

Start here



**PARENT /
GUARDIAN
HANDBOOK**

Welcome to Totton College

We hope that as parents and guardians, you can work together with us to help our students achieve their very best during their time at College.

This handbook includes information about the campus and will help you become familiar with our culture and systems.



Totton College is a friendly place where students enjoy good relationships with one another and with staff, and we keep rules and regulations to a minimum. But like all large organisations, we must agree on some common ways of working and those we have outlined in the Totton Standard.

We have also included information about our facilities and our services. College is about more than just exam results, and we hope that our students and their parents and guardians, make use of all the support and opportunities we offer, so they feel prepare for life after studies.

If you have any queries or comments about what's in this handbook, please let us know.



Derek Headrige
Campus Principal

How to use this handbook

You can use this document in a range of ways:

- Click on the 'parent/guardian handbook' button at the top of the page to be taken to links for all the essential information you need.
- You can search for a particular word or phrase by pressing Ctrl-F and then typing into the search box.
- As you read through, you will see references to different areas in **blue text**, you can click on these and will be taken directly to the relevant page.
- Where there are links to external websites or email addresses, you can also click to open up the relevant program.
- NOTE: If you are viewing this handbook on an iPad, you should load it into iBooks to ensure the navigation menu works correctly.



Welcome

THE COLLEGE

**HELPING STUDENTS REACH
THEIR POTENTIAL**

ADVICE & SUPPORT

FACILITIES

Welcome

How College Works

The Totton Standard

Introduction

Refectory & Cafe

Contacts & Calendar

Reaching Potential

Attendance

Information Centre

Learning Support

IT Facilities

Senior Management

Getting the Most Out

Behaviour

Welfare

Learning Assistants

LRC

Campus Map

Progress Monitoring

Performing Arts

Counselling

Exam Access

Sport & Fitness

Security

Parents' Portal

English & Maths

Other Support

Health & Wellbeing

Nursery

Student Voice

Independent Study

Student Finance

Equality & Diversity

Opus Salon

Timetable

Future Planning

Safeguarding

Transport

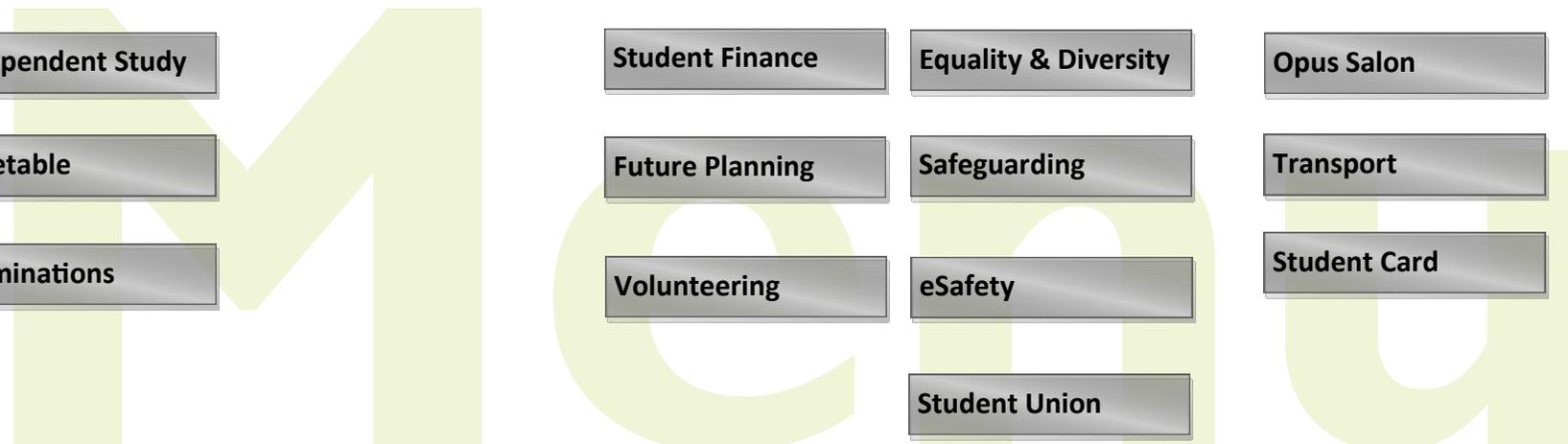
Examinations

Volunteering

eSafety

Student Card

Student Union



Calendar

Mon 5 Sept 2016	Induction Day (new students only)
Weds 7 Sept 2016	New Parents Evening - 5:30pm -7:30pm
Weds 7 Sept 2016	Adult Open Evening - 5.30 -7.30pm
Weds 19 Oct 2016	Open Evening - 5.30 -7.30pm
Fri 21 Oct 2016	Inset Day
Mon 24 Oct - Fri 28 Oct 2016	Half-term break
Weds 23 Nov 2016	Open Evening - 5.30 -7.30pm
Weds 14 Dec 2016	Parents Evening
Fri 16 Dec 2016	Last day of autumn term
Weds 4 Jan 2017	First day of spring term
Tues 3 Jan 2017	Inset Day
Weds 8 Feb 2017	Open Evening - 5.30 -7.30pm
Mon 20 - Fri 24 Feb 2017	Half-term break
Fri 7 April 2017	Last day of spring term
Mon 24 April 2017	First day of summer term
Tues 2 May 2017	Inset Day
Mon 29 May - Fri 2 June 2017	Half-term
Fri 7 July 2017	Last day of term for students

Contact Details

Main Campus

College Switchboard: (023) 80 874 874

Address: Water Lane, Totton, Southampton SO40 3ZX

Opening Hours

Term Time:

Monday, Wednesday and Friday 8.30 am - 5.00 pm

Tuesday and Thursday 8.30 am - 9.30 pm

Non Term Time:

Monday to Friday 9.00 am - 5.00 pm

Contact

Faculties

The Senior Management Team



Derek Headrige, Campus Principal

As Campus Principal, Derek is responsible for the overall leadership of the College and takes specific responsibility for our curriculum and quality.



Jade Roots, Head of Faculty

Jade is responsible for developing the curriculum and leading the faculties in the delivery of a programme of learning that matches local demand and fits the needs of the business.



Kirsty Hayes, Learner Services Manager

Kirsty is responsible for the estates and facilities at the College, including administration, work experience, careers, exams and business support teams.

The senior management team meet weekly to steer the development and operations of the College.

Do feel free to say hello if you see us around the building - we are always interested in getting to know our students.

Our Faculties

The teaching teams at the College are divided into four faculties. You will be allocated a 'home faculty' where the majority of your teaching will take place and where you will see your progression coach.

Service Industries

Faculty Manager: Mary Howard
Extension: 701
Email: mhoward@totton.ac.uk

Creative Industries

Faculty Manager: Kyle Maxwell
Extension: 640
Email: kmaxwell@totton.ac.uk

Skills for Life

Faculty Manager: Carol Palmer
Extension: 818
Email: cpalmer@totton.ac.uk

Learning & Support

Faculty Manager: Hannah Avoth
Extension: 703
Email: havoth@totton.ac.uk

Contacts

The Totton Standard

We aim to create an environment in which all students can flourish and fulfill their potential. For us to achieve this aim everyone needs to work together. The Totton Standard sets out our commitments to students and what we expect in return.

