

VARNDEAN COLLEGE CHARTER

Welcome to Varndean College

This Charter sets out what you can expect of the College while you are here together with a series of commitments which we make to you. Please take the time to look at them as they provide you with a checklist with which to measure us. The Charter also explains your responsibilities. These are as important to your success as our commitments to you.

These commitments have been summarised in the Student Contract which you will be asked to sign to show you agree with its terms. The Code of Conduct forms the basis of the Student Contract. Both are included in the Student Induction Booklet. When you enrol you will be asked to sign a Learning Agreement. We are agreeing to fulfil the commitments which we are making here. In signing it you are agreeing to our expectations and agreeing your course of study.

Teaching and Learning

Our aim is to provide high quality teaching and learning. At Varndean you will be given the opportunity to take a wide range of courses and take the qualifications of recognised exam boards. To support your studies you will have access to:

- IT facilities, including the Internet
- The Library and Careers Centre 'The Loft'
- Our student tracking system: STS

You can broaden your experience and play an active part in the life of the College by signing up for additional activities such as Sports, Media Society, Music, Politics Society and Community Links in our "Enrichment Programme". Or you can join the NUS.

We are committed to equal opportunities

We:

- are proud to be a multicultural community and value diversity
- have an inclusive approach
- are committed to ensuring that disabled people, including those with learning difficulties are treated fairly
- take positive action against discrimination, bullying and harassment of any kind

Our Equalities Policy is available on the website

Teaching and Learning

You can expect:

- well organised courses
- well prepared lessons which have clear aims
- work to be set regularly
- regular assessment of your work with detailed feedback within ten working days
- help with relevant study skills
- experience of exam conditions at least once a year in preparation for your examinations
- a progress report at least once in each year. (This will be available to your parents if you are 16-19 yrs old)

You can also:

- brush up or add to your foreign languages with NVQ's
- gain a certificate in sports leadership
- complete or take up a Duke of Edinburgh Award
- take sports development courses

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Guidance and Support

Your Teachers, Personal Tutor and Heads of School will help you to make the most of your time at Varndean. They will help you to achieve your potential through regular discussion of your progress and aspirations. They will also help you if you decide to change courses.

Impartial careers education and guidance is provided by the careers team through the tutorial programme; subject or course based talks or directly in the Careers Library.

Counselling and welfare advice are available to give you additional support with personal and financial matters.

If you need additional help with your studies there is an extensive Additional Support Programme available on a long term or short term basis.

Financial Support

If you are aged 16-19 and full time, tuition is free and we will pay for your exam fees excluding IELTS. Fees for other students are set out in our Charging Policy. You will have access to necessary textbooks for all courses. Students are charged for any resits taken.

The college has been given funds to give as bursaries to those students facing most hardship. Students aged over 19 experiencing financial difficulty can apply for help with expenses related to their courses from the Learner Support Fund. Students who have been given a student loan will have access to the Learner Bursary Fund.

The College also has its own fund for students who need financial support. Our Welfare Officer has details. Copies of the Charging Policy are available from Reception.

You can expect:

- impartial advice from all tutors
- Opportunities to review your progress with your personal tutor at least once a term
- help if you need to change course or College
- support with personal difficulties
- help with applications for H.E; F.E. apprenticeships and employment
- extensive guidance with personal statements for UCAS
- the opportunity to take up Work Experience
- prompt completion of references
- your Additional Support to be individually negotiated and regularly reviewed

What are our expectations of you?

We have very few rules and those there are set out in our Code of Conduct. In signing your Student Contract you are agreeing to this. We follow a three-staged student management procedure where students do not meet our expectations.

Illegal activities are obviously unacceptable on site.

We expect you to:

- treat others with respect
- attend your lessons and let us know if you will be unavoidably absent
- be punctual
- complete work set by the deadlines given
- be respectful of other students, staff and tutors
- arrange driving lessons, doctors' or dentists' appointments when you are free
- let us know if you are in difficulty and it is affecting your work
- arrange holidays out of term time
- Varndean College is a smoke-free site

We will not tolerate bullying or harassment of any kind

What to do if you are unhappy with anything

If you are in any way dissatisfied with any aspect of the College's provision you can:

- Raise your concerns directly with the relevant member of staff if you feel able to do so, or if not, with your Head of School or with your Programme Leader. If your concern persists or you would prefer a confidential approach please raise your concerns by writing to the Principal's Personal assistant.

A full complaints policy and procedure is available from Reception.

Other Information available to you:

- Student Bulletin
- termly newsletters emailed home
- full analysis of exam results in September
- official league tables published in November
- value added analysis of exam performance
- analysis of leavers destinations
- the latest inspection report