

TITLE: COLLEGE CHARTER

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Author: Peter Roberts

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MISSION STATEMENT

“To provide the highest quality education for students in the Oldham and local area so that they are equipped to the very best of their abilities, to move into Higher Education or employment”.

Values.....

In achieving the Mission, Governors, staff and students at the College are committed to the following values:

- *providing a **challenging** and **innovative** learning culture;*
- ***inspiring** hard work to enable the **achievement** of potential;*
- *encouraging **mutual respect** and **high standards** of behaviour;*
- *creating an **inclusive, supportive** community.*

Oldham Sixth Form College Expects....

All of its students to be successful both at College and later on in life, therefore you are expected to:

- *attend all your lessons unless you have a very valid reason not to;*
- *be fully prepared for all your lessons and to always arrive on time;*
- *apply yourself in all classes and to give your best in all areas of your studies, including homework;*
- *behave responsibly and not to be disruptive inside and outside of lessons;*
- *respect all members of the College community.*

These five points will be essential in determining whether you are successful or not at Oldham Sixth Form College. If you are unable to meet these expectations your place at College is not guaranteed and you are unlikely to reach your true potential.

The Charter is provided for.....

- *all current students of the College and is available on request for parents of prospective students;*
- *other educational institutions in the area and, in particular, schools from which the College recruits students;*
- *Connexions Services;*
- *employers and the local community.*

The Charter aims to.....

- *provide you with important information about the services and standards you can expect from the College, including what to do if you are not happy with these services or standards;*
- *commit us to monitoring our performance and reporting back to you on how we are doing and how we plan to improve further.*

The Charter is revised every year to provide you with up to date and accurate information about our services and performance. Please give us your suggestions as to how we can make this Charter more useful and usable. Please contact the Vice Principal, (Curriculum & Quality), Peter Roberts on 0161 287 8000.

In line with our Equality Scheme, copies of this Charter can be provided on request in braille, large print and on audio cassette. Please contact the College on 0161 287 8000.

INTRODUCTION - BACKGROUND TO THE COLLEGE

Oldham Sixth Form College first opened in 1992. As a brand new, purpose built Sixth Form College it represented a major investment by the Local Authority to enhance educational provision for 16-19 year olds in the Borough. The goal set for the College was to increase the number of 16 year olds continuing in education and progressing into higher education and it has been very successful in achieving this goal. The College is situated in the town centre in modern buildings which are equipped and resourced to the highest standards.

The College has 14 partner schools. These are Breezehill, Counthill, Failsworth, Grange, Hathershaw, Kaskenmoor, Radclyffe, Royton & Crompton, Saddleworth, South Chadderton, St. Augustine of Canterbury, Middleton Technology College and North Manchester High School for Girls. The College also attracts a large number of students from other Oldham schools, from schools in Manchester and from the neighbouring boroughs of Rochdale and Tameside.

There are now around 2100 full-time students, of which approximately 95% follow Advanced level courses, via AS/A2 Level, Applied AS/A2 or BTEC National courses. The remainder are students on the first year of a three-year programme, studying either GCSE, VGCSE or BTEC First or Intermediate GNVQ courses. Key Skills and an Enrichment Programme are also offered to enable students to have a balanced programme of study.

SOURCES OF INFORMATION ABOUT THE COLLEGE

Information about the College can be obtained through a variety of channels:

- **THE COLLEGE WEBSITE:** www.osfc.ac.uk

- **THE COLLEGE PROSPECTUS**

The Prospectus aims to explain the ethos of the College as well as outlining the courses on offer for the following year and the qualifications needed to apply for these courses. The procedures for application are also included. The Prospectus will be available in school if you attend one of our partner schools or main 'link' schools. Non partner applicants will be able to obtain the Prospectus by telephoning the College office from October on telephone number 0161 287 8000. Alternatively, you may request a prospectus via our website (www.osfc.ac.uk).

- **COURSE LEAFLETS**

You can obtain more detailed information about the full range of courses from individual leaflets. These are updated each year and you can obtain them by request from the College. You can also print them from our website (www.osfc.ac.uk).

- **EXAMINATION RESULTS**

Information about results appear in the local press in August and in both the local and national press when performance tables are published. Result summaries are published in the Prospectus. Detailed results and destinations for individual students are circulated to their former schools and destinations to the Connexions Service.

- **LEAVERS' RESULTS AND DESTINATIONS**

Results for individual students completing Advanced level courses are circulated to their former schools in September each year. Students' destinations are then circulated in November to partner schools and the Connexions Service. The results and destinations are collated in the programme for the College Celebration Evening in December and this is available on request from the College after the Celebration Evening.

- **SCHOOL PARENTS' EVENINGS AND CAREERS EVENINGS**

Staff from the College attend Parents' Evenings and Careers Events at all our partner schools and at other schools, if invited. They will answer any questions you may have about the College and will give out the College Prospectus and course leaflets when they are available. The College also attends the "YOUR CHOICE" event organised by Connexions Oldham.

- **SCHOOL VISITS**

Staff from the College visit many schools to contribute to the careers education programme for pupils. This input is negotiated by individual schools with school liaison staff at the College.

