and punctuality

- Poor attendance is the single most common reason for students underachieving, so we expect over 90% attendance. Students who fall below this level may be asked to leave the college
- Registers are taken for each lesson and students (and their parents) can view these marks on line at home
- Students will be deemed to be late if they arrive after the lesson's published start time.

# TIMETABLE VARIATIONS

The College Calendar, found under 'News and Events' on our website, gives details of variations to the teaching timetable throughout the year:

## Examinations

- There are national examination periods in January and May/June. During the January series students are expected to continue to attend their lessons when not in exam's. In the Summer, teaching is suspended during May, and resumes for Lower Sixth students in June.

## Student Interview Days and Open Days

- Unlike many colleges, Cadbury still interviews each young person who applies for a place at the college. This has to take place during the term and so to reduce disturbance we suspend the timetable on the last day of each half-term in October, December and February.
- We close the college on the Monday following our November Open day (which always falls on a Saturday).

## Immersion Days

- In December and late February, the College timetable moves from the normal 60 or 70 minute lessons to three hour sessions which are organised in half day blocks. Our students attendance pattern throughout these weeks will therefore be different and this can cause disruption to their responsibilities outside college (part-time jobs, caring responsibilities, etc.), but it only happens for eleven days a year.
- Immersion days are valued because they allow staff to engage in extended pieces of work, projects, experiments etc. which enrich the course and which would not otherwise be possible. They allow teachers to work together, perhaps to support students of different abilities to do focused work, and they allow them time to take students on course-focused trips and visits without missing their other lessons.

# COLLEGE FACILITIES

## Security

- Student safety is a paramount concern, and for this reason only those with ID cards can get into the buildings. If a student loses their card they can get a temporary card once, then we charge £10 for a replacement card.

## Learning Resource Centre (Library)

- The LRC is a well-equipped, pleasant environment which is open throughout the day. We expect our students to work silently in there although we do have a small areas where pairs of students can work quietly together.

## The Hub

- The Hub is our main student social space. It contains a café which opens for breakfast and closes after the lunchtime service. We provide a range of hot meals and snacks that are prepared from scratch by our staff. We keep our prices as low as possible and there are always healthy meal deals available.

## Information Technology

- The college has very good IT facilities in the classrooms and the Learning Resource Centre. We have also set up modern wireless facilities in the Hub so that learning can carry on during break-times.
- The student portal enables students to access electronic learning resources and their work documents at home

# CURRICULUM SUPPORT

## Learning support

- Students of all abilities can have some form of learning difficulty. Often however, it has never been found or correctly identified. For this reason, when students join the college they do a few tests, the outcome of which is not to do with passing or failing: entrance to their chosen A level courses is not affected in any way. When issues are identified our staff will establish a way of ensuring that each student is able to make the most of their talents.

## Tutorials

- All students have a tutor and they attend timetabled tutorials once a week. Our team of specialist tutors support student progress and assist with a range of pastoral matters including university applications.

## Learning mentors

- The college employs three recent graduates to act as mentors to students. They work out of the LRC and students can go and see them whenever they need some form of help or support with their learning.

## Workshops

- Outside the timetabled classes, our teachers offer a range of workshops to provide additional activities. Attendance is optional, but parents are asked to encourage their son/daughter to attend when invited.

# ASSESSMENT

## The structure of courses

- All courses will provide students with a scheme of work which also details the setting of coursework
- Good students regularly refer to the scheme of work and prepare for their next lesson, perhaps by doing some reading of their course books or doing some on-line research

## Handing coursework in

- All assessed work is handed in and logged by staff in the college Learning Resource Centre (library)
- The college will soon be moving over to requesting assessed work in digital format (pdf or Word).
- Students will not be entered for exam's if they don't submit coursework, or if submitted work is unacceptable

## Assessment

- Teaching staff will give grades and feedback for all assessed work. Model answers are often provided
- The college uses target grades based on GCSE performance to understand levels of individual progress
- Students should always know, on the basis of teacher feedback, what their expected final grade will be.

# EXAMINATIONS

## Examinations and Fees

- Cadbury students do not have an automatic right to be entered for examinations: entry should be seen as an 'entitlement' for those who demonstrate a high level of commitment to their studies.
- In most cases the college pays examination entry fees – a cost of £200 - £300 per student each year.
- Students who miss an exam' will normally be charged the fee; those who request a resit will always pay the fee.
- To qualify for free examinations, students must have a 90% lesson attendance record, good punctuality and have handed all of their coursework/homework in on time.
- It is the students' responsibility to turn up to all of their examinations on time. Prior to the exam's, students are given an individual exam' timetable which details times, rooms, title of exam', etc. If your son or daughter would benefit from your help to ensure they arrive for exam's on time, please ask them for a copy of their timetable.

## ID Cards and Mobile Phones

- Students taking examinations must have their ID card with them as the awarding bodies require them to have proof of identity. If forgotten, we will not refuse students entry, but the delay whilst college administrators verify their identity and produce a document for the invigilators could cause lateness and disruption for others.
- Phones are not allowed in exam's and have to be left outside. We suggest they are much safer left at home.

# REPORTING HOME TO PARENTS

Students are more likely to be successful where an effective partnership has been forged between them, their teachers and their parents. If you have any concern about your son or daughter's education the initial point of contact is the specialist tutor. Where the problem is more serious the tutor may refer the matter to a Director of Learning.