We will expect students to sign a copy of this agreement during enrolment. Each student is regularly assessed to ensure that they are meeting the standard.

We will

- 1 Make every lesson enjoyable and challenging
- 2 Set work which reflects our high expectations
- 3 Be prompt and well prepared
- 4 Not cancel lessons without ensuring work is set
- 5 Negotiate and monitor targets with each student
- 6 Give regular, timely feedback so that students know how to improve
- 7 Foster employability skills of reliability, tenacity and teamwork
- 8 Set work which helps prepare for exams and assessments
- 9 Treat students with respect and help to make College a safe place for everyone
- 10 Celebrate achievements with students

Students will

- 1 Take an active part in every lesson
- 2 Take responsibility for their own learning and stretch themselves to do more than they think you can
- 3 Attend all lessons promptly and be well prepared
- 4 Explain unavoidable absence and ensure missed work is covered
- 5 Negotiate and monitor their own targets
- 6 Act on feedback
- 7 Practise employability skills
- 8 Complete punctually all work set
- 9 Treat others with respect and help to make College a safe place for everyone
- 10 Take pride in their achievements

How College works

As you might expect, studying at College is quite different to a school environment.

At College students are given significantly more freedom than school, with much more emphasis on personal responsibility. There is an expectation of independent study outside lesson times and [timetables](#) are designed with this in mind.

We aim to support students but also help them challenge themselves to achieve their very best. We ask that students demonstrate clear commitment to their studies by meeting an agreement we call [The Totton Standard](#). If they do not meet the standard we will use our [performance system](#) which sets out the steps we will take giving them opportunities to demonstrate improvements.

It sometimes takes time for students to adjust to the responsibilities of a College environment and we look to provide the right amount of support and supervision as they make this transition.

Parental Contact

We welcome parental contact and support whilst your son or daughter is studying with us. The level and style of contact will inevitably depend on a number of factors, including their own comfort with independence and responsibility.

We provide you with routine updates and may contact you directly if we have concerns.

If you have any questions at all, please feel free to contact your daughter or son's Progression Coach.



Helping students reach their potential

Academic Tutorial

In addition to lessons, each student has 30 minutes of Academic Tutoring per week. During this time we provide 1:1 sessions with teachers to review progress in the subject.

Targets

Students will set subject specific, skill-based targets with **each** teacher. The aim is to ensure that they achieve the very best standards they can. Students can review and set their own targets online. Activities in academic tutorial sessions might include:

Organisation, essay structuring , research skills, revision and exam techniques

Group sessions cover things relevant to all students, 1:1's focus on planning for the future.

Attendance at both Academic Tutorial and required Progress Coaching sessions is a compulsory part of programmes.

Progression Coaching

Each half term every student will have a 1:1 appointment with their Progress Coach who will guide them through exploring options at the end of their courses (Higher Education, training, Apprenticeships or Employment) and review their overall progress and plan individual progression activities.



How to help your son or daughter get the most out of College

Part time work

We recommend that full-time students do not work more than **10-12 hours per week** - there is clear evidence that final grades will be lower if students don't leave sufficient time for homework and independent study.

Alongside studying at College many students take on part-time work to earn extra money to help pay for essentials and social activities. We understand that, but want to ensure the right balance between College, employment and social activities.

We regularly provide students with details of part-time vacancies that may be of interest.

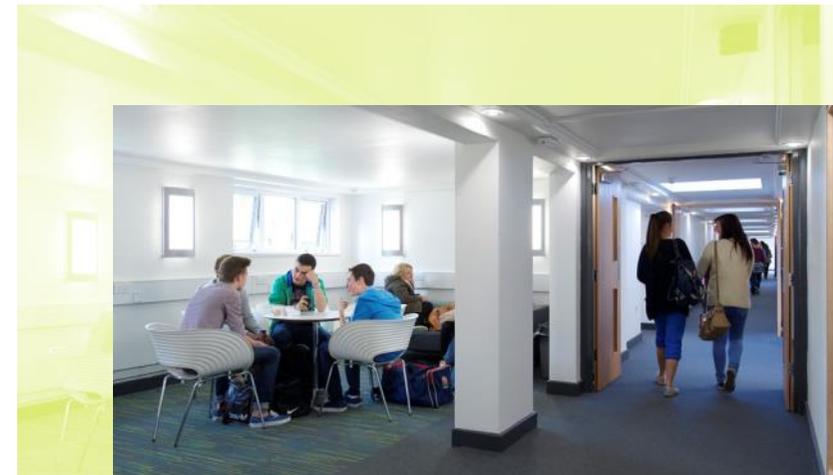
Independent Study

Most courses at the College demand a lot of independent work outside lessons. That's why student timetables include some free time. As a rough guide for 18 hours' tuition per week, we would expect about 10-15 hours' independent study time. There are plenty of places around the College where students can study: breakout spaces, the [LRC](#) and resource areas.

We advise students to work out a study timetable early in their course so that they can make sure they are spending enough time on College work, as well as building in all the other activities. Academic tutors can help with this, so please advise your son or daughter to ask if they want any advice.

Organising time

We advise students to work out a study timetable early so that they can make sure they are spending enough time on coursework, as well as building in all the other activities they may want to do. Academic tutors can help with this.



English and Maths

The Government has placed increased importance on English and Maths as the foundations for future success. This means that the College will be focusing even more on these subjects in the future. This has two main implications for students:

- Firstly, in **all classes** students will be asked to do work relating to that subject which demonstrates their Maths and English skills. The teachers will mark their work and, alongside their subject specific content, they will also be giving pointers on how students can improve their English and Maths skills.
- Secondly, **if a student does not already have a GCSE Grade C or better in English and Maths** they will need to continue to work towards that level of qualification if they are under 19 years of age at the start of the year. This might mean that students have to retake their GCSE or attend Functional Skills classes to build on their skills.

These classes are compulsory and students will not be able to stay at College if they do not attend and participate fully.

If you have any concerns about the level of Maths or English class that your child has been enrolled on, please contact their progress coach in the first instance.



Contact

Sarah Maxwell (English)
Extension: 690
Email: smaxwell@totton.ac.uk

Sam Myhill (GCSE Maths)
Extension: 732
Email: smyhill@totton.ac.uk

Jacqui Stewart Maths & English
Extension: 732
Email: jstewart@totton.ac.uk



Monitoring Progress

Progress Reviews

On all courses, students can expect regular feedback on how they are doing.

As part of [academic tutorial](#) sessions, subject staff will record an assessment of progress which will identify the current 'working-at grade' and any concerns they may have around performance on the course.

Students will work with subject teachers to create challenging targets to drive them to meet the highest standards they are capable of.

You will be sent progress data periodically. In addition to performance grades, progress reviews will incorporate detailed written comments on progress.

These reviews are very important to student success and provide a means of ensuring that we're helping individuals to work to the best of their ability.



Parent Communications

We provide all parents/guardians access to the following information through regular progress updates:

- Student Timetable
- Attendance Tracking
- Examination Timetable
- Progress Monitoring and Reporting
- Key Contacts

To reduce paper usage and costs, much of our routine communication (e.g. progress reviews) is sent via email or text.