- **INFORMATION MORNINGS**

Information Mornings for full-time courses will be held on Saturday 21 November 2009 and Saturday 16 January 2010 when, as a prospective student, you and your parents are invited to visit the College. These dates are widely publicised through schools, the Connexions Service in Oldham and neighbouring Careers/Connexions Services, the local press and our website. Information about all we offer students is available on these Mornings.

- **INSPECTION REPORT**

The College was inspected by Ofsted in April 2008. The resulting report is available from the College on request and via our website. It is also available on the Ofsted website. The College was judged to be 'Outstanding' in 2008 and is an LSC 'Beacon College'.

- **PUBLICATION SCHEME**

In line with the requirements of the Freedom of Information Act, the College has a Publication Scheme. This is available via the College website (www.osfc.ac.uk) and details the documents which are available to the public on request.

APPLICATIONS AND ADMISSIONS

- **FULL TIME STUDENTS**

The College considers applications from students who will be in the 16-19 age range during their College course.

The minimum entry requirements and application procedures are set out in the College Prospectus. The College must, however, take account of a number of factors when considering applications and achieving the minimum entry requirements is not a guarantee of being offered a place. These factors include attendance and punctuality at school, reliability and behaviour. Also, success on some courses depends on specific academic strengths, so there are particular entry requirements for some courses. Guidance about this is given on the individual course leaflets referred to in the previous section.

The application procedures differ slightly for applicants from partner and non-partner schools.

- **PARTNER SCHOOL APPLICANTS**

Applicant deadlines and dates for admission interviews are negotiated by College Liaison staff with individual schools. Application forms will be made available in your school and when completed should be handed in at school. If it is felt you need further advice and guidance you may be referred to your School Connexions Personal Adviser after your first interview and told to request a second interview at a later date, if appropriate.

- **NON-PARTNER SCHOOL APPLICANTS**

Application forms can be obtained by telephoning the College. A date is published in the Prospectus by which applicants are advised to submit their application, although the College will consider applications made after this deadline. The College will acknowledge receipt of all applications within 7 days of our receiving them. The College holds interview sessions for non-partner school admissions. If invited for interview, you will be informed by post of the time and date of your interview. For applicants applying by the deadline, if you have not been invited for an interview, you will receive, within 4 working weeks of the final interview session, a letter concerning the status of your application.

If we receive your application after the completion of the interview sessions, we will process it, when the likely availability of places for particular courses becomes clearer. If invited to interview you will be asked to bring your Record of Achievement or Progress File, your mock results (if known) and your most recent School Report and/or confirmation of your predicted examination grades. Failure to do so could result in you not being offered a place at the College.

- **ALL FULL-TIME APPLICANTS**

If you are offered a place at the College you will be given an Acceptance Pack. You will be asked to return the forms enclosed, including the "*Learning Agreement*", which outlines what we undertake to provide for you and the commitments we expect from you (also detailed on page 18), to the College within two weeks, if you wish to take up our offer of a place. You will also need to send a photocopy of your birth certificate or passport with your Acceptance Pack.

- **PROVISIONAL OFFERS**

Some students may be offered a provisional place at the College because of individual circumstances that will have been highlighted and discussed at interview. If this is the case specified criteria must be met during the first term before your place is finally confirmed.

- **OLDHAM SIXTH FORM COLLEGE APPLICANTS**

If you are currently or have previously been a student at the College and want to enrol for a new course or repeat your existing course, you will be issued with guidelines regarding progression in College by your Personal Tutor. Your request will be considered on an individual basis. In these circumstances we will want to be satisfied that we can realistically expect you to make further progress and improve your prospects in terms of progression from the College, to HE or employment. Evidence of poor attendance and/or a lack of commitment whilst with us may result in us not accepting your restart application. This would apply to both students who want to change their course before completing their original programme and students who want to restart at the end of their course.

- **PROGRESSION FROM BTEC FIRST/GCSE/VGCSE COURSES**

If you are studying a BTEC First course you must achieve a Distinction or a Merit to progress to an Advanced level course.

If you are studying a GCSE programme you must pass 3 GCSEs at grade C or above with us to progress to an Advanced level course.

ENROLMENT AND INDUCTION

If you have accepted our offer of a place you will be contacted in July, informing you when to come and enrol at the College. On that enrolment day:

- you will be able to discuss, with subject specialists, courses that you are interested in studying;
- you will be able to obtain careers guidance that you may need in deciding which course or subjects to study;
- you will have been allocated an Enrolment Tutor who will discuss your course choice with you individually and ensure that you obtain any further guidance if you are still unsure about the course you wish to follow;
- you will be assessed to determine the level of ICT Key Skills you should study if you are eligible to study Key Skills and have not sat a level 2 ICT qualification;
- you will complete a Primary Learning Goal form with your Enrolment Tutor which will state the courses you wish to follow;
- if there are difficulties in time-tabling your initial choices, it may be necessary to discuss changes to your study programme. This will be done at the earliest opportunity.

Following the enrolment days you will come to an Induction session. At this:

- you will be given a Student Diary and Information for Parents booklet;
- basic Health and Safety procedures will be explained to you;
- you will attend an introductory session about the learning resources available to you at College;
- you will be given information about the Enrichment programme;
- you will be given guidance and advice about settling into College.

