



CENTRAL SUSSEX COLLEGE
sixth form haywards heath

INFORMATION BOOKLET

FOR

PARENTS & CARERS

(Students in the academic year 2011/2012)

USEFUL CONTACTS

Principal	Dr Russell Strutt
Vice Principal – Haywards Heath	Mr Richard Hailstone
College Address:	Central Sussex College Harlands Road Haywards Heath West Sussex RH16 1LT
Telephone number	01444 456281
Fax number	01444 417047
E-mail	info.hh@centralsussex.ac.uk
Website	www.centralsussex.ac.uk

Curriculum Area Leaders	E-mail address
Visual Arts & Media – Andrew Mann	amann@centralsussex.ac.uk
Business & Travel – Val Kennedy	vkennedy@centralsussex.ac.uk
Computing & Maths – Nick Sutton	nsutton@centralsussex.ac.uk
English & Modern Languages – Elizabeth Foster	efoster@centralsussex.ac.uk
Humanities – David Anderson	danderson@centralsussex.ac.uk
Performance, Culture & Sport – Gill Burbridge	gburbridge@centralsussex.ac.uk
Science and Care – Andy Cornall	acornall@centralsussex.ac.uk
Student Support Leader – Hannah Smith	hsmith@centralsussex.ac.uk
Student Welfare Adviser – Sue Skarstein	sskarstein@centralsussex.ac.uk

CALENDAR AND TERM DATES 2011-12

Autumn Term

Tuesday 30 August	Start of Enrolment
Thursday 8 September	Teaching starts
Week commencing 19 September	Freshers' Fair
Monday 26 or Tuesday 27 September	New Parents' Evenings
24 – 28 October	Half Term
Wednesday 9 November	INSET Day
Friday 18 November	Equality & Diversity Day – morning only (Year 2 students not required in College until 2pm)
Tuesday 29 November	Year 2 and 1-Year Review Day (Year 1 students not required in College)
Friday 16 December	End of Term

Spring Term

Tuesday 3 January	Start of Term
Thursday 12 January	Year 2 and 1-Year Parents' Evening
Thursday 9 February	Year 1 Review Day (Year 2 & 1 Year students not required in College)
Friday 10 February	INSET Day
13 – 17 February	Half Term
Monday 5 March	Higher Education Evening
Monday 12 March	Year 1 Parents' Evening (A-K)
Thursday 15 March	Year 1 Parents' Evening (L-Z)
Friday 30 March	End of Term

Summer Term

Monday 16 April	Start of Term
Wed 16 May – Wed 27 June	Public Examinations
Friday 1 June	INSET Day
4 June – 8 June	Half Term
Tuesday 3 July	Careers Conference
Thursday 5 July & Friday 6 July	E2012 (Enrichment Activities)
Friday 13 July	End of Term (for students)
Monday 16 July	INSET Day

ATTENDANCE AT COLLEGE

Students are expected to attend all lessons, tutorials and other timetabled commitments throughout their course. If they are not able to attend for any reason, it is the students' responsibility to inform the College.

Automatic progression to a second year in College is dependent on a **minimum attendance of 90%**.

Parents/Carers are asked to telephone the College by 9.30 am if their son or daughter is unwell and cannot attend. The College telephone number is: 01444 456281 - select the absence line option.

Unexplained absence will be treated as unauthorised and followed up by the Personal Tutor. Persistent unauthorised absence may result in exclusion from the subject concerned or from College.

Authorised and Unauthorised Absence

Absences not generally accepted (unauthorised)

- Holidays
- Birthdays or similar celebrations
- Driving lessons
- Weddings
- Leisure activities
- Part-time or full-time work commitments which are not part of the student's programme of study

Authorised absences

Illness or emergency medical appointments notified officially within the College guidelines (see below)

Severe disruption to travel

Severe weather conditions

Exceptional family circumstances (confirmed by a tutor or Curriculum Area Leader)

Pre-authorised – must be notified in advance – cannot be authorised retrospectively

Medical / dental appointments that cannot be arranged outside college hours (with supporting evidence)