If you do not have easy access to the internet, then you can let us know (normally on the form used to update student contacts) and we will provide key documents such as progress reviews on paper.

Cashless meals top-up system

Parents are given the option to top up student ID cards in order to pre-pay for meals and refreshments online via the [Caterlink website](#). This is a secure log-in system - alternatively you can download the Caterlink App to do this.

Data Protection Notice

We take account of students' ownership of their own personal information. A student aged 16-18 is informed that we provide information to their registered parents/guardians as a matter of routine.

However, students have the option to discuss with us who has access to their personal information and to request limits to that access. In such cases we will always discuss the implications carefully with them.

The College is registered under the data protection act 1998.

Understanding the timetable

Each student is issued with their own personalised timetable when they join College. This includes information on each lesson together with the relevant teacher and room information.

Although some lessons will continue in the same format throughout the year, some courses have different start or end dates and others may have different staff or rooms depending on the topic and time of year.

Outside of lesson time

During each week students have free time within their timetable which they are welcome to use as they see fit - including leaving site.

We recommend that students use some of this time to continue studying in the [LRC](#) or breakout and drop-in areas. Remember that if there are timetabled lessons for 18 hours a week, a student should also be undertaking a further 10-15 hours of independent study.

Timetable problems

The College timetable is complex to ensure the best access to the wide range of subjects on offer to everyone.

We do our best to minimize clashes, but sometimes some subject combinations may not be possible. If there are any questions about your daughter or son's timetable, you can contact their progression coach in the first instance.

Changing courses

We work hard during enrolment to make sure each student is on the best combination of courses to meet their future aims. However, if a student is unhappy with their course choices at any point they should discuss them with their progression coach, the relevant teacher or at the helpdesk based in [the Information Centre](#).

In some circumstances, during the early part of your son or daughter's studies, it may be possible to make changes to courses, following discussions with the relevant staff.

Schedule

Examinations

In order to be entered for a public examination by the College, we will expect students to have regularly attended their course and punctually submitted set work. The College pays the examination entry for the first attempt for all full-time 16-19 students who meet these criteria, but if not, we reserve the right to withdraw entries for an exam. Exam costs for students aged over 19, are normally included in course fees, but re-sit fees are usually not.

Examination Guidelines and Important Information

- *Read through the JCQ guidelines for examinations provided with your student agreement.*
- *It is your responsibility to know when your exams are and that you attend all of them punctually. Make sure you have either collected your exam timetable from the Information Centre or you have downloaded a copy from iLearn.*
- *You should arrive 15 minutes prior to your exam start time in order to find your desk. Unless otherwise notified, exams start promptly at 09:00 and 13:30.*
- *Check the seating plan for exams scheduled in the sports hall, which are normally displayed in the project room, to identify which row you are sitting in.*
- *If you are ill or unavoidably late on the day of the exam please contact the Exams Office (023) 80 874 860 as soon as possible.*
- *You must display photo ID on your desk for every exam you sit. This can be College ID card, passport, driving licence or any other photo id card.*

- *Mobile phones should not be taken into the examination room, all mobile phones taken into an exam room may not be kept on your person and must be **switched off**, otherwise you are at risk of disqualification.*
- *You must remove all hats and caps before entering the examination room.*
- *You can take a drink of water into exams in a plain, see-through bottle i.e. the label needs to be removed. Other drinks are not allowed.*
- *Please make sure that you have the correct equipment for each of your exams i.e. black pen only, calculators, rulers etc. as appropriate for your exam subject. You are not permitted to use correction fluid in examinations.*
- *When you see a 'silence - exam in process' sign, it means that exams are taking place in this area of the building. Please be as quiet as possible so as not to distract your fellow students - next time it might be you taking an exam!*
- *Make sure you keep the College up-to-date with any changes in your home address, otherwise you may not receive your examination certificates. Examination boards do charge for replacements.*
- *With the advent of smart watches, all watches must be removed in examinations.*

Contact

Sarah Holmes

Extension: 860

Email: sholmes@totton.ac.uk



Attendance and Absence

Excellent attendance is vital to ensure that students reach their potential. All our courses deliver a lot of information and skills development in every lesson, so any absences quickly leave students with gaps in knowledge that can affect their final result.

The **Totton Standard** sets out our expectations and we consider **90% attendance to be our minimum acceptable figure.**

We ask parents to take an active role in ensuring excellent attendance at all lessons.

In cases of unavoidable absence, we expect students or parents to telephone the College to explain why. **Call (023) 80 874 874 and choose the student absence option** – leaving the student name and reason for absence.

Class registers are kept by staff for every lesson and they will always check with students why they were away.

Parents can always see individual attendance marks and attendance rates through regular progress updates.

In cases of unexplained absence we may contact you or your son or daughter to find out where they are. Absence from pre-arranged appointments or lessons for reasons other than illness must be negotiated with subject teachers affected, in advance.

We ask that students do not book Doctor/Dentist appointments or driving lessons during lesson time.

We do not expect students to take holidays during term time because of the amount of work likely to be missed. **If a family holiday is unavoidable because it was booked before enrolment at College, please request an agreed absence well in advance by writing to the Principal.**

Students who receive a College **bursary** will not be paid for absence for routine appointments nor for term-time holidays.

If students are taken ill in College and cannot attend a lesson, they should report to staff at Reception who will inform teachers and may call a first aider if appropriate. We have a Medical Room and College nurse, and in some cases students may be taken or sent home.

If you suspect your son or daughter has a “reportable” disease (e.g. Meningitis) please inform the College immediately.

If a student is absent for a significant proportion of time for any reason, we may decide it is not appropriate to enter them for examinations.

We will use our **performance system** with 16-19 students whose attendance is not satisfactory.

Behaviour and Performance

As part of [The Totton Standard](#), if students fail to show the required level of commitment to their studies or behaviour and [attendance](#) is unsatisfactory, then they will be placed into our performance system.

The aim of the system is to support students so that they can achieve the very best they are capable of during their time at College.

If an individual subject teacher identifies either that they have 'some concerns' or 'serious concerns' about performance they will record this on the system and work with the individual to create an action plan for improvements.

The action plan will include clear targets that will be reviewed, normally every two weeks. If these targets are met then the 'concern flag' will be removed.

If concerns are raised across a number of subjects, then the student may be contacted by their Progression Coach and potentially placed at a Totton Standard alert level until performance improves. Parents will be contacted as appropriate during this process.

If we fail to see improvements then ultimately a student may be asked to leave College.

The subject flags are:

- No concerns
- Some concerns
- Serious concerns

The Totton Standard alerts are:

- Green (no concerns)
- Amber
- Red (final warning)

At each stage of the disciplinary system, the student will be asked to meet with appropriate staff. This can include the Head of Faculty or Faculty Manager and possibly a member of senior management (at the Red stage). Parents will be invited to attend these meetings as necessary.

Performing Arts

With the chance to perform at all levels in Dance, Music and Drama, we provide exciting opportunities in Performing Arts at College. There are regular performances in our fantastic purpose-built theatre at Hanger Farm.