TEACHING AND LEARNING

As a student at Oldham Sixth Form College you may expect the following:

- at the start of the course you will receive a course specific induction that will include information outlining the aims, objectives, content and assessment requirements of the course, as well as how your progress will be monitored across the course;
- targeted students will be given an early assessment of their literacy and numeracy skills so that any problems can be identified and appropriate support provided through our learning Support Workshops and Foundation/Basic Skills/ESOL provision.
- during the first 3 weeks of term you will be able to request a change to your course. Course changes will only be allowed when, following discussions with relevant staff, they are considered to be in your best interest and are possible within the College timetable;

- you will be taught by suitably-qualified and experienced staff employing a range of teaching methods appropriate to the course content;
- you can expect punctuality from all staff and postponement, rescheduling or cancellation of classes only in exceptional circumstances;
- you will be set work regularly and, when handed in to the stated deadlines, this will normally be marked and returned within 10 working days;
- you will be given deadlines for submitting coursework, if this forms part of the assessment of your course. Major pieces of coursework will be assessed by Tutors within an agreed timescale;
- you can expect fair and accurate assessment of your work;
- you will have individual discussions with your Personal Tutor to review and monitor your progress against your potential, as indicated by your GCSE performance, and to set targets to aid further progress, if appropriate;
- your parents will be kept informed of your progress through regular Progress Reports and Parents' Evenings. Your Personal Tutor may contact your parents to discuss your progress at other times;
- you will be offered the opportunity to achieve balance in your education by participating in the Enrichment Programme which offers a range of Accredited and interest-based courses;
- you will be expected to work towards achieving an IT Key Skill at either Level 2 or Level 3 when studying an Advanced level course, unless you are exempt;
- you will be provided with the opportunity for subject specialist workshop support;
- you will be provided with the opportunity to gain work-related experience during your course. Students studying for Applied AS/A2 (Double) or Btec National qualifications may complete a work visit or work experience placement as part of their course. Students studying AS/A Level programmes can apply for Work Shadowing placements to enhance their career prospects. All placements are arranged in accordance with the College's Health and Safety procedures. All employers participating in the scheme are given a pack outlining procedures for providing placements for students;
- you will be provided with regular opportunities to express your views on the quality of your course through subject specific course reviews during the year and a Student Satisfaction Survey at the end of your time at the College;
- you will be provided with essential resources for the successful completion of your courses e.g. IT facilities, colour printing, where appropriate;
- you will have the right to appeal against an internal assessment decision which contributes to your final grade assessment, if you consider it to be unfair and/or inaccurate (see page 27);
- you will have access to a formal complaints procedure (see section 'Complaints Procedure' in the Charter and also outlined in detail in the Student Diary).

THE LEARNING ENVIRONMENT

The College buildings are modern, of high quality and maintained to a high standard. We are committed to maintaining the fabric of the building to its current standard.

The services of the College Learning Resource Centres (LRC) are provided for all students.

Through the LRC, Junior University Resource Centres (JU1 & 2) and Study Areas we will provide:

- a learning environment conducive to study and free from discrimination;
- an induction on the effective use of learning resources in the LRC, JU1 & 2 and study areas;
- a range of source material in a variety of media to support your learning;
- open access to ICT facilities;
- access to printing and scanning facilities;
- a service to obtain resources not immediately available within College;
- access to a 'Homework Club' that will provide you with specialist assistance and support with homework.

The opening hours of the main LRC in the Duncan Lawton Building are:

Term time: 8.30am – 5.00pm Monday, Tuesday, Wednesday & Thursday
10.00am – 4.00pm Friday

Note: Opening hours are subject to change during the academic year to meet your needs at specific periods in your courses such as deadline times.

Holidays: You will be notified of opening hours before the start of holiday periods and of any changes in opening hours during term time.

The College is committed to encouraging independent learning. Study facilities are provided in a number of locations throughout the College as well as in the LRC and JU1 & 2. All these areas are served by the College IT Network:

- you will be given your own personal ID and password enabling you to have secure access to the Network both from College and from home. You must not reveal this password to any other person;
- you will have your own personal "user area" on the Network. You are responsible for the security of this folder. If you suspect any other person has access to your user area, you must report this immediately to the IT Services team;
- you will be given an induction on use of the College IT Network and made aware of the College's Games Policy and will sign a Network Use Policy detailing the procedures relating to the network, and e-mail use;
- legal action may be taken against unauthorised users or illegal use of the College's IT Network.

GUIDANCE AND SUPPORT

The College is committed to helping each individual fulfil their potential and to empowering you to take the next step towards realistic career aspirations. The Student Support Team and the Careers staff provide support and guidance for you in order to achieve this:

