

**Diverse** in Ambition, **United** in Success



# PARENTS' GUIDE

[newvic.ac.uk/parents](https://newvic.ac.uk/parents)



**Join in!**



## Principal's welcome

I am delighted to welcome you and your son or daughter to NewVIc as they continue with their education. College is an important part of a young person's life and enables them to grow as an individual and gain new skills and experiences.

NewVIc has been transforming life outcomes for young people in Newham for over 25 years, and this successful history will enable us to help your child reach their full potential. The college offers vocational, academic and specialist pathways as well as an Honours Programme to help students with a high GCSE point average achieve their academic goals. As one of London's largest sixth form colleges, NewVIc offers one of the broadest range of courses and subjects for your child in the capital.

We prepare students for their future lives as global citizens. We support students to develop a strong sense of social and moral responsibility through the exploration of British values: democracy, the rule of law, individual liberty and mutual respect and tolerance. These values underpin our college life and are promoted through the tutorial programme, the curriculum and our enrichment activities.

Alongside an extensive academic and vocational curriculum, the college offers excellent support to help students at every stage of their time at college. Experienced staff are available to provide advice, support and guidance to assist with personal or learning issues, to find suitable work experience and to submit successful university applications.

The college also offers a vast array of skills enhancement activities. From debating club to basketball your son or daughter will find something to interest them and help them learn new skills and develop existing ones.

I hope that you find this a useful guide to all that NewVIc has to offer. Please don't hesitate to contact the college if you have any questions.

I look forward to meeting you.

A handwritten signature in blue ink, which appears to read 'Mandeep Gill'.

**Mandeep Gill**  
Principal

# NewVIc: Diverse in Ambition, United in Success



## College results 2019

- More students achieving A\* - B grades
- Largest number of A & A\* grades in maths and science
- 100% pass rate in 19 A level subjects
- 98% pass rate in level 3 BTEC extended diplomas
- 50%+ DDD triple distinction or higher

## Enrichment

- NewVIc is the top London sixth form college for sport and has cricket, basketball and sports leadership academies.
- At NewVIc we are proud to be comprehensive and to promote social cohesion.

# OUR VALUES AND BEHAVIOURS: ENRICH



## Empathy

- Listen and listen again
- Recognise perceived differences without judgement
- Respect confidentiality
- Show kindness

## Empowerment

- Demonstrate trust
- Support self-improvement
- Recognise and reward
- Encourage autonomy

R

## Respect

- Be inclusive and considerate of all
- Celebrate achievements, effort and diversity
- Be trustworthy, open and reliable
- Challenge inappropriate behaviour

I

## Integrity

- Say what you do and do what you say
- Communicate openly, honestly and clearly
- Take responsibility for own actions and behaviour
- Demonstrate commitment to college values

## Innovation

- Take calculated risks
- Share and learn from others
- Lead and implement Change
- Explore technology and new ideas

C

## Courage

- Never give up
- Demonstrate a can-do attitude
- Be self-evaluative and reflective
- Step forward when others do not
- Challenge effectively and respectfully

H

## High Standards

- Promote positive behaviours
- Always strive to improve
- Be supportive and challenging
- Give your best
- Demonstrate drive and energy

# Working with **parents and guardians**

## **Your partnership with us**

We warmly welcome all contact we have with parents and guardians and want to build a supportive and professional partnership with you. Our expectations of parents have been developed with our Parent Council.

These expectations are that you will support your child to be successful by:

- Ensuring your child attends college regularly and on time, with the necessary books and equipment
- Encouraging your child to complete homework and coursework by the deadlines set
- Expecting your child to follow the Student Code of Conduct
- Responding to communication from the college (eg phone calls, emails and invitations to meet)
- Attending parents' evenings
- Getting in contact with the tutor if any concerns or family issues arise that are affecting your child
- Ensuring that your contact details are up to date at all times
- Treating all staff with respect and courtesy, as you would expect to be treated yourself

## **Tutors**

Every student has a personal tutor with whom they meet weekly and who oversees their progress. Tutors monitor student attendance, punctuality, behaviour and achievement in class and will get in touch with parents if there are any concerns.

## **Parents' evenings**

All parents are asked to attend these important events in the academic calendar where you get the opportunity to discuss your child's progress with teachers.

## **Reports**

We provide written reports on your child's progress twice during the year. We also provide regular information for parents on attendance and punctuality.

## **Parent governor**

Our board of governors includes a role for a parent governor. When vacancy arises, all parents are notified in writing and are welcome to apply. A ballot is held in the event that there are more nominations than positions available.

