Vocational Academy
Learner
Handbook

VA
Vocational

Awards
2022-23

DUCHY
COLLEGE

WELCOME

Welcome to Duchy College!

I will have met some of you recently at your interviews or taster events.

We truly believe that your experience over the course of this year, will develop your independence, confidence and resilience to enable you to engage in your wider communities. You will develop your skills, attitude and confidence to be your best self.

Our exciting and dynamic college is ambitious for our students. In addition to truly wonderful animal care facilities, equine centre, student-led café and forest school, our curriculum fosters intelligent questioning, dynamic interactions and personal and social responsibility and integrity.

We are committed to;
• Creating a culture of high expectations.
• Providing first-class education
• Being nurturing and supportive so that learners feel valued and appreciated
• Fostering kindness and appreciation of the world around us and its people
• Encouraging creativity and originality

This is a partnership and communication will be vital. Please let us know if we get something wrong, could be doing better and equally let us know when we get it right!

We want the community to be proud of its college and the young people in it. Our learners achieve some amazing things and we can't wait to see the next bold steps that are taken. Thank you again for choosing Duchy College.
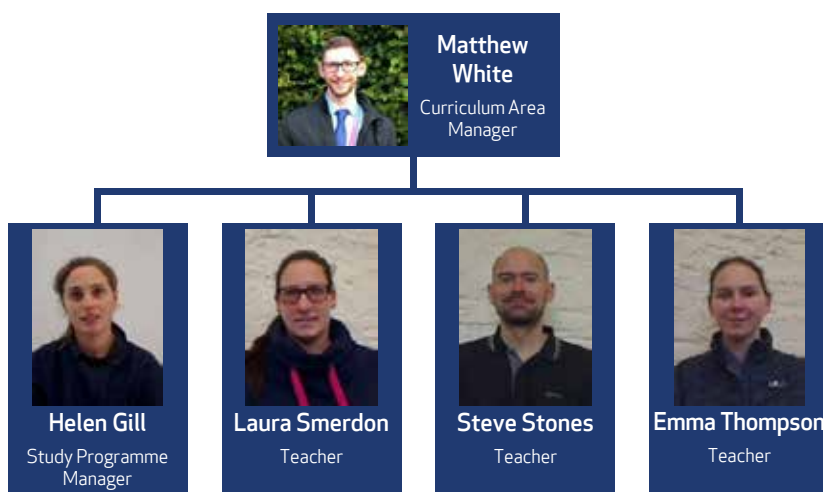
Matthew White
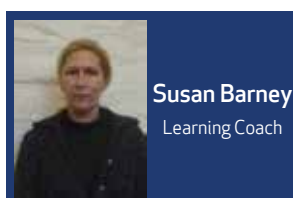**Curriculum Area Manager** – Foundation Learning & Vocational Academy

MEET YOUR TEAM

Our Pathway team are here to help you with your educational, social and personal development and to ensure that your achievements are well recognised.

Below, you can find a find some of your key pathway team members.

Matthew White
Curriculum Area Manager

Helen Gill
Study Programme Manager

Laura Smerdon
Teacher

Steve Stones
Teacher

Emma Thompson
Teacher

When problems or issues occur, it is important that you know you have people you can go to who can support you. Our pastoral team is designed to initiate positive intervention, as soon as it is required. Our Learning Coach will work to ensure that you settle in to college, make friends, enjoy learning and achieve your full potential in everything you do.

Clare Foy
Learning Coach

Susan Barney
Learning Coach

Robin Bulut
Learning Coach

TIMETABLE

At the start of the year, everyone is provided with a timetable. You are expected to keep your timetable with you. You will have the same every week, so all of your lessons will be consistent throughout the college year.

Session	Start	End	Minutes
Session 1	09:00	10:30	90
Break	10:30	10:45	15
Session 2	10:45	12:15	90
Lunch	12:15	13:00	45
Session 3	13:00	14:30	90
Break	14:30	14:45	15
Session 4	14:45	16:15	90

Your college days are **Mondays, Tuesdays and Fridays**. Lessons last for 90 minutes.

The College Day starts 9:00am. Poor punctuality is not acceptable. If you are late at the start of the day, you will miss important work and will disrupt lessons. Sanctions will be applied to learners who arrive late to college without a reason (student word is not sufficient).

If you decide not to go to one of your lessons, sanctions will also be applied. If you are continually late, formal disciplinary action will be taken.

CHALLENGE 90+

If you are not in college, you must have a good reason and you **must** call the college's absence line on the first day of your absence and each day thereafter. The telephone number is 0330 123 2523 and there will be an option to leave a message.

We operate the 'Truancy Call' system. If you are absent from college or are marked absent from a lesson, your parent/carer will receive a text message letting them know you are not at college or in lesson. They will receive a text message **for every lesson you are absent.**

All learners have an attendance target of **95%**. If you know in advance that you are going to be absent from college, e.g. for a hospital appointment, you should bring evidence of your appointment, so an authorised absence can be created.

	College response	Short term impact	In a year
100%	Outstanding	Full attendance	108 days learning
97%	Great	1 day off per term	4 days of learning lost
95%	Good attendance - this target for College		
Persistent absentee			
90%	Cause for concern	3 and a half days off per term	3 college weeks of learning lost
85%	Disciplinary action	5 and a half days off per term	5 college weeks of learning lost
80%	Potential removal	7 days off per term	7 college weeks of learning lost

EQUIPMENT

It is important that you have all of your equipment on the right days. You should check your timetable to see what equipment you will need to bring with you. Below you will find a list of equipment you will need:

- 2 pairs of black overalls
- Steel toe-capped safety wellingtons / work boots
- Black waterproof jacket and trousers
- Yellow Hi-Viz vest
- Gardening Gloves
- Rucksack or similar for PPE
- Hairband if required
- Goggles
- Animal Care and Equine sessions – black polo-shirt and/or jumper – no hoodies

For your course you will need the following stationery:

- Personal stationery (pencil case, pens, pencils, ruler, rubber, calculator, highlighters)
- Notepad

ALL ITEMS MUST BE CLEARLY MARKED WITH NAMES.

All students need to bring steel toe-capped footwear, overalls and wet weather clothing on the first day.

The College has a Health and Safety Policy, which specifies that students must remove all jewellery and piercings for any practical sessions. Hoodies cannot be worn for practical, and hair must be tied back.

TERM DATES

Term 1	
Date	Details
Monday 12th September 2022	Start of term
Friday 14th October 2022	Student Review Day (college closed to learners)
Thursday 20th October 2022	Last day of half term
Friday 21st October 2022	Staff Day (college closed to learners)
Monday 24th October 2022	October half term break
Monday 31st October 2022	Learners return to college
Wednesday 14th December 2022	Last day of term
Thursday 15th December 2022	Student Review Day (college closed to learners)

Term 2	
Date	Details
Wednesday 4th January 2023	Start of term
Wednesday 8th February 2023	Student Review Day (college closed to learners)
Monday 13th February 2023	February half term break
Monday 20th February 2023	Staff Day (college closed to learners)
Tuesday 21st February 2023	Learners return to college
Friday 31st March 2023	Last day of term

Term 3	
Date	Details
Monday 17th April 2023	Student Review Day (college closed to learners)
Tuesday 18th April 2023	Start of term
Monday 29th May 2023	May half term break
Monday 5th June 2023	Learners return to college
Tuesday 6th June 2023	Student Review Day (college closed to learners)
Friday 7th July 2023	Last day of term

CONTACT US

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