- you will be provided with guidance on course/programme choice on the day of enrolment;
- you will have a weekly tutorial session during which you will follow a programme to support your progress through the College. This will include Every Child Matters and Citizenship themes and careers education. Level 2 students will have one 45 minute tutorial per week and a 45 minute study skills support session. Year 13 students will have a 1 hour tutoring session then individual support in the remaining time;
- you will have regular discussions with your Subject and Personal Tutor to review your progress against your potential, and to set targets to aid further progress. This is called Progress Monitoring;
- you will receive personal support from your Personal Tutor and the Student Support Team if you have difficulty settling into your new environment, or if problems arise during your time at the College, which affect your work;
- you will have access to Learning Mentor support, if appropriate;
- you can expect individual problems to be treated with an appropriate degree of sensitivity and confidentiality;
- you will have access to a Careers Resource Area with comprehensive, up-to-date Careers, employment and HE information;
- Careers education lessons will take place as part of your tutorial programme. This will address issues relating to higher education and employment and teach you how to use the resources of the Careers Department to research your progression route from the College and develop a Career Management File;
- you can arrange a Careers Interview with specialist Careers staff, from the College and Connexions at any time whilst at the College. You and your parents will have the option to attend an appointment at the College to discuss your future plans relating to progression from this College;
- in addition you will have access to Careers Guidance if you wish to change your course at the College or if you wish to leave the College;
- if you wish to apply for a place in higher education you will be guided through the UCAS procedures by experienced staff with expertise in this process;
- you will have the opportunity to visit Higher Education Institutions, HE and Job Conventions;
- you will have the opportunity to attend a range of talks from representatives of HE institutions in College;
- we will provide a full Careers Guidance Service to all students on examination results days;
- the College will act as a referee for our students and ex-students for up to three years after leaving;
- the College will keep your parents/guardians informed of your progress through reports in December and March each year. Your Subject Tutors may contact your parents to discuss your progress at other times.

SOCIAL, RECREATION AND LEISURE

- As a student at the College you will be able to participate in sports activities by either being involved in the organised College team sports or by making use of the facilities in the College Sports Centre including a multi-gym during the College day.
- You will have use of the Student Common Rooms, Choices Restaurant and social areas during the College day. You are expected to use the areas provided for social and recreational purposes and not use other areas in and around the College for such purposes. This is to ensure a purposeful, working environment is maintained at all times.
- You can contribute to College life by attending social events and by participating in Citizenship activities and/or fund raising activities. You may also wish to represent your peers via the Student Association (see below).
- You will be given the opportunity to participate in the successful Duke of Edinburgh Award Scheme.
- You will be given the opportunity of participating in College productions through the Enrichment Programme.

THE STUDENT ASSOCIATION

The Student Association is a body of student-elected executives who work on behalf of students. They will take up current issues concerning students when they meet with College Management and organise events for students. You can put ideas or concerns to them through the forum on 'Sixth Base' at 'sa.osfc.ac.uk'. Alternatively you can put your ideas in the suggestions box, talk to your tutor group representative or attend one of the Student Association lunchtime surgeries in the Careers Area. The President of the Student Association and one other member of the Association also attend College Governors' meetings. You can contact the Student Association via the website at 'sa.osfc.ac.uk'

Annual elections give every student the opportunity to stand for election and to vote for next year's Executive.

The College also appoints 'Student Ambassadors' from the student body on an annual basis. Student Ambassadors represent the College at important functions. You will be invited to apply to become a Student Ambassador.

EQUALITY AND DIVERSITY

The College has an Equality Scheme including Race, Disability and Gender. Equality Schemes aim to eliminate any form of discrimination and promote equality of opportunity and a tolerance of diversity. The College's Equality and Diversity Steering Group is responsible for ensuring the Equality Schemes are put in place. Under the Race Relations Amendment Act 2001, the College has a duty to have a separate Race Equality Scheme which specifically aims to promote race equality, and good relations between people of different racial groups, and prevent any form of racial discrimination.

The central tenet of the Equality Scheme is that:

- all members of the College community whatever their gender, race, social background, age, religion, disability, health, sexual orientation or marital status should be treated with respect and valued equally. The College is fully committed to providing an environment in which every individual is treated with

respect, can develop their potential and take full advantage of the educational, professional and social opportunities offered by the College.

The central tenets of the Race Equality Scheme are that:

- the College will promote, in all areas of College life, race equality and good race relations and will aim to eliminate any form of racial discrimination;
- the College will actively tackle racism and racial discrimination. Any expressions of racism, racist behaviour or any behaviour that causes offence to any member of an ethnic group, will not be tolerated.

Under the Gender Equality Scheme, the College is committed to:

- the elimination of unlawful discrimination and harassment on the basis of gender and sexuality;
- the promotion of equality of opportunity between men and women.

The Disability Equality Scheme requires the College to:

- embed disability equality across the whole College;
- work actively with disabled people;
- improve disability equality by tackling institutional barriers;

The Equality Schemes are published on the College's website and Virtual Learning Environment (VLE).

All members of the College community have both rights and responsibilities under these policies. The College requires that all members of the College community – students, staff, governors, parents, visitors, contractors – abide by these policies, which apply to all aspects of College life. All breaches of these policies will be treated seriously and dealt with promptly.

LEARNING DIFFICULTIES AND DISABILITIES

The College aims to welcome any students with the appropriate qualifications regardless of physical, emotional, sensory, speech or specific learning difficulties and to provide them with the necessary support either in the long or short term. With a view to fulfilling this aim the College has a Disability Equality Scheme which aims to comply fully with all relevant legislation relating to disability and equality of opportunity.

The College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly and in line with legal requirements, and will ensure, as far as is reasonably practical, that provision is accessible to all learners and that specialist learning support will be provided, as appropriate.