In the last 12 months there have been a number of performances of one sort or another, from small plays to full-cast musicals.

- For those looking to work in music we have a fantastic course. Students take part in numerous performances both in and out of College all year long. Watch out for refectory concerts to see the best local talent. Learn all about recording technology, from microphone technique through to the latest industry standard software in ProTools 11 and Logic Pro X. In 2014 the recording studio was rebuilt and is an inspiring space, ready for students to unleash their creativity.
- We have been very successful with the Global '*Rock Challenge*' and the British Red Cross competition, achieving awards for outstanding and innovative choreography and our dancers had the opportunity to work with Yorke Dance company and the founder of modern dance Robert Cohan, in his 90th Celebratory year of dance performing a curtain raiser at the Theatre Royal, Winchester. What will 2017 bring?

- We have successfully created links with local theatre companies such as Wet Picnic and Sleeping Trees and also world-renowned companies such as Frantic Assembly. This has led to a variety of interesting and innovative workshops exploring the different elements of drama and performance. In previous years we have created street theatre to perform at the Winchester Hat Fair, Street theatre festival. Our actors worked with a local actor over a period of six weeks to develop a professional performance piece.

Making the most of talent at Totton College!



Recreational Sport

We have excellent facilities and a well equipped gym on site with friendly staff providing help whatever your requirements.

All Totton College students can access the **Sports Hub** during College hours once you have completed an induction.

Look out for sporting opportunities throughout the year:

5-a-side Football
Touch Rugby
Table Tennis
Badminton

Cricket
Athletics
Volleyball
Rounders

Contact
Lisa Roberts
Extension: 676
Email: lroberts@totton.ac.uk



Advice and Support

We provide comprehensive support for students. If your son or daughter has any difficulties or questions, we encourage them (or you) to make contact with us as soon as possible.

Who can you contact if your son or daughter...

- has problems settling in
- can't seem to cope with their work
- has personal problems
- needs careers advice
- wants to change their course
- is considering leaving College

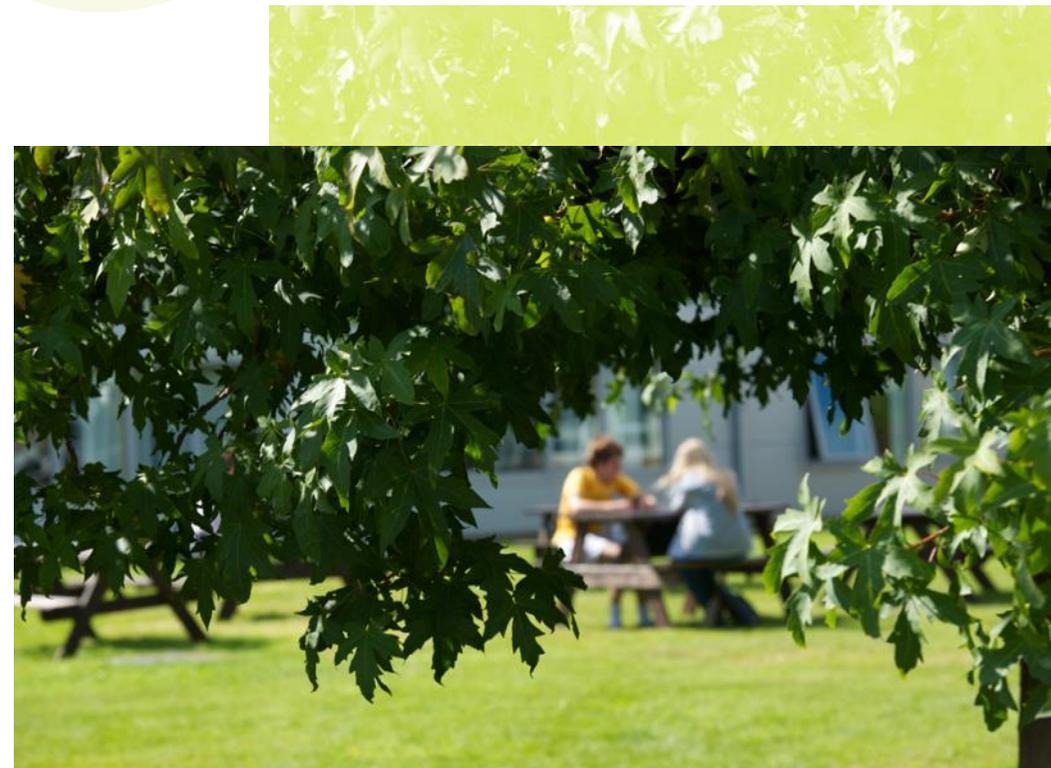
The answer is their [Progression Coach](#), one of their teachers, or a named person from the sections in this handbook – you choose. They will all help if they can.

If in doubt an excellent starting place for a student is to visit the [Information Centre](#), where our advisors are happy to help answer any questions or find someone who can.

Contacts

Kirsty Hayes
Learner Services Manager
Ext: 878
Email: khayes@totton.ac.uk

welfare@totton.ac.uk
counselling@totton.ac.uk



Information Centre

The Information Centre is the home of our service that aims to support students throughout their time at College - whatever the question or issue, we will do our very best to help.

Our experienced and friendly team can help you with:

Information Absence Reporting Guidance
Lockers Updating Your Address
General Questions Bursary Timetable
Queries Parking Permits Examination Entries
Volunteering Finance Counselling
Contacting Staff Welfare UCAS Support
First Aid Advice Transport Advice
Appointments Job Search General Questions
Work Experience Student Cards
Careers Advice

...and a whole lot more. If we don't know the answer, then we will find someone who does.

The Information Centre is staffed throughout the week:

Monday, Wednesday and Friday: 8.30am – 5pm

Tuesday and Thursday: 8.30am- 9.30pm

You can find us in the entrance atrium at the front of the College.

Keep us up-to-date

It is important that student personal and academic records are fully accurate, so please ensure that you tell us about any changes promptly (for example, if you change address or telephone number).

Throughout a student's time at College we will use text messages to contact them.



Student Welfare

The Welfare team are available to offer help and advice to any student wanting to talk. They can offer a listening ear and advice for students who may be having problems at College or in their personal life across a wide range of areas. The team can either help directly or signpost to other agencies that can.

Any student can drop into the Information Centre for a chat or might be referred by a teacher.

We also offer a confidential sexual health clinic.

Contact

Corinne Ash-Hill

Extension: 664

Email: welfare@totton.ac.uk

Steve Maidment

Extension: 888

Email: welfare@totton.ac.uk



Personal Counselling

We employ professional Counsellors who offer confidential counselling for students.

During sessions, which last up to 50 minutes each, the student will be offered support and we will work to find the right way forward. Some students have only one or two sessions, whereas others may work with a counsellor over a longer period of time.

More information is available from the leaflets in the Information Centre and the LRC. Appointments can be booked through Reception.

Contact information is available for a range of external support agencies here.

Contact

Anne Saturley

Extension: 649

Email: counselling@totton.ac.uk



Other Support

Chaplaincy

The College is pleased to welcome students of all faiths as well as those without religious beliefs. We have a chaplain, the Reverend Sally Marchant, from St Anne's Church, Calmore, who drops into College on a regular basis to talk to students and answer any questions they may have.

