DUCHY COLLEGE

Handbook

Welcome to Duchy College



2026 - 2027

Skills Pathway

Welcome
Message



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, 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.

Matt

Matt
Curriculum Area Manager

Welcome to the Vocation Pathway

My name is Emma, and I am your Study Programme Manager this year. Throughout your time on the Skills Pathway, I will support you to develop the confidence, skills, and knowledge needed to achieve your future goals. I will also work closely with your parents, carers, and support staff to help you make the most of your time at college.

The Skills Pathway is designed to help you develop important progression skills that will prepare you for further study, training, and future employment. Our aim is to help you become more independent, confident, and resilient, while building the skills needed for your next steps.



Throughout the year, you will have the opportunity to explore a range of vocational areas including animal care, equine, agriculture, hospitality, land-based studies, and more. These subjects provide the opportunity to develop key skills such as communication, teamwork, problem solving, study skills, and independent living skills, while helping you discover future careers that may interest you.

You will work towards a Skills for Working Life qualification and take part in sessions focused on careers, employability, life skills, and personal development. You will also have opportunities to take part in work experience, employer visits, guest speaker sessions, community projects, and enrichment activities to help prepare you for your future.

Alongside your pathway programme, you will continue to develop your English and maths skills, working towards Stepping Stones, Functional Skills, or GCSE qualifications, depending on your starting point. These qualifications are an important part of your study programme and will support your future progression.

Above all, this pathway is about helping you develop the skills and confidence needed to move on to your next destination, whether that is further vocational study, the Employment Pathway, or another positive progression opportunity. We look forward to supporting you on your journey.

Emma

Emma
Study Programme Manager

Meet Your **Curriculum 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



Matt White
Curriculum Area Manager



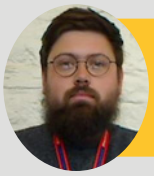
Emma Thompson
Study Programme Manager



Tammy Haimes
Animal & Equine Teacher



Laura Smerdon
Animal & Equine Teacher



Ben Lewin
Teacher

Meet Your **English and Maths Team**

English and maths are an important part of your study programme and help you develop the skills needed for further study, employment and everyday life.

We offer a range of English and maths qualifications, including Stepping Stones, Functional Skills and GCSEs. The qualification and level you study will be determined by your previous achievements and the results of your initial English and maths assessments.

Our English and maths team are here to support you throughout your learning journey, helping you to build confidence, develop your skills and achieve your full potential. Regular attendance and active participation in lessons will give you the best opportunity to succeed and progress towards your future goals.



Kirsty Wright
Campus Lead of English and Maths



Terri Pownall
Maths and English Teacher



Sam Thompson
Maths Teacher



Nicky Osborne
English Teacher



Jo Jones
Maths Teacher



Hannah Crisp
Foundation English Lead



Anthony Payne
English Teacher



Emma Thompson
Stepping Stones English Teacher



Ben Lewin
Stepping Stones Maths Teacher

Student Experience **Team**

Our Student Experience Team is here to support your wellbeing, help you succeed, and make college life enjoyable.

You'll find them in your social space — ready to listen, help, and get you involved.

They can support you with:

- Advice & Guidance – Someone to talk to about personal or college concerns, including career advice. Contact: careers@cornwall.ac.uk
- Staying on Track – Help with motivation, attendance, and reaching your goals.
- Wellbeing Support – Signposting to counselling and mental health services.
- Enrichment & Activities – Trips, clubs, competitions and fun events.
- Study Support – Help from our Study Support Officers in the Learning Centre with study skills, assignments, and independent learning.
- Your Voice – Share your ideas and shape student life on campus.

Got a question or need support?
Just speak to a team member — they're here for you.



Frances Hydes
Student Experience Manager



Clare Foy
Engagement and Progression Officer



Robin Bulut
Engagement and Progression Officer

League of **Excellence**

During your time in Progression Pathways, you will take part in the League of Excellence and be part of a team.

The League of Excellence
The League of Excellence recognises your effort, progress and contribution to college life.

You can be recognised for:
- Good attendance and punctuality
- Positive behaviour and attitude
- Engagement in lessons
- Making progress towards your goals

You may receive praise points, certificates and other rewards throughout the year.

Department Teams
You will also be placed in a team, made up of learners from across different courses.

Teams are named after famous or well-known Cornish individuals and represent important values such as resilience, curiosity, responsibility and equality.

As part of your team:
- Your achievements contribute to your team as well as to you as an individual
- You may take part in activities and challenges throughout the year
- You may have the opportunity to become a Team Captain

Your team will be led by **Team Guide**.

TEAM BANFIELD
Adapt. Overcome. Achieve.

TEAM HAWKER
Respect. Protect. Contribute.

TEAM DAVY
Question. Explore. Understand.

TEAM TRELAWNY
Stand Strong. Lead Forward.

TEAM COOPER
Stand Up. Speak Out. Make Change.

College **Day**

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 timetable 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	13:15	60
Session 3	13:15	14:45	90
Break	14:45	15:00	15
Session 4	15:00	16:30	90

The college day and lessons start at 9:00am and poor punctuality is **not acceptable**. If you are late at the start of the day or to any of your lessons you will miss important work and will disrupt lessons.

Sanctions will be applied to learners who arrive late to college or lessons without a valid reason.

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

Challenge 100



If you are not in college, you must have a good reason and you must complete the college's absence form which is on our website. You can access this by scanning the QR code on your college ID card.

We operate a '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.

We challenge all of our learners to attend college 100% of the time. If you know in advance that you are going to be absent from college, for example because you have a hospital appointment, you must bring evidence of your appointment.

%	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 – minimum target for College		

%	Persistent Absentee		
90%	Cause for Concern	3 and half days off per term	3 college weeks of learning lost
85%	Disciplinary Action	5 and 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

Persistent absence will result in formal meetings with your parent/carer and Study Programme Manager and could lead to withdrawal from college.

Equipment & **Uniforms**

For your course, you will be required to have the following mandatory uniform:
· College-branded black polo shirt
· College-branded black sweater

For your course, you will need the following stationery and/or equipment:
·Water bottle
·Personal stationery (pencil case, pens, pencils, ruler, rubber, highlighters)
·An internet-enabled piece of technology (for example, a tablet, mobile phone or laptop)

All items must be clearly marked with names.

All students need to bring the equipment and in on their first day, where staff will complete an equipment audit.

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 lessons and hair must be tied back.

You will have also received a bespoke kit list. You must ensure that you have all of this equipment with you on your first day.

Behaviour
(including mobiles)

We expect all learners to be Respectful, Responsible and Ready to Learn. By working together and making positive choices, we can create a safe and supportive environment where everyone can succeed.

Mobile Phones
To support learning, mobile phones must be handed in at the start of each lesson and will be returned at the end. Phones should only be used during lessons when directed by a member of staff.

Contact Us

Contact Information:

Matthew White
Curriculum Area Manager
matt.white@cornwall.ac.uk
01579 372 283

Emma Thompson
Study Programme Manager
emma.thompson@cornwall.ac.uk
01579 372 329

Student Bursaries and Transport Team
bursaries@cornwall.ac.uk
0330 123 2533 (option 3 then 1)