Key features of our commitment to providing for students with learning difficulties and disabilities are:

- all the main entrances, classrooms and general rooms are easily accessible and students who need lift access are provided with a personal lift key and support, if required;
- there is a well-equipped facilities room in College 1, the Duncan Lawton Building and the Sports Hall. There is also a team of qualified First-Aiders to support students on a daily basis;
- at enrolment we will check Primary Learning Goal forms for students who have indicated they have particular special needs. Your course choice and any support you need will be discussed and you will have

the opportunity to meet Tutors. For each student, a review meeting will be arranged to assess support requirements;

- there will be regular opportunities to review each student's support requirements;
- a register of students with learning difficulties and/or disabilities will be compiled and updated;
- learning resources will be tailored to the specific needs of students.

HEALTH, SAFETY AND SECURITY

We are committed to maintaining the highest levels of Health, Safety and Security that are reasonably practicable for all users of the College. To this end:

- the College has a Health and Safety Policy which complies with the Health & Safety at Work Act, 1974 and which is reviewed annually;
- all staff are made aware of the College Health & Safety Policy and Procedures which can be accessed via the Virtual Learning Environment (VLE);
- all students are instructed on the procedures regarding "fire and security" as part of the tutorial programme and these procedures are readily available for reference on the College VLE;
- students who study subjects in areas of higher risk, e.g. PE, Sciences, Media and Art & Design and students who participate in Work Experience or Work Shadowing are given an additional Health & Safety Induction to make them aware of the risks associated with activities in these areas and to draw attention to their Health and Safety responsibilities;
- security and safety of all people within the College buildings, is enhanced by having just one entrance/exit to each College building, College supervisors in College 1, the use of turnstiles in the Duncan Lawton building and by the use of CCTV surveillance of key areas of the site which include the extension of the buildings, interior entrances and the study areas;
- all students are issued with a personal ID card, which you are required to carry at all times when on College premises. This promotes effective security and restricts access to certain areas of the buildings. You must surrender your ID card when you leave the College. Cards are collected and renewed at the start of each year for students continuing with their course; students who persistently fail to carry their ID card on College premises or to follow procedures may be sent home. A charge is made for cards that are lost (see below);
- the College has an Educational/Trips/Visits and Activities Policy which includes its responsibility under the Health & Safety at Work Act to take all reasonably practical measures within its powers to ensure the Health & Safety of all employed staff and any enrolled student who might participate in any offsite activity;
- you are not allowed to park on the College car park or to cause an obstruction by parking in "no parking" zones adjacent to the College;
- you are not allowed to bring visitors into the College unless by prior arrangement and authorisation;
- there is a team of qualified First-Aiders to support students on a daily basis.

FINANCIAL MATTERS

- There are no tuition fees for home students if you enrol as a full-time student studying a minimum of 15 guided learning hours per week and you are under the age of 19 when you enrol. Overseas, non-EU residents may have to pay fees unless they are asylum seekers, hold a British passport or have an indefinite stay on their passport.
- Parents are asked to make a voluntary contribution of £25 to the College Fund at enrolment. This Fund is used to help provide additional resources for students (for example, the College minibus).
- As stated above, a charge is made for ID cards that are lost. If you lose your ID card, a replacement card will cost £3.00. If you forget your ID card you must report to the Duncan Lawton building reception to obtain a temporary ID card for that day. A charge of £2 will be made for fourth and subsequent temporary ID cards. As stated above, if you contravene these regulations you may be asked to go home, causing you to miss lessons.
- Examination entry will be free unless:
 - you have received a formal warning from an Assistant Principal about attendance and have not subsequently improved attendance and/or punctuality;
 - you stop attending lessons prior to your examinations;
 - you do not submit work, including coursework, to agreed deadlines;
 - you fail without good reason* to sit an examination for which the College has paid;
 - you are re-taking an examination because of an initial examination failure;
 - you are re-taking an examination to improve your initial grade.

The charge per examination module varies and is published outside the Examinations Office and on the Student VLE.

- After exam results come out, you may request the following from the Exams department:
 - a re-sit: fees currently vary between £9.00 to £22.00;
 - re-sit students will be able to order a photocopy of their script to determine if it is viable to request a remark for their paper, fees currently £10.00;
 - a remark: the current fees for a remark vary between £30.00 and £45.00. You are liable to pay this fee, charges will be refunded only when a subject grade is improved;
 - you will be able to order a copy of your original exam paper to assist with re-sit preparation, fees currently vary between £6.00 and £8.00.

Note: These fees are subject to annual revision by the Examinations Board.

If you are not continuing with a course to A2 and intend to take re-sits to upgrade your AS results, you must decline your subject grade by the 19 September of the year in which you were awarded a grade. This is the last year this facility will be offered – no grades can be declined after this date.

If you do not enter for the re-sit exams by the deadlines advised by your Subject Tutor, the awarding bodies will impose financial penalties, doubling or trebling the fees, depending on the lateness of the entry. You are liable to pay for this fee.

If you decide to withdraw from a re-sit after the published deadline, you are still liable to pay full fees.