University Open days / visits

A religious holiday

A driving test

Exceptional family circumstances known in advance eg funeral (confirmed by a tutor or Curriculum Area Leader)

What to do

If a student is ill and is unable to come into college or needs an emergency medical appointment

- Phone the College by 9.30am on the day of absence (Tel 01444 456281)
- If the student is under 19 then the message should either be made initially or subsequently confirmed by a parent or carer.
- If the absence is likely to be for more than one day then this must be clearly conveyed to the college with specific days if these are known at the outset, or by a daily phone call if the period of absence is ongoing.
- If you leave a message on the college voicemail please give clear details of
 - ❖ the name of the person who is leaving the message
 - ❖ the student's name
 - ❖ the student's Tutor Group
 - ❖ the date(s) of absence
 - ❖ the reason for absence

Failure to notify the college officially within 24 hours of any day of absence will mean that the absence will be recorded as unauthorised.

If a student is taken ill during the day and needs to leave early

- The student should go to the Welfare Office where he or she will be asked to sign out on the official form.
- If no-one is available in the Welfare Office then the student should go to Reception where she or he will be asked to sign out on the official form.

Failure to sign out officially (except in extreme circumstances) will mean that the absence will be recorded as unauthorised.

If a student arrives late at college

- The student should go to Reception and sign in on the official form
- If the student goes straight to a lesson on arrival then she or he must sign in officially before the end of the day.

It is the student's responsibility to sign in.

Please note - arriving late does not automatically generate an authorised absence unless it meets the appropriate criteria (see details above).

Return to College after a serious injury, operation or long period of medical treatment

- If a student has been absent for a prolonged period of time due to ill-health or injury then he or she may need to submit a medical certificate confirming that they are fit to return before they will be allowed to continue with their studies – please contact the student's Curriculum Area Leader before he or she returns to College.
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If you know in advance that a student will be absent from College (eg medical appointment, university open day)

- The student must complete an orange Pre-Authorised Absence form (available from tutors, Reception or the Student Information Office S3)
- The student should take the Pre-Authorised Absence Form, together with supporting evidence, to his or her tutor to be checked and signed.
- The student should then take the completed and signed Pre-Authorised Absence form to the Student Information office (Room S3)

This Pre-Authorised Absence Form must be handed in to the Student Information office before the event – it will not be accepted retrospectively.

If a student will miss some lessons because she or he is taking part in an educational activity organised specifically by the College, then he or she does not need to notify the college individually – the list of students involved will be passed to the Student Information office by a member of the teaching staff.

Timetable changes

If a student changes course then they must attend lessons of the course they are dropping until the change is confirmed officially and a new timetable has been produced.

STUDENT PROGRESS REVIEWS AND CONSULTATION EVENINGS 2011-12

Student Progress Reviews

Subject teachers will review students' records for attendance, punctuality, work completion, attitude to learning and meeting of deadlines. They will also rate students' overall progress towards their target grades (the minimum we expect them to achieve) and their aspirational grades (the grades they aim to achieve). Students will be given clear advice on what they need to do to fulfil their potential. Personal Tutors will then meet students individually to review their progress across all subjects, identify any support required, and help them plan what they need to do. This schedule indicates when these reviews will take place, when parents/carers will receive a copy, and how they fit in with consultation evenings.

Year 1 (Level 3)

Monday 26 & Tuesday 27 September	-	New Parents' Evenings
Week beginning 17 October	-	Review 1
	-	Sent to parents by 4 November
Week beginning 5 December	-	Review 2
	-	Sent to parents by 16 December
Thursday 9 February (Review Day)	-	Review 3
	-	Sent to parents by 2 March
Monday 12 March	-	Consultation Evening A – K (surnames)
Thursday 15 March	-	Consultation Evening L – Z (surnames)

Year 2 (Level 3) and 1 Year (Level 2)

Week beginning 10 October	-	Review 1
	-	Sent to parents by 21 October
Tuesday 29 November (Review Day)	-	Review 2
	-	Sent to parents by 16 December
Thursday 12 January	-	Consultation Evening
Week beginning 5 March	-	Review 3
	-	Sent to parents by 16 March

