Welcome to Huish

Essential Information for Students and Parents
Starting college can be a wonderful and exciting experience. At times you may need information to help you successfully solve any challenges you encounter and perhaps seek some support. This is normal and can be expected as you transition from school into college.

This resource has been created to give you and your parents/carers important information about the transition from school to college and what you should expect over the first few weeks. Sometimes knowing what to expect and getting some tips can go a long way in helping with your transition.

**HOW IS COLLEGE DIFFERENT TO SCHOOL?**

Learning at college is very different to the experience you will have had at school. You will have a Study Programme which will combine your academic subjects with the Enrichment activities you choose to get involved with.

You will be expected to take a more independent approach to your studies. This doesn’t mean you should expect to be able to learn like this right away. You will need to give yourself time to develop as a college student. You will need to be patient and use tips and resources provided, as well as working closely with your teachers and peers.

**CONGRATULATIONS!**
GCSE RESULTS SUPPORT AND ENROLMENT

GCSE RESULTS DAY – THURSDAY 22ND AUGUST

GCSE results may confirm your thinking about your courses, but if they cause you to reconsider, we recommend that you research other subjects by looking at the Huish website (www.huish.ac.uk) and come along to the ‘What Now’ event where we can give you accurate and helpful advice and guidance. This event is open on Thursday 22nd August from 13.00 until 16.00 and Friday 23rd August from 09.00 to 12.00. There is no need to book, just turn up and we will help you.

ENROLMENT – WEDNESDAY 28TH OR THURSDAY 29TH AUGUST

You will have received an appointment for enrolment with your invitation to your Welcome to Huish days. Please contact us if you need to change it. It is vital that you bring a copy of your exam results, including those from previous years, plus any completed consent forms.

START OF TERM – MONDAY 2ND SEPTEMBER

The first day of term is Monday 2nd September. Your induction tutors will meet you in your tutor base at 9am.

To enrol on a Level 3 Study Programme (A Level, Vocational or a combination) you will need to have at least 5 GCSEs at grade 4 or above. English Language and Mathematics at grade 4 need to be included amongst the five GCSEs.

There are also a range of one year Level 2 Study Programmes available for students who achieve GCSE Mathematics and English Language at grade 3, plus a range of other GCSEs at 4/3 grades. Students will study one Vocational course alongside a resit in English Language and/or Mathematics.

The subject available are:

- Public Services
- Health & Social Care
- Business
- Sport
- Media
ARE YOU PREPARED FOR COLLEGE?

Remember that part of your education is learning how to be a successful student.

If you label the emotions you are feeling as a signal that you are getting ready to rise to a challenge, you will create a much healthier approach to life at Huish. If you interpret the “stress” that you are feeling as negative and try to avoid the challenge, you will experience less joy and excitement about college life.

COLLEGE LIFE

At college the expectations are that you are now working towards becoming an independent adult. This means that you are in charge of your own behaviour.

Teachers and tutors will be tracking your attendance in class and will discuss this with you if it is not at the expected level. It is up to you to motivate yourself to ensure you are attending lessons and completing the work that needs to be done. This can be a challenge for some students and it can be useful to find a friend in class so you can attend together or find a study partner.

Rather than having lessons all day, every day, you will often have times when you are not required to be in class. Many students can find this difficult at first, it is important that you have notes from the lessons and even if not required to do so, you should be doing extra reading, reviewing your notes and doing independent study.

TIP: YOUR CLASSES ARE ONLY A SMALL PART OF THE WORK AND IT IS RECOMMENDED THAT YOU DO 15 HOURS OF WORK OUTSIDE THE CLASSROOM EACH WEEK.

TUTORIAL SUPPORT

At Huish we have a specialist tutoring system especially designed to help you settle into college life and offer you expert support and guidance on effective study strategies and making the most the range of opportunities available during your time with us. Our model of tutoring will help ensure that you achieve your full potential both academically and across your wider college programme. Your tutor will also help you explore and consider your progression beyond college, whether that be university study, employment or apprenticeship training.
COLLEGE WORKLOAD

Your workload will increase quite a bit compared to school. Leaving things to the last minute or planning to do an all-nighter is not a sustainable long term strategy and will certainly not get the best out of you.

**TIP: SET YOUR “DEADLINES” FOR ASSIGNMENTS 48 HOURS IN ADVANCE OF WHEN THEY ARE REALLY DUE AND TRY TO HIT THIS DEADLINE. WHY NOT USE A COUNTDOWN ON YOUR PHONE FOR ALL YOUR DEADLINES?**

HUISH 30

The Huish 30 represents the minimum amount of hours that you will need to commit to your college work and college related activities each week to ensure that you perform at your very best. The 30 hours breaks down into:

- 2 or more hours a week involved in Enrichment and personal development activities
- 13 or more hours a week will be spent in lessons and at college. High attendance is directly linked to excellent results
- 15 hours on independent study, ensuring you are well prepared for your classes and for completing set tasks and course assessments.