**The Examinations Officer has the discretion to determine what constitutes a good reason. Ill health, for example, would constitute a good reason, if substantiated with a doctor's note.*

- If your family is on a low income, you may be entitled to financial assistance:
 - a national scheme for Educational Maintenance Allowance (EMA) was introduced from September 2005. If you are aged between 16 or 18 and from a family with a household income of less than £30,810 you may be eligible;
 - more information is available on www.direct.gov.uk/ema or on 0808 101 6219;
 - you must study more than 12 hours per week to be eligible for Educational Maintenance Allowance (EMA);
 - weekly EMA payments will be made for full attendance and excellent punctuality;
 - if you are not included in the above categories you may be eligible for financial assistance from the Learner Support Fund. Please contact the College for more information;
 - support for childcare costs may also be available. Please contact the College for further information;
 - travel grants may also be available from your Local Education Authority if you live more than 3 miles from College. Contact your LEA for more information.
- You may be asked to contribute towards the cost of visits and trips related to your course. The College has a "Student Welfare Fund" if you have difficulty meeting these costs due to genuine financial hardship.
- Full-time students, under the age of 19 and living in Greater Manchester, will be able to obtain a GM bus pass to reduce travel costs to and from College.

EXAMINATIONS

Oldham Sixth Form College is a Recognised Examination Centre for Externally Assessed Public Examinations.

- **CENTRE RESPONSIBILITIES FOR PUBLIC EXAMINATIONS**

We ensure that:

- the exams system within the College combines entitlement with flexibility;
- you undertake examinations knowing what is expected of you in terms of preparation and behaviour;
- you are guided in your decision about whether to withdraw an examination entry and do so with full knowledge of the implications for higher education or your career;
- staff understand fully their obligations and responsibilities with relation to examinations;

- the College meets the requirements of examination security and is properly equipped to undertake the administration of examinations.

- **STUDENT ENTITLEMENT**

Examination Entries:

- *First time exam entries* - If you fulfil the terms of the Learning Agreement you will be entered for your first sitting of all subject examinations by the Course Leader for each subject that you are studying in conjunction with the examinations department.
- *Examination re-sits* - You will be permitted to re-sit examinations. Re-sit decisions will be made by you after consultation with the subject teacher. The Examinations Boards' entry fees for re-sits will be charged to you as noted in the College's Charging Policy (available on request).
- *Examination entry amendments* - Re-sit withdrawals will be accepted by the Exams Officer up to the date set by the board. This will be communicated through tutorials and will be available on the Exams Moodle Site and will be displayed on notice boards throughout College. Exam Entry Amendment forms, available from the Exams Office, must be used. Amendment of entries which incur costs from the Examination Boards will be charged to you.

External Exams:

- All exams will be conducted according to the rules laid down by Exam Boards and within the start and finish times determined by the board.
- All students will have access to information on appropriate exam conduct on the Moodle, outside and inside their designated exam room and through tutorial sessions.
- Each exam session will have designated invigilators in charge, whose role will be to administer the exam and oversee student conduct.
- You will be reminded of appropriate exam conduct by the senior invigilator and be subject to Examination Board regulations whilst in an exam until you are informed otherwise.
- You will not be allowed to leave an exam room unless your exam paper has been collected and secured by an invigilator.
- The invigilators must report any misconduct or irregularity in an exam room to the Exams Officer who must report it to the Exam Board concerned.
- Appropriate arrangements will be made for students with special requirements.

Results and Post Results Services:

- Results will be available for collection on the date notified by the Exam Boards.
- You will be informed as to how results will be distributed through tutorial.
- After the release of results, you may request the return of papers or a re-mark. Costs for this service will be charged to you.
- If a result is queried by the Course Leader, the Exams Officer will contact you for your permission to carry out a remark; no remark will be requested without your permission as there is always the possibility that the mark can be altered down as well as up. When a Subject Leader instigates a remark, the fees will be paid by Oldham Sixth Form College.

- The College publishes grades in local newspapers.

STUDENT RESPONSIBILITIES

Whilst you will be guided through the examination process during tutorials and by Subject Tutors, each student is responsible for:

Exam Entries

- Checking their examination entries as soon as they have been informed that they have been posted on to SPADD.
- Informing the Exams Office immediately of any perceived discrepancies or missing examinations.
- Informing the Exams Office immediately of any amendments they would like to make to their exam entries, for example, a late application to re-sit a paper or a late application to withdraw from a paper.
- Paying re-sit fees by the published deadline. Failure to do so will result in automatic entry withdrawal.

Exam Timetable

- Checking personal examination timetables as soon as they have been informed that it has been posted on to SPADD.
- Your timetables are individual to you and any perceived discrepancy must be reported to the Exams Office immediately.

Special Exam Arrangements

- Informing the Exams Office immediately of any last minute circumstance which will impact on your exam timetable or ability to sit an exam, for example, illness or injury. There are many things that can impact on your exams. If you need any exam specific advice it is important that you make contact with the Exams Office as soon as possible.

Exam Day

- You are responsible for abiding by the rules and regulations governing an exam; failure to do so could result in disqualification.

Absence and Lateness on the Exam Day

- Punctuality at exams is crucial; failure to attend an exam at the time stipulated on the exam timetable may result in a disqualification from the unit by the Awarding Body. This may mean you cannot gain a grade in a subject you have spent all year studying.
- Failure to attend an exam may also mean you will not gain a grade in a subject you have spent all year studying.
- If you are going to be absent or late to an exam due to unforeseen circumstances such as illness, transport problems etc., it is important that you or your parent/carer contacts the Exams Office immediately to inform them.

- **DATA PROTECTION**

The College provides you with information about how your data is used by the College. This document can be found on the website. New staff receive information about their rights and responsibilities under the Data Protection Act.

LEARNERS' RESPONSIBILITIES

(which forms part of the Learning Agreement that all students sign when applying to the College)

- To adhere to the guidelines set out in the 'Oldham Sixth Form College Expects...' section of the Charter.

