

MONOUX COLLEGE

STUDENT HANDBOOK

2024/25



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1. About the handbook

The handbook provides information and guidance for new and existing students, and their parents & carers, on college services. Also, the handbook is an introduction to the culture of the college with detail about daily life and expectations. It is, however, only an introduction and readers are encouraged to read the full policies and guides that are referred to in the handbook.

2. Monoux App for students

The Monoux App allows students to check their timetable and view their attendance data, both in real time. The app keeps students informed of key dates and important messages, upcoming opportunities and travel-to-college guidance. Students can track their academic progress via the app by accessing their current working grade(s) for each qualification.

3. Parent/Carer App

The Monoux parent/carers app allows parents and carers to check student timetables and follow real-time attendance data. They can use the app to confirm their young person's absence due to illness. The app ensures parents receive important messages and key dates directly from the college. Additionally, parents can stay informed about their young person's key assessment results and academic progress.

4. Enrolment – for new students

Main enrolment takes place on Thursday 22nd August and Friday 23rd August 2024. Students who have applied, attended an interview, and received an offer will receive a priority invitation letter in July. During main enrolment, popular courses fill quickly so we advise students to arrive on time to secure their choices. Many young people enrol directly after receiving their GCSE results. You can expect enrolment to take approximately 2 hours, and we request that parents/carers also attend. We will take time to understand your wishes, suggest the best course to help you fulfil your future ambition, and talk to you about any support you need. Late enrolment starts on Saturday 24th August and continues from Tuesday 27th August. Check the website for opening times.

For enrolment to be complete, students must:

- Confirm a correct email and telephone number
- Sign the Learner Agreement and IT Policy
- Ensure that parent/carers contact details are correct and the Parent/Carer contract is signed
- Let the college know of any support needs

Approximately 24 hours after enrolment, students receive their IT log-in details. This allows students to view their timetable, reading lists and engage in online activities before induction. Induction week starts on Monday 2nd September 2024 and includes activities such as introductory lessons, a fair promoting extra activities, welcome talks, and opportunities to get to know new people. Students should be aware that failure to attend induction can lead to the cancellation of enrolment.



5. Graduation – for continuing students

The college reviews the performance of every student at the end of each academic year prior to confirming graduation into the next or final year. Students must have shown commitment to their studies, which we will assess through attendance, punctuality, test results, work completion and attitude/behaviour. We expect students to be able to demonstrate commitment to study, motivation to develop and perseverance through challenges.

6. Your learner agreement

All students sign a Learner Agreement at the start of their course. The agreement will include course programme hours, our IT user agreement, privacy notice, the college's data policy and our attendance policy. If a student does not sign their Learner Agreement they will not be able to start their course.

Parents and carers must also sign the college's Parent/Carer Agreement as a condition of enrolment of a young person.

7. Monoux Student Framework

The Monoux Student Framework is our statement of ambition for all students. It is a guide to how we plan to support and develop students, our aims as educators. We will fully introduce the Monoux Student Framework to students in September and students reflect regularly on their progress through a scheme known as the Monoux Portfolio. In summary:

- A. We aim for **rigorous academic** work by teaching students to be experts, to have academic skill, solve problems etc.
- B. We aim to build a **community that is optimistic**, by promoting curiosity, open-mindedness, appreciation of self and others and good health.
- C. We help students acquire **self-mastery and agency** through planning for future study and careers, understanding workplaces, improving literacy and having good time management.

8. Talent Lab

Talent Lab is the name that we give to all of the valuable activities and opportunities that students undertake outside of the classroom in order to develop “talent” and “experiment” with new approaches. Talent Lab includes participation in optional activities that we schedule (including sport) but also our programme of talks, workshops, tutorials, short courses, assemblies, independent study, work experience, trips and opportunities under the Monoux Academics Society umbrella.