Reverend Sally has links to a wide variety of faith groups and, alongside our student welfare officers, is always happy to put students in touch with local representatives from any religion.



Contact
Sally Marchant
023 8048 8113
Email: revsallymarchant@gmail.com



LGBT+ Society

A social group for students who identify as lesbian, gay, bisexual, transgender, transsexual, undecided, questioning, queer or those who identify as any other marginalized sexual or gender identity and their friends.



Contact
Email: LGBT@totton.ac.uk



External Support Agencies

We have strong links to a range of external support agencies and students can be referred by our student services team or contact organisations directly. Contact details are available in the student handbook or from the Information Centre.

Student Finance

Vulnerable Bursaries

If students are under 19 and in care, are care leavers or on Income Support in their own right, they will be eligible for a guaranteed bursary of £1,200. They must apply for this at the start of their course on the form produced by the College, which can be collected from Reception.

If you need help or advice about Bursaries please contact the Information Centre.

Free childcare is available to under-19s students who have children via the Care To Learn Scheme. Both the Advisors in the Information Centre and the [Nursery](#) have application forms.

College Student Support Fund

If you receive any means-tested benefits or consider that you are on a low income, then you may apply for help to cover the costs associated with your daughter or son's place at College. The Student Support Fund can provide assistance with the costs of transport and essential books or equipment for a course.

Contact the Information Centre for a form or more advice.

To apply for a grant from this fund a student should discuss their application with a member of staff and obtain a form from the Information Centre.

Free Meals

If your son or daughter has previously had free school meals or meet the criteria for the student support fund, they may also be eligible for free meals whilst in College. If they are entitled to free meals, then the funds will be credited to their smartcard.

You can find out more from the Information Centre or can apply directly online via www.gov.uk/apply-free-school-meals

Learning Support

The learning support team provide additional support outside lessons to help students in their studies across the College.

Our friendly and approachable staff can give expert advice and tuition. For example, we can help you if your daughter or son:

- needs help in exams – extra time, reader etc
- thinks they might be dyslexic
- needs help with reading, writing, or numeracy skills
- wants to learn how to research effectively
- need help with revision and exam techniques
- want to become better at organisation and planning
- other learning skills

Students will be offered 1:1 help with a member of staff – free private tuition!

Learning Assistants

We have Learning Assistants dedicated to helping students whatever they are studying. They work with students in lessons or during academic tutoring and can sometimes support in small groups or one to one outside of the classroom.

The team can offer a wide range of support, including assignment writing, research skills, breaking down tasks, note-taking, revision tips and much, much more.

Students can get in touch with Learning Support, or class teacher, if they feel they need help with work in class.

You can find them in room 129.

Contact

Rose McElhenny

Extension: 697

Email: rmcelhenny@totton.ac.uk



Examination Access Arrangements

Access Arrangements are additional measures that can be put in place to enable students to have a fair opportunity to perform well in examinations. For example, if your son or daughter has dyslexia they may be able to have additional time to complete examinations or someone to help them read the paper.

The aim of an access arrangement is to remove any barriers there are around the **process** of completing an exam, not to help complete the exam itself.

The Joint Council for Qualifications (JCQ) requires us to assess and provide evidence of need for any applications for examination access arrangements.

This assessment will involve two parts:

- Individual teachers considering how students work in class and deciding if there may be a requirement for Access Arrangements and
- An assessment by a specialist teacher or other suitably qualified person

Even if a student has had Access Arrangements in the past they may find that they are no longer eligible for them. This is because they may have developed skills or strategies which mean that they can cope better in class or exams since they were last assessed.

We need to process applications for Examination Access Arrangements two months before the first exam, so students must let their subject teacher know as soon as possible if they feel they may require them. We cannot guarantee processing of applications if you do not meet this deadline.

Contact

Sarah Holmes

Extension: 860

Email: sholmes@totton.ac.uk



Planning for the future

Careers, Higher Education, Apprenticeships and Training Advice

We place the highest priority on providing quality careers advice to all students throughout their time at the College, since appropriate advice and information are very important in a highly competitive employment and Higher Education market.

Progression Coaches will talk to individual students about their goals and progress towards them - giving advice on how best to get there.

Every year we hold three events:

- in the autumn, for Adult HE applicants, we hold our local universities fair;
- in the Spring we hold an opportunities event for students wishing to progress to training or employment;
- in the summer term we hold, for 16-19 and part time Access students, Futures Days including a number of events focussed on where students want to go next - either Higher Education or employment.

Contact

Rachel Brady

Extension: 755

Email: rbrady@totton.ac.uk



Advice and Handbooks

The Careers Library is comprehensive, up-to-date and well organised, with a wide range of job-specific careers books and university guides. We also have various forms of computer-assisted careers education and guidance, e.g. Pathfinder + HE and KUDOS.

16-19 students also have the benefit of the services of a Post-16 specialist Careers Adviser who can offer you an interview at the College.

There are a range of online guides whatever destination is planned after College: Higher Education, Job Seeking, Apprenticeships and GAP/Summer Placement opportunities.

University and Higher Education Contacts

UCAS are responsible for all University applications.
Visit them online at www.ucas.com.

For information about funding university studies see Student Finance England: www.studentfinance.direct.gov.uk

We provide a regular bulletin that includes details on part-time vacancies that will be of interest to students as well as information on full-time jobs and training schemes for College leavers.

Volunteering

Both employers and university admission tutors promote the fact that they highly rate volunteering on a CV or in a personal statement for UCAS.

There are lots of different organisations in need of enthusiastic, young people and adults. Some are brief 'awareness-raising' activities and others may demand more skills. You can volunteer for just 2-3 hours a week or give up some time over a half-term or other College holiday. Student Volunteering Week runs each year when typically our volunteers have undertaken projects in the local community, such as gardening and redecorating.

If you are interested in boosting your CV or UCAS Personal Statement with volunteering, just drop into the Information Centre for a chat about getting involved in your spare time or visit:

www.studentvolunteering.org.uk
www.volunteering.org.uk
www.do-it.org.uk

Contact

Rachel Harrison

Extension: 769

Email: rharrison@totton.ac.uk

Pippa Smith

Extension: 764

Email: psmith@totton.ac.uk

Fancy a Career in the NHS

Southampton General Hospital are always keen to take on new volunteers. You can spend a minimum of three hours per week building your confidence, personal skills and also gain valuable experience. Please visit www.uhs.nhs.uk/workinghere/volunteering



Health, Safety & Wellbeing

We recognise our duty to ensure, as far as is reasonably practicable, the health and safety of staff, students, visitors and anyone else whilst they are on College premises.

Our safety, health and wellbeing policies and procedures are available on request.

Accidents/First Aid

Any student who has, or is witness to, an accident on College premises should report this to the nearest member of staff or one of the Reception desks. We have a duty first aider and a College nurse who can assist with minor injuries or treatments in our medical room.

We will contact parents/next of kin as appropriate in cases of accident at College.

Medical Records

We ask students (and/or parents) to provide us with updated medical information each year. We use this information in case of an emergency. Please keep us informed of any changes to your son or daughter's medical circumstances.