## **Feedback to the college**

The Parent Council was formed so that parents/guardians can have a more active role in students' education whilst they are at NewVIC. We meet three times per year with the Principal and senior staff. It is a platform for parents/guardians to give feedback as well as find out about what the college has to offer.

Our Parent Council provides useful feedback to us and we collect your views through surveys and at college events.

## **Point of contact:**

Jacqui Granby can be contacted on any matters relating to events that involve parents and guardians:

[jgranby@newvic.ac.uk](mailto:jgranby@newvic.ac.uk)

# Support for our students

## Safeguarding

NewVic is committed to safeguarding and promoting the welfare of our students. All children should be kept safe from harm, including any form of abuse, sexual exploitation or radicalisation. We protect our students from extremists who advocate violence, religious hatred, or racist, sexist or homophobic views. We have a safeguarding and welfare team who deal with any safeguarding issues and will also refer to outside agencies. Students are taught about how to keep themselves safe and to make safe choices as part of their programme of study.

Our Safeguarding Policy and procedures are available online at:  
<http://www.newvic.ac.uk/about/safeguardingChildProtectionPolicy.pdf>.

## Youth Safety Team

A team of youth safety workers ensures that the college campus is a safe place for students to flourish in their studies and socially.

## College counsellors and mental health adviser

A dedicated professionally qualified and registered counsellors are available for students as well as a mental health adviser.

## Financial support

Dedicated student finance officer is available to provide advice and support. Students can apply for financial assistance from the college's bursary scheme to help with the costs of coming to college. Priority is given to young people in care, care leavers, young people in receipt of income support, and disabled young people in receipt of employment support allowance or disability allowance.

## College free meals

All students can apply for free college meals. Eligibility is based on household income and any benefits received. If approved for free meals, a student's entitlement is loaded on to their student ID card so that they can claim a free healthy meal every day at college.

Other sources of financial assistance include: help towards the cost of travelling to and from college through the Transport for London Student Oyster Card Scheme, a national bursary scheme and NewVic's leadership bursary fund.

## Cashless Payment system

Students can use their ID cards to make easier and faster payments at college. ID cards can be topped-up using cash at two cash loader machines on campus, or with debit or credit cards online at <http://www.newvic.systopia.com>

## Learning support

A dedicated team of learning support assistants provide educational, emotional, mental and physical support to students in need.

## Careers guidance

Career advice is available to help students explore, research and prepare for future career opportunities. Students develop employability skills, gain insights from guest speakers from universities and businesses, and attend higher education and careers fairs.

## Work experience

A dedicated team with excellent links with local and national employers are tasked with providing students with invaluable experience of work.



## **Attendance is key** to your child's success

### **Attendance**

We expect 100% attendance. This is a commitment every student makes when enrolling at NewVlc. Our programmes are intensive and lost study time inevitably affects achievement.

Absence is authorised only in exceptional circumstances. The college has an absence line that students must phone on each day of absence by 10 am or we will not be able to authorise the absence.

A maximum of two authorised absences is permitted per term. One day's absence can be granted for religious observance.

### **Punctuality**

It is a student's responsibility to ensure they arrive well before their class is due to start. Lateness not only affects a student's own learning and achievement but disrupts the whole class. The college therefore has a very strict attitude to punctuality and does not tolerate lateness. Students will not be admitted into a class if they arrive more than ten minutes late – this will be recorded as an absence. Student lateness will always be followed up and may trigger a disciplinary process.

## Holidays

The college will not agree holidays during term-time and it is a condition of a student's enrolment that they agree to attend for the whole term. The college must be notified of any absence before it takes place and parents and guardians should contact the college to discuss appropriate arrangements that may need to be made.

## Parents often ask for advice about how they can keep their child safe:

### Advice for parents about abuse and safeguarding

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/>

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

### Advice on online safety

<https://www.ceop.police.uk> (and to report something you are worried about online)

<https://www.parentinfo.org>

<https://www.getsafeonline.org>

<https://www.thinkuknow.co.uk>

### Advice on radicalisation and extremism

<https://www.familiesmatter.org.uk>

<https://www.educateagainsthate.com>

### Advice on mental health

YoungMinds parent helpline 0808 802 5544

[http://www.youngminds.org.uk/for\\_parents/parent\\_helpline](http://www.youngminds.org.uk/for_parents/parent_helpline)