9. The Senior Leadership Team

Students will be able to raise questions etc about their course with teachers and their Pathway Leader. The college has a Senior Leadership Team that is very accessible to students:



Dave Vasse
(Principal)



James Gould
(Vice Principal)



Jonathan Service
(Assistant Principal - Wellbeing)



Barbara Nearchou
(Assistant Principal - Curriculum)



Nazia Shah
(Assistant Principal - Curriculum)

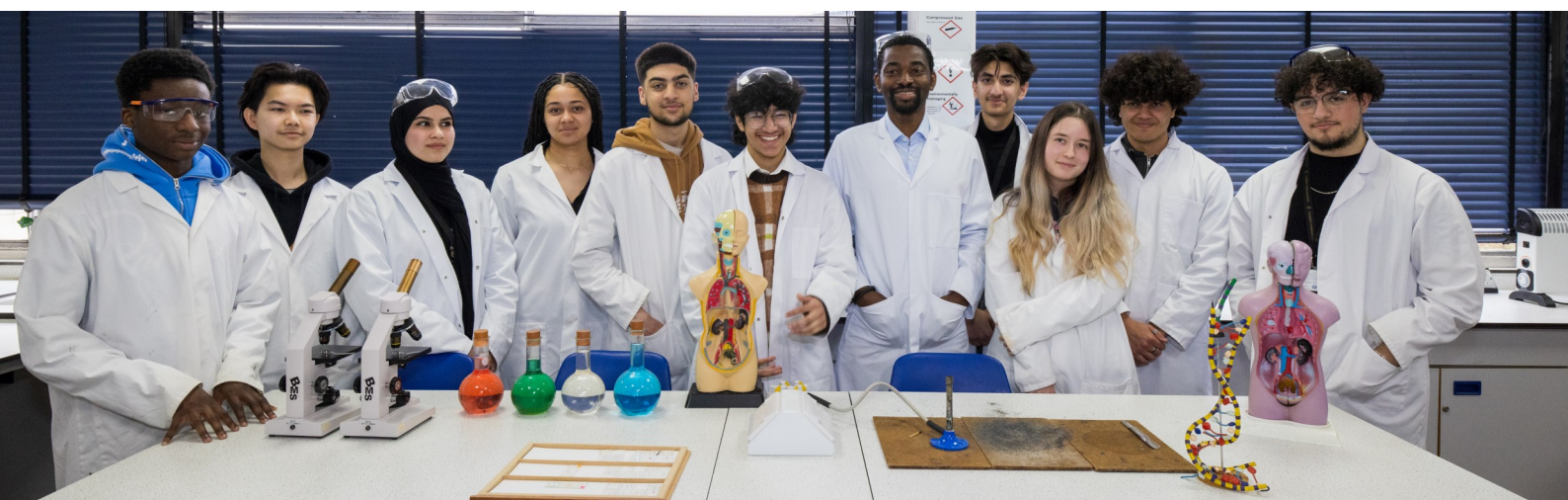


Matt Franks
(Assistant Principal - Curriculum)

The “Principalship” is an office that students visit when they need to talk to SLT members.

10. The Corporation of the College

The college has a board of Governors, known as the Corporation, which meets regularly as a whole board and through committees. The Corporation is a legal entity for the college as a public organisation. It has 20 members, including a Parent Governor and 2 student Governors. Student Governors are selected to serve for 1 year from January to January. Governors have a range of professional backgrounds, experience and expertise.



11. “The Monoux Academics Society”: our programme for advanced learners

The Monoux Academics Society exists for students who have high levels of prior achievement (e.g. Grades 9 to 7 in GCSEs and an average score of 7.0) and who are preparing for application to top universities (e.g. Oxford or Cambridge) or highly competitive courses and degree apprenticeships (e.g. medicine, engineering). The Monoux Academics Society provides a programme of activities and opportunities for students from the start of their first year which aims to prepare students to compete, gain new experiences, improve cultural and scientific knowledge, develop oracy/literacy and gain practice in leadership.

Students with strong GCSE grades are invited to apply for a place when they arrive to enrol at the college.

12. College Charter for Showing Up: our expectations of students

At the start of the year, we will introduce all students to the Charter for Showing Up. The charter outlines the college’s expectations of students and explains the importance that we place on oracy, community, self-mastery and agency. The college charter also includes information on dress code and limitations on the use of smartphones, airpods etc. Students must follow all aspects of the charter.