Fire Safety

We have a fire evacuation procedure that is displayed in all classrooms and is practised during the Autumn term.

If you are on site and hear the fire alarm sounding, please leave the building by the nearest, safest exit. Please make sure you know your escape routes and where to assemble by reading the notices about this in each classroom.

Smoking, Alcohol, Drugs

We aim to create a safe environment for staff and students. Smoking, drugs and alcohol are all prohibited on College premises.

Smoking is not permitted in or near any College buildings but there is a designated smoking area on each site.

Our welfare team can support students with giving up smoking.

Alcoholic drink is not to be brought on to the premises. If student is found to have been consuming alcohol during the College day they will be sent home. Students found to be in possession of, or under the influence of, alcohol or illegal substances will be suspended and may be expelled.

Contact

Student Welfare Officers
Extension: 888

Dawn Clifford - College Nurse
Extension: 793
Email: dclifford@totton.ac.uk

Jane Holt - Health & Safety Officer
Extension: 850
Email: jholt@totton.ac.uk



Equality and Diversity

We want everyone to feel welcome and safe at Totton College whatever their background. We would like every student to feel accepted whatever their subject choice.

We have a range of Equality & Diversity related policies that are designed to ensure everyone is free to study without being subjected to unlawful discrimination. We aim to ensure that harassment and bullying including that related to disability, sex, gender, ethnic background, age, sexual orientation or religion & belief have no part in College life. During Induction our commitment and our expectations will be explained to students and subject teachers will provide regular updates. A summary of what to do and how to get help is displayed in each classroom. Harassment and bullying behaviour includes that carried out online e.g. cyber bullying. If you are concerned that your son or daughter may be being treated unfairly or is being bullied, please contact their Progression Coach.

We work hard to make equality a reality and to raise awareness of the value of diversity. We want every student to be prepared for study and work in a diverse society and we expect everyone to show respect for each other regardless of any perceived difference.

Contact

Steve Maidment

Extension: 888

Email: smaidment@totton.ac.uk



Safeguarding Learners

At Totton College we hold as our highest priority the health, safety and welfare of all our students. We have a collective duty of care to prevent the abuse of young people and vulnerable learners.

All our staff are trained in Child Protection procedures and there are four Safeguarding Officers with responsibility for Safeguarding.

A student with concerns about their safety or that of another student can contact any member of staff or one of our safeguarding officers.

If you believe a student, or someone else, is at immediate risk of harm, then you should contact the police on 999.

Contact

Derek Headrige

Email: dheadrige@totton.ac.uk

Kirsty Hayes

Email: khayes@totton.ac.uk

Carol Palmer

Email: cpalmer@totton.ac.uk

Jade Roots

Email: jroots@totton.ac.uk

Kyle Maxwell

Email: kmaxwell@totton.ac.uk

eSafety

We provide students with access to the internet through our PCs and WIFI network and we believe it is important to encourage safe behaviour online.

There are a number of risks associated with using social media and communicating in the online world. We believe it is important for students to make informed decisions about how much and what information to reveal online.

Protecting online reputation

It is important for our students to understand what is appropriate to publish online. Employers now routinely conduct social media searches on prospective employees - a photograph or video clip of friends having wild times at a party, may well show in a poor light when seen out of context. Equally, a light-hearted comment that could be seen as racist, sexist or homophobic is unacceptable and could well come back to cause difficulties years later if it turns up in an internet search.

Individuals are legally responsible for the content published online and internet companies can be asked by the police to reveal identity.

Cyber Bullying

If any student is suffering from any form of cyber bullying then they should let us know as soon as possible. We can provide support and will do our best to prevent it.

Social Media and Staff

We ask that our staff never 'friend' students using their personal Facebook or similar social media accounts and they will refuse any request from learners.

We do however, use social media for educational use and staff have their own official College accounts for this purpose.

Texting at College

We operate a texting system with staff and students who are able to communicate via text through our centralised system. All messages are logged against the relevant individual student record.

Contact

Kirsty Hayes

Extension: 878

Email: khayes@totton.ac.uk

Security

The College is a very safe environment and we ask that you work with us to ensure it remains an open campus where we can trust one another.

All daytime students are issued with an identification Student Card which you should carry at all times when in College.

Student Lockers

Lockers are available on a first-come-first-served basis at a cost of £5 per year (plus £20 deposit refundable on return of padlock). Lockers are in various locations based around the College. You can get an Application Form from Reception.

Valuables

We cannot accept responsibility for any valuables brought into College and we do not advise you to bring them in. If you have to, they can be left at Reception while you are in lessons.

CCTV

To help us ensure that we keep our site safe, CCTV is used across the site. Access to this system is strictly limited to authorised personnel only. Recordings from the cameras will be used for the prevention of crime and passed to the police on request. Recordings are routinely wiped after 30 days.

Visitors

All visitors to College should report to Reception and we ask students not to invite friends or relatives on to the Campus unless they are seeing a member of staff or are at a formal College event. This helps to maintain the safety and security of the College.



Student Card

About your card

All daytime students are issued with a Student Card which you should carry at all times when in College. The card includes your photograph and features a barcode and smartcard chip so that you can use it to access various College services. You will sometimes be asked to show this card to prove your identity.

Using your card for payment

Your student card is also a smartcard which you can use for payment in our Restaurant and Cater Link Deli. It is a quick and convenient alternative to carrying cash and will feature exclusive offers and promotions during the year.

Replacement Card

If you lose your Student Card, a replacement can be obtained from the team in the Information Centre at a cost of £5.



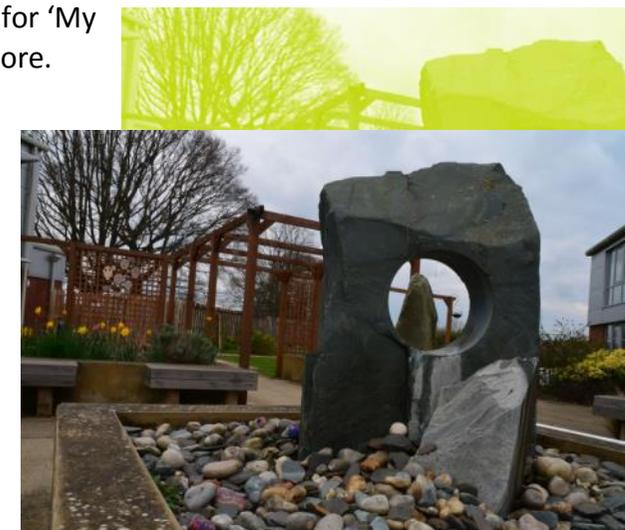
Adding money to the smartcard

Students can credit their card with money online via the Student Portal on iLearn or via the Smartphone app. You as parents can also add money on their behalf through the College website: <https://www.totton.ac.uk/our-facilities/cashless-meals/>

If a student is eligible for free College meals, then College will automatically credit their card weekly with funds to be spent.

Getting the app

There is a smartphone app which can be downloaded which gives an easy way to add funds to the card and even allows payment via a QR code on display at the till. Simply search for 'My Smartphone Money' in the app store.



Restaurant and Refreshments

The College refectory offers a wide variety of delicious hot meals made every day from fresh ingredients. Our latest menu is published weekly.