The level of independent study required at college is significantly different to school and at Huish we will support you to manage your time effectively. Your tutor and teachers will ensure that you get clear guidance on the most effective study techniques and share with you the latest educational research on high impact revision strategies.
COMMUNICATION

At four points in the year, known as Progress Points (PP), each subject teacher will report on your progress. The dates for these reporting periods are:

PP 1 – week beginning 21st October 2019
PP 2 – week beginning 20th January 2020
PP 3 – week beginning 16th March 2020
PP 4 – week beginning 15th June 2020

During these weeks:

- Parents can view the information via the parent portal
- Students discuss their progress with their teacher and/or tutor at a progression review meeting.

Lots of information is available on our website via the parent portal. If you prefer to have a paper copy of your progress reports please just let us know.

Information will be very current and regular viewing will help everyone know about attendance, timetables, exam entries and events. For parents using the parent portal, please keep us informed of any email address changes.

If you miss a lesson an email will automatically be sent later the same evening to your tutor and to your parents/carers informing them of this. We expect students to attend college for all of their lessons.
**COURSEWORK AND ASSIGNMENTS**

Coursework and assignments often follow a different format than you will have been used to at school. The key to doing well on assignments is to ensure you understand what’s expected, allow yourself enough time to properly research and write, and make sure you edit what you have written. If in doubt talk to your teachers about the assignment brief and what is expected.

*TIP: CREATE A TIMETABLE THAT COVERS THE WHOLE WEEK AND FILL IN TIMES WHEN YOUR LESSONS TAKE PLACE, FROM THERE YOU WILL BE ABLE TO PLOT TIME IN YOUR TIMETABLE FOR YOU TO WORK ON YOUR ASSIGNMENTS.*

Make sure you plan your work and break down big tasks into small manageable steps. You can add one or two of these to your daily to do list.

**EXAMS**

Exams can be stressful. The best way to deal with exam stress is to know your material well and give yourself enough time to study. Starting to study the night before is not a good idea but constant studying can be mentally and emotionally exhausting so it is important to find a balance. Make sure you find time to both study and recharge through Enrichment or out of college activities. Getting enough sleep, eating healthily and exercising are all important for your mental well-being.

Exams are a great opportunity to learn so once you have received any results it is a good idea to spend time reviewing your paper. Teachers are always willing to help so you could approach them with some thoughtful questions once you have reviewed your results.

It is essential that you make sure you know the dates, timings and location of your exams in advance and it is important you let us know as soon as possible if you feel you need any specific exam access arrangements. Exam access arrangements are reasonable adjustments that can be made for students with disabilities, additional learning needs or a temporary medical issue.

Exam arrangements do not automatically follow you from school and you are not guaranteed the same arrangements at college, so you will need to allow time to meet with our SENCO to discuss your needs. Most exam arrangements need prior approval from the awarding body, so you may need an updated assessment or you may be
asked to provide specific medical evidence. More information can be found on the Joint Council for Qualifications (JCQ) website.

Adjustments will be considered on an individual basis and will also be informed by your current teachers, based on your needs in class and normal way of working. If you have not had any exam arrangements before, but feel that you may be struggling in lessons and exams, please have a conversation with your subject teachers who will refer you to student services if appropriate.

**TIP: MAKE SURE YOU DISCUSS YOUR EXAM ARRANGEMENTS WITH YOUR TEACHERS PRIOR TO YOUR EXAMS TO ENSURE YOU HAVE EVERYTHING IN PLACE THAT YOU NEED.**
SUPPORT BEYOND THE CLASSROOM

There may be times when you need to speak with a member of support staff. Knowing the best way to find a member of staff and how to speak to them will help to ensure you get the support you require.

**TIP: DROP INTO H1 AT ANY TIME AND SPEAK TO A MEMBER OF STAFF, THIS COULD BE FOR A GENERAL QUERY OR FOR A MORE CONFIDENTIAL CONVERSATION.**

If you are not comfortable in doing this in person you can email senco@richuish.ac.uk or wellbeing@richuish.ac.uk. You will be contacted and a meeting will be arranged.

CAREERS

Our staff provide specialist independent careers advice and guidance to support your choice of Study Programme. They can also support your progression from college to university, apprenticeship, employment or volunteering. The Careers Officer (Richard Jones) can be contacted via email: richardj@richuish.ac.uk. The School Liaison officer (Charlotte Sargent) can be contacted via email: charlottes@richuish.ac.uk.