The charter also outlines the ways in which we will support students to make academic and personal progress whilst at Monoux. Students can expect the college to work with them to overcome challenges and support all aspects of their progress.

13. College dress code

The college does not have a set uniform but we expect students to adhere to the college dress code. No unprofessional attire is permitted – this means not wearing clothes and footwear that wouldn’t be acceptable in a modern office/indoor workplace. Our dress code reflects our ethos as an academic environment where students adapt and grow. Students will have considerable choice about dress but will notice that some clothing or footwear is not allowed e.g. tracksuit bottoms, crop tops, slides and crocs.

14. I.D. cards and access

All students are issued with an identity (I.D.) card and pathway-specific lanyard at the point of enrolment. The I.D. card is used to access the college and as a means of registering for events and timetabled activities in large spaces such as the Zone (e.g. for assemblies). Students must wear their lanyard and I.D. around their neck for the entire time that they are on site, before entering through our front entrance barriers and until the end of their college day. In this way, we maintain security. I.D. cards can be blocked if necessary and remain the property of the college.



15. What to bring to college

We expect students to organise themselves for their day at college as they would for the workplace or university study. In addition to excellent timekeeping, students should ensure that they have the correct materials and equipment for the day (e.g. pens, notepads and sketchbooks) as well as any relevant class textbook and current documentation (including homework). We expect all students to carry the previously listed materials in an appropriate bag or backpack.

16. Your attendance

We expect all students to exceed 95% attendance across every term to all sessions on their timetable. Students who do not reach a minimum level of 85% attendance can only keep their place at the discretion of the college. On the Monoux App, attendance data is re-set to 100% at the start of each half-term, encouraging students to make improvements and maintain high levels of attendance.

Students who arrive at a lesson 5 or more minutes after its start are not allowed to enter the lesson and will be marked absent.

17. Unavoidable absence

There may be circumstances beyond a student's control that results in an absence from college. If students can't come to college, they must inform us by completing the Student Absence Reporting form on the Monoux App, then have their parent/carer approve it via the Parent App.

If students feel ill at home, they should arrange to see a doctor. If students get sick at college, they should contact a First Aider (any staff member can help). If students are too ill to go home alone, we'll arrange for a family member to pick them up. Students may be required to present evidence of any medical conditions or treatment in order for extended absences to be authorised.

For illness during exams or if you miss an exam, students must inform the Exams Team directly. They can apply for 'Special Consideration'.



18. Disciplinary policy and procedures

The college has a very clear and comprehensive policy and process for maintaining a high level of discipline, behaviour and engagement by students. All students and parents/carers can access the full document. Behaviour at the college is exceptionally good and any breaches of discipline are addressed promptly. We aim to maintain standards and, for example, we do not tolerate:

- Bullying
- Aggression or threat
- Possession or use of prohibited substances (e.g. cannabis, alcohol)
- Involvement in antisocial behaviour offsite/in the community
- Use of filming/online posting without permission
- Vaping or smoking other than in the college's designated area at breaks
- Persistent absence or lateness
- Foul or discriminatory language

These behaviours, whether on site or off site, would most likely result in exclusion. However, we are proud that college students behave well and choose to enrol at this college because of our strong stance on behaviour.



19. Graduation Points

Throughout the academic year, we assess students' performance at five key points to determine their eligibility to continue at the college. Students at risk of not graduating may have attendance below 85% or have failed to complete required work. Graduation points occur towards the end of each half-term, the first being in October.

We ensure that we try to engage with parents/carers to highlight concerns in advance and we ensure that support is in place to guide students' success.

20. Online Resources (Microsoft Teams)

Students have access to online learning via Microsoft Teams, with a dedicated learning space for each qualification they are enrolled in. Microsoft Teams facilitates communication with study groups, teachers and support staff, and additionally, students will have access to a wide range of electronic and web-based resources to support their studies. Assignments can be submitted easily and efficiently. Students can access Teams via computers or mobile devices through the Teams app. Students will also receive general college messages via the Monoux Hub channel on Teams.