In accepting a place at the College you have a responsibility:

- to go about College, both inside and outside the building, in a quiet, responsible and safe way;
- to comply with the College Security Systems to aid the system for student identification in and around the College. In particular, to carry a College ID card and produce it, if asked, whilst on the College premises;
- to respect and co-operate with each member of the College community regardless of differences in culture, ability, race, gender, age or sexual orientation and not give offence to others by my use of language, actions or behaviour;
- to contribute to the congenial atmosphere of the College;
- to take care of College equipment, facilities and buildings and show respect for other people's property;
- to pursue a learning programme consisting of at least 15 guided learning hours per week throughout the duration of my studies;
- to make every effort to attend all my timetabled classes, arrive on time and be attentive and co-operative in class unless genuinely too ill to do so;
- to switch off electronic devices whilst in lessons or study areas (unless you have been advised otherwise by your tutor);
- in general, not to eat, drink and visit the toilet during timetabled classes;
- to be responsible for your own learning, by ensuring that you:
 - come prepared for all lessons;
 - bring the required equipment and materials to all my lessons;
 - complete all my work to the best of my ability;
 - meet all my deadlines for homework and coursework;
 - keep my work for each subject well organised;
 - catch up on any work I miss;
 - ask my tutors for help, if needed;
- to take advantage of the range of opportunities offered in extra-curricular provision;
- to attend one to one interviews with my Personal Tutor or other members of staff;
- to consult my Personal Tutor and other appropriate staff on any problem arising from or affecting my work or course, so that appropriate support can be offered;

- to attend meetings with the Student Support Team if invited to do so;
- to notify the College immediately of any absence;
- to inform the College of any changes to my personal details or contact information.

You should understand that progression onto a further year of study at the College is not automatic and depends on a number of factors, including the observance of the above points, and places available on courses.

ATTENDANCE AND PUNCTUALITY MONITORING

- **REGISTRATION**

Takes place in all timetabled sessions. Attendance and punctuality are monitored by the computerised registration system (CASE). Full attendance and excellent punctuality is expected from all students.

- **ABSENCE**

If you are absent from College, you or your parent/guardian should telephone College on 0161 287 8002 and leave a message on the answering system that is available 24 hours, giving the reason for your absence. You should either phone in on each day you are absent or state the day when you expect to be able to return to College. If we don't receive a message, we may telephone or write to your home to find out why you are absent. If you are in receipt of EMA your weekly payment will be stopped if you do not telephone College and complete the absence authorisation procedures when you return.

Absences that are unavoidable and known about in advance (for example, medical appointments) should be notified in advance. Students should also speak to their Subject Tutors about them prior to the absence.

EMA students will receive an EMA Absence Procedures Booklet when they submit their EMA contract Part 1 to College.

- **PUNCTUALITY**

The College Day timetable shows the start time of lessons. All lessons will officially start at the published time and you will be deemed late if you arrive after this time. You must attend all your lessons even if you are late. If you are in receipt of an EMA, persistent lateness can lead to your weekly payment being stopped.

QUALITY ASSURANCE

As a College, we continually work to maintain and improve our provision and services, including teaching and learning. In order to help us to achieve this, we have an annual cycle of review and evaluation of all our provision and services, including teaching and learning.

All students at the College have an important role to play in this annual cycle of review and evaluation. Your views on the College's provision and services, including teaching and learning, are actively sought (as appropriate) at least once a year, to enable us to fulfil your expectations and be responsive to your changing needs.

The College successfully re-achieved its “Investors in People” status in February 2006. This nationally recognised qualification demonstrates the College’s ongoing commitment to the training and professional development of our staff.

EXTERNAL REVIEW OF OUR PROVISION AND SERVICES

The statutory **Ofsted Inspection Report** was published in June 2008. The areas inspected and grades awarded are listed below. The grades are on a scale of 1 (Outstanding) to 5 (Inadequate).

The grades awarded were:

Aspects of Cross-College Provision	Grade
Overall Effectiveness	Outstanding : 1
Capacity to Improve	Outstanding : 1
Achievement and Standards	Outstanding : 1
Quality of Provision	Outstanding : 1

Curriculum Area	Grade
Art	Outstanding : 1
Business and Law	Good : 2
English	Good : 2
Humanities	Outstanding : 1
ICT	Good : 2
Media Studies	Good : 2
Modern Foreign Languages	Good : 2
Performing Arts	Good : 2
Maths	Outstanding : 1
Physical Education	Outstanding : 1
Psychology	Outstanding : 1
Science	Good : 2
Sociology	Outstanding : 1

- **BEACON COLLEGE STATUS MARCH 2005**

In March, 2005, the College was awarded 'Beacon College' status by the DfES and the Learning and Skills Council (LSC). Only Colleges which have received an 'Outstanding' Inspection Report from Ofsted and are highly recommended by the LSC are eligible for the accolade, which recognises and rewards excellence.

Subject Inspection – History, September 2005 and Modern Foreign Languages

In September 2005, Ofsted undertook a two day inspection of the History provision at the College. This provision was judged to be 'Outstanding' in 2008. Ofsted undertook a 2 day inspection of the Modern Foreign Languages provision at the College. Again, this was judged to be 'Outstanding'.