FURTHER INFORMATION

WHO TO CONTACT	
If you are concerned about your son's or daughter's progress in a particular subject or their overall progress:	Your son's or daughter's Personal Tutor or the Curriculum Area Leader 01444 456281 (see first page for email addresses)
If you wish to discuss a confidential matter affecting your son's or daughter's progress at College:	As above or the Student Welfare Adviser, Sue Skarstein 01444 446823 sskarstein@centralsussex.ac.uk
If your son or daughter has Special Educational needs:	Learning Support - Janice Brinley Codd 01444 456281 ext 2240 jbrinleycodd@centralsussex.ac.uk
If you have a question concerning Public Examinations:	The Examinations Officer, Marjanne Worsley 01444 446844 mworsley@centralsussex.ac.uk
If you have a question concerning careers or Higher Education:	The Careers Advisor, Sabine van Slageren 01444 446847 svanslageren@centralsussex.ac.uk
If you have a question concerning transport:	The College Receptionists, Angela Russell-Croucher and Harry Vine 01444 456281
If you wish to contact the Parents' Representatives on the College Local Community Board	The Clerk to the Local Community Board, Denise Redford 01293 442342 dredford@centralsussex.ac.uk
If you wish to make a general point about the College or if you wish to make an official complaint:	The Principal, Dr Russell Strutt, or Vice Principal, Richard Hailstone 01444 456281 The complaints procedure is available from Reception and from the College website www.centralsussex.ac.uk/quality .

THE PERSONAL TUTOR

Each student has a Personal Tutor who will provide academic and personal support throughout the student's time at College

All students meet their Personal Tutors at least once a term for an individual review. During the autumn and spring terms, students will also meet individually with their Subject Tutors to discuss their progress in each subject. On these occasions, parents receive a copy of the reviews and are invited to College during the year to meet Subject and Personal Tutors at Parents' Evening.

THE CURRICULUM AREA LEADER

The Curriculum Area Leader supports his/her team of Personal Tutors to address issues of attendance, behaviour, organisation and achievement. It is the Curriculum Area Leader who will contact parents or carers should the need arise.

CAREERS SERVICE

All students will receive careers education both through the tutorial programme and through whole college events. A Careers Advisor is available daily to offer students advice and guidance on any Higher Education or Employment related issue. The Careers Suite is equipped with a variety of books, leaflets, prospectuses and computer programmes which are fully accessible by all students.

STUDENT WELFARE

The College Student Welfare Adviser, Sue Skarstein, is available Monday to Thursday from 8.30 am – 4.30 pm and on Friday from 8.30 am – 4.00 pm. Sue offers advice about financial matters related to studies at college, travel allowances and accommodation, and supports students who have health or personal difficulties. Sue can arrange access to specialist support such as counselling if necessary. All these services are provided on a confidential basis. The aim of Student Welfare is to ensure that any issues which might affect a student's non-academic life can be managed so that they can then concentrate effectively on their studies.

COLLEGE COUNSELLOR

The College Counsellor is in College twice a week. Students can arrange confidential appointments through Sue Skarstein.

LEARNER SUPPORT

All students have the right to equal access to education. Those with a recorded learning difficulty or disability will be offered support by a member of the Additional Support Team .

EDUCATIONAL MAINTENANCE ALLOWANCE (EMA) & COLLEGE BURSARY FUND

This is available to students whose families are on low incomes. For further information on this year's arrangements for EMA contact the Student Information office. For information on applying to the College Bursary Fund contact Student Support on 01444 456281 ext 2337 or 2823, or email sskarstein@centralsussex.ac.uk or eiandolo@centralsussex.ac.uk.

PAID WORK

Students must not undertake paid work at times when they are required to be in College or are expected to attend course-related trips and visits which take place at times other than their normal timetabled lessons. Research shows that any job commitment in excess of 8 hours per week will interfere with students' learning.

HOLIDAYS DURING TERM TIME

Students should not arrange to be away from College during term time or the enrolment period, even for family holidays. Any holiday taken during term-time will be recorded as unauthorised absence.

For further information, including college policies, the college website address is www.centralsussex.ac.uk.