21. Deadlines

Students will be set deadlines on their course. This will include homework, flip learning (e.g. reading and notetaking ahead of a lesson) and internally assessed coursework. The college follows the guidance of awarding bodies so if a student misses a deadline this may have an impact on their overall grade.

22. Late submissions

If a student hands in work past the internal submission date they will miss the opportunity to receive feedback on how to improve their work and this may impact on their overall grade.

23. Missing exams

If a student misses their exam including scheduled mocks they will receive a fail mark. If there are any extenuating circumstances for an absence then medical evidence will need to be submitted. Students and families must familiarise themselves with the college term dates as mocks are scheduled in the October half term.

24. Paid employment

The college recommends that students do not work more than 10 hours per week of paid work so that they can balance academic progress and personal well-being. Teachers and personal mentors can offer guidance on managing work and studies effectively. Students in 2nd year of an A Level course should reduce their paid work hours to 6 per week.

25. Term dates 2024/25

These are the college's term dates for 2024/25. It is imperative that parents/carers do not arrange holidays or visits to family etc. during the term time.

Autumn Term:

- Mon 2 September – Fri 18 October: Induction programme/normal timetable
- Mon 21 October – Fri 1 November **HALF TERM BREAK** (note: this is a 2-week break but includes mock exams)
- Mon 4 November – Thu 19 December: Normal timetable
- Fri 20 December – Fri 3 January: **CHRISTMAS BREAK**

Spring Term:

- Mon 6 January – Fri 14 February: Normal Timetable
- Mon 17 February – Fri 21 February: **HALF TERM BREAK**
- Mon 24 February – Fri 4 April: Normal Timetable
- Mon 7 April – Mon 21 April: **EASTER BREAK**

Summer Term:

- Tue 22 April – Fri 23 May: Normal timetable/examination period
- Mon 26 May – Fri 30 May: **HALF TERM BREAK**
- Mon 2 June – Wed 2 July: Normal timetable/examination period/student graduation

26. Understanding your timetable

We believe that academic progress is best achieved at a pace: learning in challenging and focused lessons, within a dynamic and energising setting. The timetable reflects this philosophy, with lessons lasting 60 minutes separated by short gaps.

To ensure that all students benefit from learning experiences outside of lessons, the college employs a 2-week timetable and the timetable is different in Week A and Week B. Students can quickly familiarise themselves with their schedule by checking the Monoux App at any time and making the necessary adjustments to their travel routines.

Students' timetables will indicate times and rooms for lessons, entry periods, tutorials, assemblies, workshops and independent study. All activities are mandatory parts of the timetable.

27. The college day: entrance and exit

Entry Periods are designed to welcome you into the college at the start of your day in a positive way. They are timetabled for students before Periods 1 and 2 lessons and are recorded as part of overall attendance. During the Entry Period, you can enjoy a healthy free breakfast, check in with support staff and pick up information. There are also opportunities at the end of the day to see Guidance Officers, Mentors or Learning Support staff. The study centre is also open until 6:00 pm on weekdays to help students revise and complete assignments.

Students are permitted to leave the college site during the lunch break. Students cannot exit during other breaks (e.g. morning break) unless they have no further timetabled sessions or lessons on that day.

28. Independent study

Independent study is timetabled, supervised and supported for all students. For most students, independent study is scheduled to take place in our large study centre where students will work quietly, independently and without accessing smartphones. Support for study is on hand and students may use laptops or p.c. stations.

Independent study enhances concentration, memory retention, and cognitive processing. We aim for our Study Centre to be a rewarding and valued place to work.

29. Read to Succeed (Year 1 A Level)

All Year 1 A Level students are timetabled once per week to read fiction silently. This is called Read to Succeed. We believe in the power of fiction to extend students' understanding of self, others, issues, values and problems. Reading fiction improves students' sleep patterns and health, strengthens relationships and enhances creativity, alongside expanding vocabulary and improving literacy. For this reason, Read to Succeed is a vital element of A Level study.