STUDENTS WITH ADDITIONAL LEARNING NEEDS AND DISABILITIES

If you have a disability or any additional learning needs, the transition from school to college can seem quite an adjustment. We are here every step of the way to help support you with the process. It would be a good idea to get in touch with the student services team prior to starting at Huish, so that we can have a conversation about your individual needs and discuss the support we can offer. We can work in collaboration with you to put a support plan in place to help alleviate any anxieties and ensure that all of your teachers know how best to support you.

You will need to provide us with information about your learning needs or disability by contacting our SENCO at senco@richuish.ac.uk. Make sure you include all reports, Education Health Care Plans, assessments and documentation that you have as well as making your induction tutor aware of your needs.

STUDENTS WITH PRE-EXISTING HEALTH CONDITIONS

If you have a pre-existing health condition (physical or mental) that requires additional support please ensure you have made us aware and share this through the completion of our medical form during enrolment. If you have a specific need that requires pre-enrolment academic support please contact our SENCO at senco@richuish.ac.uk.
In most cases it will be the student’s responsibility to ensure they have their medication safely on them at all times. If medication is required to be stored by the College please contact us directly to discuss.

**DRUGS AND ALCOHOL**

The College has a zero tolerance policy regarding drug and alcohol misuse. However, we do recognise that there are some students who will require support during their time at Huish. We are able to provide confidential, non-judgemental support, information and where necessary refer to external agencies.

**DISCRETIONARY BURSARY**

The College receives a discretionary bursary allocation from the government each year from which we aim to support as many students facing financial hardship to complete their studies at Huish.

The discretionary bursary is a financially assessed award and is dependent on fulfilling the bursary eligibility criteria which can be found at www.huish.ac.uk.

Students can receive support towards their course costs as well as a transport contribution towards the purchase of The County Ticket if they live more than 3 miles away. We are unable to support any other forms of travel.

**VULNERABLE BURSARY**

Students who meet one of the criteria below and have a financial need can apply for a vulnerable bursary. Students must be registered on a Study Programme that lasts for 30 weeks or more. If the Study Programme is less than 30 weeks, you may be eligible for a pro-rata amount.

The criteria for the vulnerable bursary is if the student is:

- In care
- A care leaver
- Receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.
FREE COLLEGE MEALS

In accordance with Government EFA guidance, students whose families are in receipt of one or more of the following benefits will be awarded a free meal including a drink each day:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty’s Revenue and Customs

If you wish to apply for a bursary please contact the college Student Finance Officer on 01823 320800.

TRANSPORT
TRAVELLING BY BUS

A number of buses come directly into Huish, with others stopping just a short walk away. For information on routes and service times please visit https://www.traveline.info.

SOMERSET COUNTY TRAVEL TICKET

The Somerset County Travel Ticket is valid for 12 months from September to August. It is a multi-operator ticket and can be used seven days a week, all year round. The County Ticket is available to students living in Devon as it allows travel across the border provided their journey starts and/or finishes within the administrative boundaries of Somerset. For further information about the bus ticket please visit: www.somerset.gov.uk/countyticket.

Please note that each individual bus operator offers a range of travel tickets and we strongly recommend that you check these to ensure that The County Ticket is the most appropriate ticket for your individual needs.

CYCLING OR WALKING TO COLLEGE

There is a pedestrian and cycle path linking the College directly with Vivary Park and the town centre. There are bicycle racks available on campus where you can securely lock your bike. Please do not leave your bike unlocked at any time or on the campus overnight.

DRIVING AND PARKING AT HUISH

Upper sixth students, adult learners and apprentices living outside of a TA1 post code may wish to purchase a parking permit in order to park in one of the onsite car parks. There is limited parking and parking permits are on a first come first serve basis. The designated area for moped parking is located within the front staff car park.

If you require special parking arrangements and are registered disabled, holding a blue badge, please contact the college directly on 01823 320800.
HEALTH AND WELLBEING

BEING RESILIENT

Things in life don’t always go your way. Nobody’s life is completely stress-free, nor should they expect or even want it to be. Little bits of stress are what challenge us and enable us to grow as people. Negative emotions like sadness, anxiety, grief or disappointment are normal and have an important job to do. They help us to focus our attention on something important and make adjustments to improve our wellbeing.

The expectations at college are often much higher than those in school and doing well requires much more effort. It can take time to become comfortable with this new reality. You should not take this reality as a negative outcome. Use this experience as a challenge to learn and improve your skills.

Take action when you need to. Instead of feeling helpless, get out there and find solutions.

**TIP: BE REALISTIC, PUT THINGS INTO PERSPECTIVE AND DON’T SWEAT THE SMALL STUFF. NOT EVERY STRESSFUL SITUATION IS THE END OF THE WORLD. INDEED, MOST PROMOTE GROWTH.**

WHAT IS MENTAL HEALTH?