Annual Assessment Visits, December 2005 and 2006

In December 2005 and 2006, the College received Annual Assessment Visits under the New Common Inspection Framework introduced in September 2005. The College was judged to be 'outstanding' on both occasions, with no areas for development identified in the 2006 visit.

COMPLAINTS PROCEDURE

- This Charter aims to set out the services and standards we aim to provide for our 16-19 year old students. If you feel we are falling short of these standards, or if you have a problem that you think stems from unfair treatment from a member of staff or a particular set of circumstances, there is a procedure to help resolve the situation. This procedure is outlined in the Student Diary.
- If you cannot resolve the problem by informal discussion with the people involved and wish to make a formal complaint you must submit a written statement to the Deputy Principal, Jayne Clarke, via Reception in College 1. If this complaint relates to teaching and learning and/or assessment, this will be forwarded to the Vice Principal (Curriculum & Quality) Peter Roberts.
- The College will respond to all complaints within 5 working days. It is likely that at this stage that you may wish to be supported by a third party, for example, a parent, friend, personal tutor and that a member of the Senior Management Team will be involved.
- If the problem is not resolved, a final decision would rest with the Principal, who may take advice from the Board of Governors, where appropriate.

ASSESSMENT APPEALS PROCESS

- The Assessment Appeals Process applies to all students at the College. Its purpose is to ensure that appeals made regarding internal assessment, which contributes to a module or final grade assessment are dealt with fairly and consistently.
- If you want to make an appeal, you should first discuss the matter with your Subject Tutor. Every attempt should be made to resolve the matter at this stage.
- If the matter remains unresolved, you can ask to meet the Head of Managed Area. Your subject tutor will arrange this meeting and provide you with the paperwork you will need to complete before this meeting.
- If you are still dissatisfied, you can initiate a formal appeal by following the complaints procedures outlined above.

MEMBERS OF OSFC CORPORATION GOVERNING BODY

Mr Nick Brown OBE (Principal)

Chief Executive of the Corporation
Member of the Finance & General Purposes Committee
Member of the Personnel Committee
Member of the Quality Committee
Member of the Search Committee

Mr Ian Hill (Independent Governor)

Director, Ryder & Dutton
Member of the Finance & General Purposes Committee
*Member of the Health & Safety Executive Group**

Mr John Hodgkinson (Co-opted Governor)

Retired Headteacher, Saddleworth School
Member of the Audit Committee
Chair of the Personnel Committee
Member of the Search Committee
*Member of the Local Joint Committee**

Mrs Irene Howard (Independent Governor)

Headteacher, Primary & Nursery School
Member of the Quality Committee

Mr Scott Jackson (Support Staff Governor)

IT Technical Officer, MIS
Member of the Audit Committee

Councillor Kay Knox (Local Authority Governor)

Member of Oldham Borough Council
Member of the Audit Committee
Nominated Governor for child matters

Mr Richard Lee (Teaching Staff Governor)

Assistant Principal
Member of the Personnel Committee
Chair of the Quality Committee

Mr Stephen Lowe (Independent Governor)

Commercial Manager, NatWest Bank
Vice-Chair of the Corporation
Member of the Finance & General Purposes Committee
Member of the Remuneration Committee
Member of the Search Committee

Anyone wishing to contact the Chair of Governors should apply in writing

to :

Mrs G Oates OBE DL
Chair of Governors
c/o The Clerk to the Corporation
Oldham Sixth Form College
Union Street West
Oldham
OL8 1XU

Mr Abdullah Al-Moshin (Student Governor)

President of the Student Association

Mr Iftikhar Naweed (Community Governor)

Local Retailer

Mrs Linda Newitt (Independent Governor)

Personnel Consultant/Adviser
Member of the Personnel Committee

Mrs Gloria Oates OBE DL (Independent Governor)

Retired Chief Executive, NHS Trust and currently Vice-Chair of the Greater Manchester Police Authority and Chair of the Scrutiny Committee
Chair of the Corporation
Member of the Quality Committee
Chair of the Remuneration Committee
Chair of the Search Committee

Mr Mike Pitt (Independent Governor)

Solicitor, Pearson Hinchliffe
Member of the Personnel Committee
Member of the Remuneration Committee
Member of the Search Committee

Mr David Read (Independent Governor)

Partner, Gatley Read Chartered Accountants & Registered Auditors
Chair of the Finance & General Purpose Committee

Miss Lily Risby (Student Governor)

Vice-President of the Student Association

Mrs Jackie Scholes (Parent Governor)

Proprietor of a Catering business
Member of Quality Committee

Peter Treadwell (Independent Governor)

Manager, Commercial Division, NatWest Bank
Chair of Audit Committee

Non-members of the Corporation are allowed to attend Board meetings, by invitation only, on application to the Chair. Copies of non-Confidential Minutes of Governing Body meetings are available via the College website. Alternatively, they are available for inspection during normal office hours, on request, from the Clerk to the Corporation.

**College Committees are shown in italics*

The Student Charter

Although we will do our very best to provide our services as agreed, we may need to alter, postpone or cancel the services or any aspects of them without incurring liability, if circumstances arise beyond our control, for example, damage to the College premises.

All information about the College and its services is, as far as possible, accurate at the time of publication. If you consider the information is important to you, you should confirm it with the College prior to taking action.