30. Assemblies

Students attend assemblies every other week. Our assembly programme includes a range of important topics such as study skills, personal development, university applications and wellbeing. Assemblies often include external speakers as part of our Alumni Week, Academic Lecture Series and themed weeks.

Finding Help

31. Medical conditions

It is imperative that the college is aware of how best to support student progress, considering any medical conditions that could impact on attendance or the ability to complete and submit work. Ensuring Personal Mentors have evidence of a medical need/condition, as soon as possible, will enable them to create bespoke support plans that will empower students to access all aspects of their education and college life.

32. The Wellbeing Team – your first point of contact

The Wellbeing team is a crucial support hub for students. They implement programs and initiatives aimed at promoting mental, emotional, and physical health among the student body. By providing resources such as counselling services, personal development short courses, coaching and mentoring, they help students navigate the challenges of academic life, creating safe spaces where students can express their concerns and seek help without judgment.

The Wellbeing team has considerable expertise in safeguarding and welfare practice. Wellbeing support is available at all times.

Short courses are designed to support students to be R.E.A.D.Y., working on the important attributes of Resilience, Energy, Adapting, Determination, You/Your goals.

33. Academic support

The college supports students who may need help to improve learning skills. Teachers offer extra sessions for those students who require a boost to improve their grade, including through timetabled intervention short courses.

Specialised support is available from Additional Learning Support Assistants in the Learning Resources Centre. Staff can assist students in class, in small groups, or one-on-one with:

- English language and literacy skills
- Maths and numeracy skills
- Study skills and time management

Personalised support is provided for students diagnosed with Dyslexia, Dyscalculia, Dyspraxia, or those with medical conditions or disabilities affecting learning. For confidential advice, students can visit the Student Support and Wellbeing Team on the first floor of the main building.





34. Careers and “next steps” guidance

Students receive comprehensive support in their application for future destinations, whether it be university, apprenticeship, or employment. Our Higher Education and Guidance Officers (based in the Zone), in addition to teachers, help students make informed and ambitious decisions about their future. Students are encouraged to build up a portfolio of Talent Lab (extracurricular) activities to enrich their application to their next step. The college schedules talks from universities and employers as well as an information fair.

Our most aspirational students can apply to join the Monoux Academics Society which aims to prepare students through additional stretch and experience. We also offer trips and visits which will develop students’ cultural capital and confidence.

We support students through to competitive applications, including Oxford Admissions Tests and tests for applications to study medicine.

35. UCAS points explained

UCAS points quantify academic achievement, aiding UK universities in selecting candidates. For instance, an individual A-level grade at A* will earn 56 UCAS points (48 for an A, 40 for a B etc.) while a full BTEC qualification, like a Level 3 Extended Diploma, is comprised of 3 grades and could accrue up to 168 UCAS points for achieving the highest grade (i.e. 3 x 56).

Understanding UCAS points is crucial for students, helping them assess their eligibility for courses by comparing their grades to entry requirements. As part of their Monoux Portfolio students reflect on their performance and assess their progress against the entry requirements for their first-choice university course.

36. Transferring courses

Transferring from your chosen course or subject is a crucial decision driven by the need for a more aligned academic or vocational path. The new choice should better suit your career aspirations. If in the event you decide to change your course you have the option to do this in the first 3 weeks after joining the college. This will also depend on availability on the new course you have chosen.

37. Disability support

The college offers a range of support services to students with disabilities to ensure they have equal access to education, work experience and Talent Lab opportunities. These services include assessing and qualifying for exam arrangements, modified timetables and support plans, meetings that include parents and professionals working with the family, lift access, hidden disability lanyards, personalised learning support, mentoring and more. Through these measures of support, the college strives to create an inclusive environment that empowers students with disabilities to succeed at college and beyond.

38. Exams access requirements

We can qualify students for exam access requirements through a thorough assessment process, involving documentation provided from schools, medical and educational professionals, that confirm the student's need for specific arrangements. Once qualified, students receive tailored support such as extra-time in exams, rest-breaks, the use of assistive technology etc., to ensure they can perform to the best of their abilities during assessment.