Essentially, mental health is the ability to successfully adapt to life circumstances.

Having good mental health does not mean not feeling sad, unhappy, annoyed, angry etc. Often these negative emotional states are actually a sign of a good mental health.

Understanding the differences between the states of mental health is crucial to getting the right kind of help if you need it. **Mental distress** only requires that you understand and successfully manage the stress response, develop health and adaptive coping skills, which

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**STATES OF MENTAL HEALTH**
you learn by embracing and not avoiding the challenges of life. Mental health problems can require additional support. However, support from family and friends is often enough. **Mental illness** will require treatment from a qualified health care professional.

**STRESS**

Stress is the way in which your brain and body let you know you have a challenge or problem that needs to be addressed and is the key to building resilience.

Using clear language to describe our experiences helps us to use the stress response to promote, instead of reduce, our health and mental health. Being stressed can result in us avoiding important tasks, feeling overwhelmed and isolated and lead to feeling anxious. But being stressed is actually very good for us. When we are stressed we usually find things difficult, emotionally challenging and may doubt our ability to cope – however these feelings can help us focus our attention on important tasks, remain motivated and find solutions.

Each time you experience a stressful situation and successfully cope with that situation, you’re making yourself stronger and more resilient. When the next situation comes along, you’re better equipped to handle it and it likely won’t feel as stressful.

**SEXUAL HEALTH**

College may be a time when you choose to explore, or further explore, your own sexuality. Making safe and informed decisions about how you engage in sexual relationships can help increase the likelihood of positive experiences and decrease your risk for negative experiences.

We offer students access to sign up to the C-Card scheme as well as running a weekly sexual health clinic on site. Both of these services are available to all students and are free and confidential.

**USEFUL CONTACTS**

If you require any further support or have additional question please get in touch.
senco@richuish.ac.uk
safeguarding@richuish.ac.uk
wellbeing@richuish.ac.uk
DATES FOR YOUR DIARY

Educational research demonstrates the clear link between high levels of attendance and achievement. We ask you to support our expectations that students do not take holiday in term time. To help you plan, term dates are as follows:

AUTUMN TERM 2019
Monday 2nd September – Friday 20th December
Half Term
Monday 28th October – Friday 1st November

SPRING TERM 2020
Monday 6th January – Friday 3rd April
Half Term
Monday 17th February – Friday 21st February

SUMMER TERM 2020
Monday 20th April – Friday 3rd July
Half Term
Tuesday 26th May – Friday 29th May

NON-TEACHING DAYS FOR STAFF TRAINING
Friday 8th November 2019
Monday 11th November 2019
Monday 1st June 2020

PARENT AND STAFF MEETINGS
Parents/carers will be invited to meet their son/daughter’s subject teachers on Tuesday 24th March 2020 or Thursday 26th March 2020.

FORMAL ASSESSMENTS
To help students prepare for exams we undertake lower sixth formal assessments from Tuesday 2nd June to Friday 5th June 2020.
Some problems are unique to an individual student/family, but many are common. These questions and answers outline some key points.

Q. We think our son/daughter may be on the wrong Study Programme, what should we do?
A. Starting at a new school or college can be an exciting and challenging time and some young people take time to adjust. We ask students to complete summer holiday homework to help them gain a deeper understanding of their course choices. In the first three weeks of the autumn term students are able to trial new subjects. In addition, the Careers Officer (Richard Jones) and your son/daughter’s progress tutor are available to help.

Q. We are concerned about our son/daughter’s welfare, what should we do?
A. After talking to your son/daughter, your first point of contact is their progress tutor who you can contact by email or phone. They may then speak to an Assistant Principal or a member of Student Services. If you need further help, contact the following staff directly:
- For health concerns contact Matt Nolan on mattn@richuish.ac.uk
- For pastoral care concerns contact Assistant Principal for Student Support, Colin Barnard on colinb@richuish.ac.uk

Q. We are not very happy about our son/daughter’s experience of “x” at college, what should we do?
A. After talking to your son/daughter about the specific issues, you could then:
- Speak to your son/daughter’s progress tutor
- Contact us and ask to speak to Assistant Principals; Joseph Bennett, Colin Barnard, Becky Flower or Saffron Lee. You will be asked for the name of your son/daughter’s progress tutor.
- Contact either:
  Emma Fielding (Deputy Principal) on emmaf@richuish.ac.uk
  Paul Lonsdale (Vice Principal) on paullo@richuish.ac.uk
You will be asked for a brief outline of the concern so it can be directed to the appropriate person.
If you have any questions about the information in this leaflet, please contact us for further details.
01823 320800
hello@huish.ac.uk
www.huish.ac.uk