“We are proud to be your new catering supplier. Cater Link are keen to focus on fresh food, excellent service and exceeding your expectations, we will be promoting meal-deals, loyalty cards and promotions across our outlets”



COSTA

On our daily menu...

*Hot bistro meals ❖ Fresh pizzas and pasta
Freshly made subs ❖ A fresh seasonal salad bar
Seasonal fruit and yoghurt pots ❖ Freshly made soup of the day
Homemade cakes & pastries ❖ Fresh Grab & Go products*

Make sure you don't miss our regular 'theme menu' days which bring you the best international flavours, new concepts and innovation

Students can use id cards to pay in our outlets and to access exclusive offers!



Contact
Refectory
Extension: 736
Email: catering@totton.ac.uk



Information Technology

IT is a vital tool to support success at College. Every student is provided with their own network account, storage area and email address. Access to the College Intranet is available from inside and outside the College.

iLearn

iLearn is the online hub that gives students access to a wide range of content to support studies. It is regularly updated with news and information and it also provides access to individual student ILPs (Individual Learning Plan), including information on attendance, Progress Reviews and much more.

Students can access iLearn from outside College by visiting ilearn.totton.ac.uk, giving convenient access to emails and files stored on the College network.

WIFI Network

The whole campus is covered by our Wi-Fi network (eduroam) which students are welcome to access using a phone, tablet or laptop computer.

More information about connecting a device can be found on iLearn or students can contact IT Support for help and advice.

Bring Your Own Device:

For students plugging their own device (e.g. laptop etc) into a College power socket it must first be 'PAT Tested'. This only takes a couple of minutes – the device in question should be taken to the IT Support office during lunchtime on any Monday.

Open Access PCs

As well as our specialist IT suites, all classrooms have at least one PC for use. There are also many open access machines around the building and in the [library](#).



Contact

IT Support

Extension: 866

Telephone: (023) 80 874 866

Email: itsupport@totton.ac.uk

Learning Resource Centre

The Learning Resource Centre offers facilities for working in groups or silent study. Our friendly and knowledgeable staff can offer individual guidance on where to find information and also how to incorporate this into assignments or projects.

What the LRC has to offer:

- 24/7 access via the Library's iLearn pages to our:
 - Catalogue
 - eBooks
 - Databases
 - Online Journals
 - Subject Guides
 - Referencing/Bibliography tools... and much more
- Shelves full of journals and magazines with articles for your research
- Inter-library loan service – if we don't have an item you need we may be able to find it in another library for you
- Wide selection of DVDs for you to borrow free of charge
- Stationery shop for all your exam needs (from USBs to pencils and everything in between)

- Large fiction section
- Careers books and university prospectuses
- Subject guides to help you find the books you need
- Do you know how to write a bibliography? – the library has online interactive help as well as information sheets
- Do you know how to do research online, in books and journals? We can help with guides and advice
- Guidance on copyright and plagiarism

LRC Opening Times

Monday to Thursday	8.30-4.30pm
Friday	8.30-4.00pm
Holidays	9.00-12.30pm - 1.30-4.00pm

Contact

Claire or Adele

Extension: 862

Email: lrc@totton.ac.uk

Telephone: (023) 80 874 862

Opus Hair & Beauty Salon

Our prestigious Opus hair and beauty salon provides a high quality training environment where we combine practical skills development with delivering industry standard qualifications.

All College students as well as their friends and family can benefit from treatments in hair or beauty. This includes a range of complementary therapies, such as massage and reflexology, at discounted prices at selected times.

The facility offers the perfect balance of education and enterprise.

Professional standards are maintained throughout so that our clients can experience services equal to those offered in high street salons.



Contact

Mary Howard

Extension: 701

Email: mhoward@totton.ac.uk



Transport

For bus travel this can be sourced via the public transport options offered by Salisbury Reds and Bluestar Bus.

Contact details are as follows:-

[Salisbury reds](#)

Contact us

01202 338 420

talk2us@salisburyreds.co.uk

Salisbury Reds 6 New Canal Salisbury SP1 2AQ

[Twitter](#)

[Facebook](#)

* Our travel advisors are here to help and there to listen - if we are busy, just leave your number and we will call you right back (0800-1830 Mon-Fri) Travel Shop Opening times Monday - Friday 0830 - 1700, Saturdays 0900 – 1500



[Bluestar bus](#)

Travel advisors are available:

Monday to Friday 0800-1830

General enquiries & lost property:

01202 338421

The Key or mobile app enquiries:

01202 678100

managersmailbox@bluestarbus.co.uk

Train Travel

[Southwest Trains](#)

Tel: 0345 6000 650

Textphone: 0800 6920 650

Financial help towards your travel costs:

Please contact reception for an application form to apply for a discretionary bursary, providing you meet the criteria you may qualify for help towards the costs of getting to College.

Nursery

The College Happy Days Nursery is Ofsted registered and provides a safe, happy environment for children.

The nursery is open Monday – Friday, 8.00am – 6.00pm.

The nursery provides a service to the public, but children of College students may be eligible for subsidised or free places.

Places are limited and we advise any parent who wishes to use the Nursery to enrol early. If your required hours are unavailable at Happy Days we can help you locate other childcare facilities in your area.

Happy Days was inspected by Ofsted during July 2016 where Ofsted stated that 'Children are happy and settled in the nursery'.



About the Nursery

We strongly believe that children learn through the enjoyment of play and we actively promote their independence, including them in the decision making process throughout the day.

They are encouraged to care for themselves as well as other children and adults within the nursery. Every child is given the same opportunity to play, learn and develop.

We also aim to offer the children new and exciting experiences that they may not have elsewhere.

- To create a safe, caring and stimulating environment for all the children in our care.
- To actively promote the development of positive self image and self esteem within each child.
- To provide positive images of ethnic groups, abilities, cultures and genders through posters, books, toys, food and festivals.
- To provide an atmosphere that makes the child and parent comfortable within the nursery, enabling a strong partnership to develop.
- To offer a variety of activities and opportunities that will enable the child to progress and reach their full potential.

Contact

Terri Avery

Telephone: (023) 8086 6660

Email: tavery@totton.ac.uk

Student Voice

From time to time we will ask students and parents what they think. We are always keen to understand what helps people to learn more effectively.

Students will be given a number of short surveys throughout the year on different aspects of College life and will also be asked by each of their teachers about anything that they could do differently to make the experience in the classroom even better.

Occasionally teachers will be observed by others members of staff to help us to ensure the quality of lessons.

There are other opportunities for students to make their voice heard:

Faculty Council - representatives from each class join in a Faculty discussion about Teaching and Learning and their experience at Totton College.

Student Conference - is in January and students from every part of the College are invited to take part in debates, listen to speakers and generally make themselves heard.

Student Union - the [Union](#) represents students views on College life.