We keep parents informed about the progress of our students through progress reports (in October, December and March), Parents Evenings and standard letters. The reports show how the student's current working grades compare with their target grades and we ask that you discuss all of the report contents with your son or daughter. Parents evening dates are advertised on the web site.

We will always inform parents if a student's behaviour or performance falls below that which is expected. We often ask parents to join a student's meeting with staff so that issues can be discussed and hopefully resolved. Personal issues or disruptions to non-college life can badly affect students, and we are practiced at dealing with these issues.

If the issue stems from poor behaviour we use the meeting to set targets for improvement, and from that point on, the student is given additional support; their behaviour is closely monitored. Most students work hard to turn things around. If, despite the support, students fail to live up to the agreed targets they may be asked to withdraw from the college.

# WELFARE AND SUPPORT

## Illness and First Aid

- Students who fall ill or who injure themselves will be looked after by staff who are trained in first-aid. When an accident or illness is serious, the college will ring for an ambulance and will then call the parents. Staff do accompany students to hospital, but we expect parents to take over once their son or daughter gets there.

## Student health

- Cadbury has 'Healthy College' status, and we provide a range of health advice and support for our students
- We provide a confidential counselling service, and we are about to offer a coaching service.
- Our enrichment programme contains a variety of sports and we encourage students to be active to stay fit

## Child Protection

- In addition to the counselling service, the College has a legal duty to have child protection procedures in place to ensure the safety of our students; who are still seen as children by the law. If a student has a serious concern about either their own or another young person's safety, whether it is physical or mental, they should talk to one of our child protection team: Lynnette Elshawarby (Vice Principal) or Christine Preece (Student Services Manager). The college is practiced at dealing with such matters sensitively and professionally.

# THE COST OF STUDY AT CADBURY

## Government funding policy .....

- ensures that students aged 16-18 years of age do not have to pay course tuition fees, although a range of costs are not funded and Cadbury has never passed these on to its students. However, with the recent cuts in funding, we can no longer cover these costs. Students are therefore asked to make a £50 contribution to the college at enrolment which goes towards the cost of enrichment, college events, student support activities and services. Some subjects may require that students purchase a few additional materials, but the demand will be small

## Trips and Visits

- Students are expected to go on trips and visits with their courses. The college does subsidise the cost – but usually students are charged between £5 and £20 for a day trip.
- Trips abroad or residential trips are more expensive but staff work very hard to find good deals and limit cost

Examination Fees: See separate page, but in brief, most students don't pay exam' fees

Financial Support: See separate page, but in brief, students who need to can access support for these costs.

# FINANCIAL SUPPORT

## Educational Maintenance Allowance (EMA) and 16-18 Bursaries

- The Government will provide EMA for one more year (2011-12) for Upper Sixth students
- EMA is being replaced by 16-18 Bursaries which the college will distribute. Students from low income families who receive means-tested benefits (such as Income Support, Employment and Support Allowance, Jobseekers Allowance or Pension Credit) might qualify for Bursary support. The Cadbury College Bursary scheme will provide
- Both schemes require good attendance: the EMA requires 100%; for Bursaries it should be above 90%

## Learning Support Funds

- The college has a small fund which can be used to support students who have a difficulty, often very short-term, in meeting the costs of travelling to college, continuing their courses or covering some of the costs of course activities such as trips and visits.
- To access the Fund, students (or parents) should contact the Student Services Manager to discuss their need for financial support, in confidence. They will need to provide evidence of their (parent's) financial situation, such as means-tested benefit, recent wage slips, etc.

# CAREERS AND APPLYING TO HE

About 90% of our students go on to university, having been supported through the UCAS university application process. Competition for places is intense and a good application can make a very real difference. To ensure that our students are successful, we have a programme of support provided mainly through the tutorial system.

The Careers department is based in the Learning Resource Centre (LRC). It offers a well-resourced library and computers with internet access. An experienced careers advisor is available daily to provide guidance and support to students on progression into university or employment. Students for whom an interview forms part of the selection process (Oxford and Cambridge, medicine, etc.) are offered additional application support.

UCAS applicants are required to list a maximum of five degree courses on their application form. With over 30,000 course choices available, thorough research is essential before making a final decision. Some useful websites are:

[www.ucas.com](http://www.ucas.com) [www.ukcoursefinder.com](http://www.ukcoursefinder.com)

The process of making progression choices starts for the L6 in the Summer term with an HE Day (in late June) when about fifty department representatives from a variety of universities meet our students. In the same week we also have an Employers day attended by a range of local/regional employers.

# WEATHER & TRANSPORT DISRUPTION

## Inclment Weather

- Birmingham is a city of hills: roads and roundabouts quickly seize up when snow falls! Added to this, we are mindful that many students have long journeys to get to college.
- When the weather is bad, senior Cadbury staff check the road conditions at 7.00 am and decide weather it is wise and safe to open the college.
- If the college is not going to open a message is put on the college website, and a text is sent to all students who have given us their mobile phone numbers. We do not use local radio stations because they cannot always be relied upon to give the correct information
- In some circumstances, for example during the January examination period, local staff do come into the college to ensure that exam's take place.

## Transport Disruption

- If students are held up whilst on their journey to college and will be late, they should ring and tell us
- If dangerous travel circumstances such as ice are experienced, we expect students to think of their safety first