39. Financial support

We understand the financial challenges that students may face during their studies and offer a range of financial support options. Eligible students can access bursaries to help with the costs of travel or other essentials. Additionally, we provide free college meals for qualifying students (based on household income) and have additional financial support available for some categories of student, such as those that are 'Looked After', or those that require emergency financial aid when facing hardship or unexpected financial difficulties. Students can talk to a mentor to understand how the application processes work.

40. Food and nutrition

The college has a range of healthy and nutritious foods available throughout the day. Food outlets include a coffee shop, deli bar, pasta bar and a main meal counter. We do not sell drinks with a high sugar content. We work proactively to create a healthy food environment and do not allow food from local fast-food outlets onsite. The main focus of our policy is to reduce the use of ultra-processed food in our main meals. Students can of course bring their lunch from home.

The price of a main meal at the canteen is £4.50.

Staying Safe

41. Healthy relationships

We deliver healthy relationship interventions through a combination of one-to-one or small group mentoring and counselling services, as well as through wider college initiatives such as assemblies, guest speakers, external professionals and charity groups, aimed at promoting respectful and positive behaviours within the college community. The college has a healthy relationships charter that we share with all students, with the expectation this is reflected in student attitudes, conduct and interactions.

42. How we work to ensure your health & safety

A college team of Campus Officers help to keep students safe around the campus and when leaving at the end of the day. The team also carry out non-intrusive random searches of students to ensure that no prohibited items are onsite. Prohibited items include illegal substances and unregulated vape products. Combined with our state-of-the-art CCTV system and visible leaders across the campus, we can quickly identify and deal with any suspected bullying or inappropriate behaviour. The college has a close partnership with our Safer Schools Police Officer, who can give advice to students about staying safe online and in the community.

Any involvement in anti-social behaviour inside and outside the college (including online) is dealt with firmly through our clear disciplinary policy. If the college suspects that a student may be involved in illegal activity, bullying or serious misconduct, a senior manager will lead an investigation into the allegation. If serious misconduct is found, or if there is any risk to the well-being and safety of others, students will lose their place at college.



43. Tackling exploitation

The college protects students from exploitation through a framework of policies, education, and support, implementing strict codes of conduct and reporting systems to address any instances of, or concerns around child exploitation. We are committed to ensuring swift and appropriate action is taken to identify and support students that are vulnerable to exploitation and deliver assemblies, host guest speakers and deliver interventions to students and staff on themes such as consent, digital safety, and recognising signs of exploitation.



44. Raising concerns

Virtually all concerns can be addressed and resolved by talking to staff, including managers. Staff are committed to helping students and families. However, if progress cannot be made, the college has a Complaints Procedure. Complaints can be made by students and complaints cannot be investigated without the permission of the student. Complaints are administered by the Personal Assistant to the Principal.

45. Religion and belief

The college celebrates the diversity of faith and belonging in our community through regular events such as cultural days, student affinity groups, a prayer room, and our enrichment programme. The college has a much-valued Islamic Society, with well-attended Friday prayers and an annual international interfaith trip. The college closes for Eid al-Fitr if it falls on a weekday.

46. Using the library (Study Centre)

The college provides a central space for independent study in its Study Centre, which is calm, focused, and purposeful. In preparing students for higher education, the college offers access to tailored online study and revision packages and ensures that students benefit from weekly timetabled study sessions. Students are guided to develop and perfect their study routines and skills, receiving one-on-one support upon request. There is also access to books, journals, magazines, and newspapers. All students and staff are automatically members of the library.

In Room 13, in the main building, we have a fiction library. Books can be borrowed and book exchange events are organised on occasions.