Students and parents can also interact with us via social media:



Follow us on Twitter

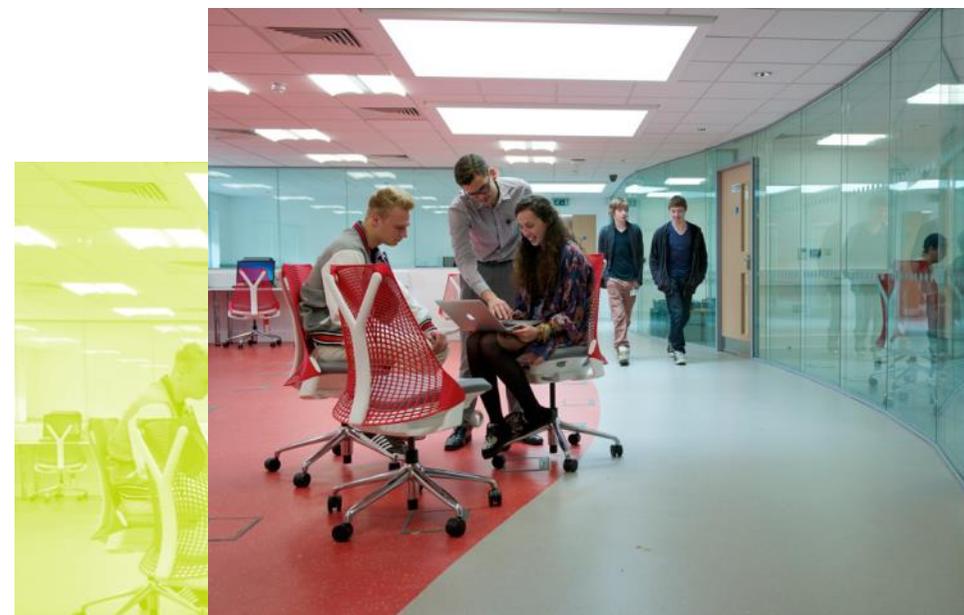
twitter.com/TottonCollege



Find us on Facebook

facebook.com/TottonCollege

Or contact any Head of Faculty or member of [Senior Management](#) to have your views listened to.



Student Union

The Student Union is elected by students each year and has an effective voice in the day-to-day life of the College.

The Student Union are available at lunchtimes, and there are regular Union meetings to raise any issues. The Union has a budget to help provide financial support for a range of activities, including social and fund-raising events, and is affiliated to the NUS. Funds raised include donations for *Children in Need*, *Red Nose Day* and the Student Union chosen Charity of the Year.



Recruiting NOW!



Contact



Office outside the Refectory

Email:

studentunion@totton.ac.uk

Want to improve the student experience at Totton College?

Want to add more experience and skills to your CV?

The Student Union is recruiting for nine new roles to help us run the TCSU programme:

- President
- Vice-President
- Union Administrator
- Finance Officer
- Entertainment Officer
- Media Officer
- Welfare, Equality & Diversity Officer
- Student Ambassadors

JOIN THE STUDENT UNION

Ask for an application form at Reception or email for more information about the various roles!

studentunion@totton.ac.uk



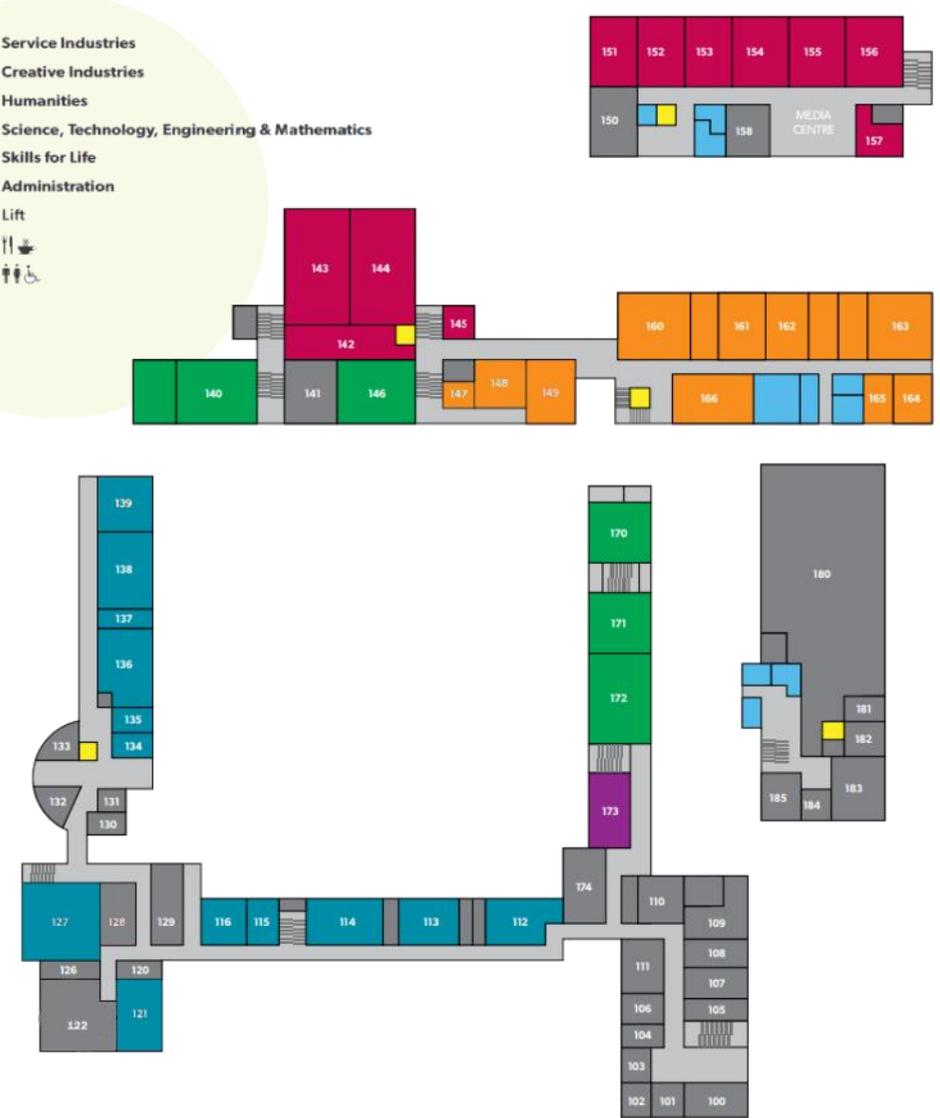
Ground Floor

- Service Industries
- Creative Industries
- Humanities
- Science, Technology, Engineering & Mathematics
- Skills for Life
- Administration
- Lift
-
-

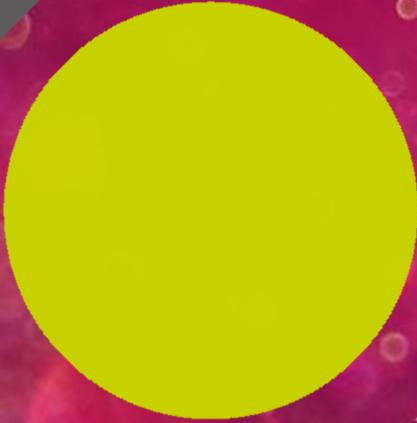


First Floor

- Service Industries
- Creative Industries
- Humanities
- Science, Technology, Engineering & Mathematics
- Skills for Life
- Administration
- Lift
-
-



Start here



PARENT HANDBOOK