### Parents' Guide to Depression film and info

<http://www.cwmt.org.uk/>

### Young people and suicide advice

<https://www.papyrus-uk.org/help-advice/im-worried-about-someone>

### Parents and young people and self-harm

<http://stepup-international.co.uk/about/>

### Bullying advice for parents

<https://www.kidscape.org.uk/advice/advice-for-parents-and-carers/>



# Student **code of conduct**

## **Students must:**

- treat all members of the college community with courtesy and respect - students, staff and visitors
- display their ID card in its lanyard at all times and give their ID card to staff if requested
- attend all classes punctually, equipped and ready for study
- hand in all work on time
- follow all reasonable instructions from staff and comply with exam and IT network regulations
- act as an ambassador for the college by behaving in a considerate, respectful manner towards others when outside the campus
- make their way promptly to their destination on leaving the campus
- treat college property with respect and follow all college health and safety rules
- place litter in appropriate waste bins, whether it's theirs or not
- behave in accordance with college policies and procedures, including the Equality and Diversity policy
- behave in accordance with the law, e.g., on violence, theft, fraud, damage to property, graffiti, carrying weapons, substance abuse, possession and intent to supply alcohol or other drugs.

All incidents involving law breaking will be reported to the police.

## **Students must not:**

- use aggressive, threatening, violent or abusive language or behaviour, or incite or encourage others to do so. This includes any form of harassment or discrimination
- behave in any way which brings the college into disrepute, offends or inconveniences members of the local community
- be in possession or under the influence of alcohol or any other drugs
- cheat, plagiarise or copy work from others, make fraudulent claims, alter college records, forge signatures etc.
- engage in obscene, indecent or over-familiar conduct, run, shout or make excessive noise in or around the campus
- modify or deface their ID card, give it to others or encourage unauthorised people on to the campus without permission
- eat or drink or smoke outside designated areas, spit or chew gum anywhere in or around the campus
- gamble on campus
- use mobile phones in any learning settings including the LRC, or film, photograph or share images without specific permission
- distribute any material including that of a political or religious nature, or organise campaigns, petitions and events without permission - including through social media.
- use the college's name or brand without permission - including on social media.

This list is not exhaustive and other situations will be dealt with in the spirit of these guidelines.

## Frequently asked questions



### **What are the differences between school and college?**

There are similarities: students are expected to attend classes and are set homework that needs to be completed within deadlines. Students are expected to commit to their learning and behave responsibly and respectfully. There are exams or course work assignments throughout the academic year.

There are differences: there is no uniform, staff are called by their first names and students are treated as adults and have freedom of movement outside scheduled classes.

NewVic offers a safe, calm and purposeful adult-oriented environment with an atmosphere conducive to responsible independent study and positive working relationships.

### **What should my son or daughter do if they have concerns about any aspect of college life?**

If the concerns relate to a student's course, they should speak to their personal tutor in the first instance. If they feel unable to do this, they should speak to someone in student services or any other member of staff. If the concern is of a personal nature, students should approach a safeguarding and welfare adviser or the college counsellor.

### **What if my son or daughter thinks they have chosen the wrong course?**

Changing course is normally only possible in the first few weeks of the autumn term. If your son or daughter feels that the course is not right for them, then we will try to help. They will need to inform their tutor who will work with our advice and recruitment team and our senior managers to try and find a suitable alternative for your son or daughter, where possible.

### **Do students have to pay any fees?**

Students pay a £25 refundable deposit. On some courses, materials may need to be purchased as part of the course. Trips and visits need a small financial contribution. Students on certain courses may require a Disclosure and Barring Service (DBS) check; this costs £20 (non-refundable) and is administered at the start of the course.

### **Does my son or daughter have to be in college even when they do not have a class?**

Students are not required to be on campus when they do not have lessons but are welcome to use college facilities at these times. When on campus, they must ensure that they display their student ID card at all times.

### **Where can I get further information about NewVic?**

Further information can be found on at [www.newvic.ac.uk](http://www.newvic.ac.uk).

# Term dates for 2019-20



## Autumn Term 2019

**Start of term:** Thursday 5 September 2019

**Half-term break:** Monday 21 October 2019 - Friday 25 October 2019

**Last day of term:** Friday 20 December 2019

**Christmas break:** Monday 23 December 2019 - Friday 3 January 2020



## Spring Term 2020

**Start of term:** Monday 6 January 2020

**Half-term break:** Monday 17 February 2020 - Friday 21 February 2020

**Last day of term:** Friday 3 April 2020

**Spring break:** Monday 6 April 2020 - Friday 17 April 2020



## Summer Term 2020

**Start of term:** Monday 20 April 2020

**Half-term break:** Monday 25 May 2020 - Friday 29 May 2020

**Last day of term:** Tuesday 7 July 2020

Some students may complete their courses before the end of the summer term and may not be required to attend until 7 July.

## Staff training days

- Monday 28 October 2019
- Wednesday 27 November 2019
- Monday 24 February 2020
- Wednesday 1 July 2020
- Friday 3 July 2020



[newvic.ac.uk](http://newvic.ac.uk)

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Awarded to Student Services