47. Developing your academic and research skills

At Monoux we will support you to develop your academic and research skills which will be a transformative journey, guided by the VESPA (Vision, Effort, Systems, Practice, Attitude) mindset. **Vision** provides clarity on their long-term academic goals, while **Effort** will drive you to dedicate consistent time and energy to your studies. We will support you to implement effective **Systems**, such as organised note-taking and time management strategies to streamline your workflow. Regular **Practice** through reading, writing, and engaging with complex materials will hone your research capabilities. Maintaining a positive **Attitude** will foster resilience and a growth mindset, allowing you to overcome challenges and continuously improve. Together, these elements will significantly enhance your scholarly proficiency and research acumen.

48. Literacy Strategy

At Monoux our teachers will challenge learners to think deeply: to know, to reason, and to communicate with skill. Our teachers will support your ability to read, absorb and understand complex material; become skilled and expressive speakers and ultimately develop the ability to write accurately and precisely. The college places significant emphasis on oracy and spoken discourse. Teachers use a framework of Talk Tactics to build students' confidence in talking in class.

49. Using IT systems and other learning resources

Students have access to free wi-fi for use with personal devices and can enjoy access to computers and laptops in multiple locations. They are kept safe online through specific guidance and the e-Safe system. Additionally, students have access to online resources, including textbooks, web-based journals, and multimedia applications, supporting learning. All students sign an IT User Agreement prior to gaining access to our network.

50. Use of your personal data and cybersecurity

We value the protection of personal information and ensure student data is handled securely, following relevant laws and regulations. Students will be able to access our Privacy Policy. Networks and systems are highly secure, using tools such as Multi-Factor Authentication. We also raise awareness through our assembly programme of how to avoid being a victim of financial fraud online.



51. Work experience, industry placements and visits

During their time at college, students will engage with a number of employers and organisations, including through work experience. Students are expected to demonstrate responsiveness, commitment and inquisitiveness on work experience and on all visits. Students must also maintain excellent behaviour and punctuality whilst on visits. Students must follow the dress code during all off-site visits etc.

52. Sport

The college offers a range of recreational sports activities during each week in the Sports Hall and gym, as well as making use of our playing fields and the nearby leisure centre. Table tennis is popular and a good way to make friends. Some gym sessions are female-only. In addition, students represent the college in a range of team sports.

Travel and Public Transport

53. Public transport

The college is served by multiple bus routes: 34, 215, 97, 357. All of these routes connect with Walthamstow Central bus and rail hub for Overground and Underground lines (Victoria Line).

54. Other ways of getting to and from college

The college is a 15-minute walk from Walthamstow Central. We provide bike shelter space and encourage cycling. Students can park mopeds. There is only very limited parking space for students who drive and we do not encourage car users.

55. Policy on e-scooters

Students are not permitted to bring e-scooters on site.



Academic Integrity and Academic Misconduct

56. What counts as academic misconduct?

This refers to any behaviour that violates academic integrity. This includes plagiarism, using someone's else's work, ideas, or expressions without proper acknowledgment. This also includes cheating – using unauthorised materials, information or devices when not permitted. Students who misuse Artificial Intelligence (AI) such that the work they submit for assessment is not their own will have committed malpractice in accordance with the Joint Council for Qualifications (JCQ) regulations and may attract severe sanctions.

57. AI usage policy

AI can enhance your understanding of a subject by providing valuable information from various sources, including the internet and AI-generated content.

Students should keep in mind that they must use this material responsibly—they cannot copy it and present it as their own work. Students must always provide proper references when using AI-generated content, otherwise work and assignments may be disqualified.



58. What if I am found guilty of academic misconduct?

In line with JCQ regulations, any students found in possession of unauthorised materials e.g. electronic devices, including phones & smart watches, or notes will receive a disqualification. If a student plagiarises in the internally assessed units, they will not receive a grade and they will be given a new assignment to complete.

The college is unable to change decisions made by awarding bodies.

59. Giving feedback

We seek student feedback through focus groups, termly surveys, pop-up polls, and an open-door policy. We actively listen to and act on constructive suggestions and progressive ideas. A well-established characteristic of the college is the accessibility and visibility of senior leaders. Students frequently raise ideas and questions with leaders.

Student survey responses are benchmarked against sixth form providers nationally.