



# parents to guide support

## Where can my son/daughter go for help?

If your son/daughter needs help and advice at any point during their time at Fareham College, please contact our friendly Student Support team. Your son/daughter can visit us in the Student Support Centre, opposite the LRC in C Block.

### Opening Hours:

Monday - Thursday: 08.30 - 17.00

Friday: 08.30 - 16.30

Further information for parents is available on our website. Please visit [www.fareham.ac.uk/parents-info](http://www.fareham.ac.uk/parents-info) or call us on 01329 815 200.

## Term Dates 2011-12

- 24th October: Half Term
- 19th December: Christmas Break
- 13th February: Half Term
- 2nd April: Easter break
- 4th June: Half Term

## Parents Evenings 2011

Monday 26th September  
Applied Studies and Sixth Form Studies

Tuesday 27th September  
Technical and Vocational Studies

Wednesday 28th September  
Hamble Skills Centre and Gosport College

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To receive all the latest information for parents available from Fareham College, why not join our Parents' Mailing List? Send your details to [parents@fareham.ac.uk](mailto:parents@fareham.ac.uk)

We also send out text messages. If you want to receive updates, please send your mobile number to the email address above. If your contact details including mobile number change, please make sure you inform the College. This will ensure that we can contact you in the event of an emergency.

## Tutorials / Review Days

Every student is assigned a personal tutor. This tutor is your son/daughter's first point of contact within the College if they require any advice, support or have any questions. Tutorial is an essential part of your son/daughter's programme and they must attend regularly.

There will be three review days during the year. These days will include additional activities for your son/daughter to take part in, cross college events as well as monitoring their progression.

## Can parents/guardians contact Student Support?

The Student Support team are always happy to meet with parents/guardians to discuss any issues that need to be resolved; you will find the contact numbers in this leaflet.

## Fareham College

Bishopsfield Road, Fareham, Hampshire, PO14 1NH

01329 815 200

[parents@fareham.ac.uk](mailto:parents@fareham.ac.uk)

[www.fareham.ac.uk](http://www.fareham.ac.uk)



# parents guide to support

## Financial Support

Our Student Finance Co-ordinator is based in C114 and can offer advice on all aspects of financial support.

## Subsidised Travel

Termly and annual bus passes are available to purchase from the College. A grant towards the cost of rail travel may also be available. You can apply for extra help with travel costs if you live in a low-income household.

## Parking

Students will need a parking permit, available from the College, if they want to park their car, motorbike or cycle on the College campus.

## Concerns about your course?

If your son/daughter has any concerns about their course or would like to change their learning programme, they should visit the Student Reception. Our Information and Guidance team will be happy to help.

## Equality and Diversity

Students can join the Faiths and Beliefs Group of the Equality and Diversity Committee. This forum is dedicated to the celebration of different cultures and beliefs. The College also runs a Gay Straight Alliance group which meets on a regular basis. All students are welcome to join.

## Student Voice

We are committed to listening to the views of our students. The Student Liaison Committee, consisting of nominated student representatives, meet with the Senior Management Team to discuss issues and influence change in the College.

## Student Support at Fareham College

Please dial 01329 815 followed by 3 digits as listed below, depending on your enquiry.

Eve Burdfield (Safeguarding):	329
or call mobile 07403 592728	
Mel Brimecome (Health):	184
Debbie Goodall (Finance & Welfare):	292
Susie Higgs (Youth Worker):	353
Absence Line:	200

## Additional Learning Support

Based in E Block, our qualified staff can support your son/daughter with their learning needs. There is a quiet area in E Block where students can take "time out". You can contact them on 01329 815 179.

## Medical Support and Health Advice

Every student must complete a medical form. If your son/daughter has a medical condition that they would like to discuss, they can call in to see the Health and Well-being Co-ordinator in C114. If your son/daughter feels unwell or is in need of first aid, they should speak with any member of staff, call into the Student Support Centre or visit the main Reception.

## Confidentiality

The College will not provide information of a confidential nature to any unauthorised enquirer without the permission of the student concerned, unless the information relates to a Child Protection incident.

## Key Information

Tutor:

.....

ID number:

.....

## Attendance

Every student is expected to attend 100% of the time. If your son/daughter cannot attend you must contact 01329 815 200. If their attendance drops significantly, they will be asked to talk with Student Support.

## Please avoid absence in Term Time

The College does not normally authorise holiday absence during term time. We want our students to be as successful as possible and absence during term time will have a negative effect on their progress. Should you wish to make a request for an absence for exceptional circumstances please contact Student Support for guidance.

## Moodle Virtual Learning Environment

During their time at Fareham College, your son/daughter will have access to Moodle. This online learning service is available across the College to help with coursework and tutorials. Moodle can also be accessed via the Internet at home.

## Safeguarding

The College recognises that members of staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults from significant harm. If you are concerned about your son/daughter's safety, please contact us in confidence at [safe@fareham.ac.uk](mailto:safe@fareham.ac.uk).

## Alcohol, Drugs and Smoking

Alcohol and drugs must never be brought onto the College campus. Anyone who is under the influence of drugs or alcohol will be escorted to the Student Support Centre; this may result in action being taken under the Positive Student Behaviour policy. Students may only smoke in the designated outdoor smoking areas.

## Bullying

Fareham College will not tolerate any bullying, discrimination or harassment, this includes:

- Racism
- Sexism
- Homophobia
- Inappropriate text messages
- Misuse of social networks
- Using inappropriate language towards other students or staff
- Faith, religion or beliefs
- Against anyone's disabilities

## UCAS and Careers Advice

We can offer guidance on higher education and how to complete UCAS applications to University. Career advice can be found in our Job Shop, which advertises local job vacancies.

**Additional information for parents/guardians can be found on our website [www.fareham.ac.uk](http://www.fareham.ac.uk)**