



Xaverian College

HANDBOOK PARENTS AND GUARDIANS 2022-2023

In Harmony Small Things Grow



xaverian.ac.uk

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1. OUR MISSION STATEMENT

The mission statement is based on that of the Xaverian Brothers who founded the College in 1862.

Jesus Christ taught that God is at the centre of our lives and that the love of truth and concern for the needs of others must be fundamental to our way of living.

Inspired by Jesus Christ and by the missionary zeal of their founder, Theodore James Ryken, the Xaverian Brothers are dedicated to the creation of schools and colleges as communities in which these truths are the guiding principles and in which the spiritual, moral and intellectual talents of their students are nurtured.

A Xaverian College must provide opportunities for growth in the knowledge and practice of the Roman Catholic religion through prayer, worship, study and service to others in and beyond the College community.

The obligation to help students to develop all their talents calls for a commitment on our part to good teaching, dedicated pastoral care and a readiness to relate to students both inside and outside the classroom. Through this commitment, the students will experience and respond to the good will and concern of their teachers.

The cause of justice is an essential theme in the message of Christianity. In a Xaverian College, staff and students will be conscious of the demands of social justice in local, national and international issues and will seek to discover ways in which they can most appropriately respond as individuals and as a community.

Our students are living in a secular society where persuasive forces influence them away from a spiritual view of life. In the same spirit of faith and hope which inspired our founder, we wish to commend to our students a way of life which is rooted in the love of God and our neighbour.

In 1977 Xaverian became a Sixth Form College but the values of the Xaverian Brothers continue to guide us in our work.

1. Xaverian is a Roman Catholic College for full-time students and central to its life and spirit is the commandment of Jesus Christ that we have great respect and concern for one another.
2. In its care for its students, the College recognises its responsibility to encourage their full development as individuals and as members of society by providing appropriate pastoral, academic and vocational guidance, good teaching and opportunities to participate in religious, cultural and sporting activities.
3. The general Religious Education course is a vital and compulsory part of every student's programme.
4. Acceptance of a place at Xaverian implies a serious commitment to study and a co-operative attitude to all aspects of College life.
5. Mutual concern and friendliness lie at the heart of the way of life, which the College community offers to its members.

2.IMPORTANT INFORMATION

GOVERNING BODY

The College Governing Body complies with the Articles and Instruments of Governance laid down in the Higher and Further Education Act of 1992 and it is the Governors' responsibility to ensure that the College adopts appropriate strategies to achieve its mission as a Sixth Form College.

The Governing Body comprises of Governors, including 1 parent governor, 1 student governor and 1 staff governor. Many of the non-parent governors have, in fact, had experience of being a parent and studying at College. The Chair of Governors is Teresa Dervin and a full list of Governors is available on the Xaverian website.

Governors are all volunteers and are not paid for their duties. They meet frequently and visit the College on regular occasions, attending events and activities, visiting departments and college areas.

COMMUNICATION WITH PARENTS AND GUARDIANS

At Xaverian, we feel communication with parents is very important. Parents are kept informed of events in a variety of ways. We have the College Website and letters are sent to inform parents of particular events and developments. The College's Website features current news, the College calendar, prospectus and subject information. Our Twitter feed can be a useful source of information. We will also use email, and parents are encouraged to supply contact details to enable us to update information.

Parents will also be able to see attendance and progress information via our Parental Portal. You will be sent details on how to register to see this information very soon.

If particular problems occur during a student's time at College, parents will be contacted by telephone or letter as appropriate. Every student has a Pastoral Manager who will communicate with you. Also, we inform parents via SMS if your son/daughter has missed a lesson. Furthermore, if you wish to inform the college of any concerns regarding your son/daughter please contact the appropriate Pastoral Manager by email:

Mr Lyons- a.lyons1@xaverian.ac.uk

Mrs Ayres- j.brickdale@xaverian.ac.uk

Mr Gornall- a.gornall@xaverian.ac.uk

Miss Begum- s.begum@xaverian.ac.uk

Mrs Nauman- s.nauman@xaverian.ac.uk

Miss Bailey- s.bailey@xaverian.ac.uk

ABSENCE POLICY

We expect 100% attendance this will be monitored closely for each student. Any concerns or difficulties regarding attendance and punctuality will be discussed with the student and their Pastoral Manager on a regular basis. Your son / daughter's attendance is available to view on Cedar and you will receive a text message each day an absence is recorded. **No absences will be authorised retrospectively beyond two weeks of the absence taking place.**

Authorised Absences

- University open days / applicant days – Maximum 4 - Evidence required
- University interviews – Evidence required
- With appropriate evidence - Hospital / orthodontist appointments / serious illness
- Practical driving test – Evidence required
- Bereavement / funeral – Letter / phone call from parent / guardian
- Religious holiday notified in advance (24 hours)

Unauthorised Absences

The following **will not** be authorised

- Routine medical, dental and optician appointments
- Sickness
- Driving lessons
- Driving theory tests
- Holidays taken in term time
- Accompanying family members to appointments
- Babysitting younger siblings
- Exclusions from lesson or campus
- Any permitted absence where evidence was required but has not been provided

Please note that students who are eligible for the 16-19 bursary should be aware that the payment is entirely dependent upon a full attendance record.

Arriving Late

- If arriving late the student should go straight to class where they will be marked present but late. Students are asked to speak to the teacher to explain the reason and to check they are not marked absent.
- If a student is late for class on a regular basis the teacher will discuss this with them and may refer them to their Pastoral Manager about patterns of unacceptable punctuality
- If a student has arrived so late they have missed class they need to report to the Attendance Office

Absence Notification

A Parent / Guardian or student are required to notify College of all absences be it authorised or unauthorised for safeguarding purposes by 9.30am. Notification can be given by either telephoning the Attendance Hotline **0161 249 2147**, by email (attendance@xaverian.ac.uk) or via the Parent Portal.

Students who are unwell and need to leave college must see a member of the Pastoral Team who may give permission to leave College. The student must then sign out at the Attendance Office. Parents must also be contacted to give permission to go home.

We also think students should email teachers each day of absence to ask for missed work, so they do not fall behind.

Monitoring Attendance

Your son / daughter's attendance data will be available to view on a live basis on CEDAR, the College portal. If your son / daughter thinks that their attendance record is incorrect they should discuss the issue with the teacher concerned. **Marks will not be changed where prior evidence was required but not produced in advance.**

KEY DATES FOR STUDENTS AND PARENTS 2022-2023

Year 12 Students

Please find below some important dates for your diary. Please note especially:

- There will be some public examinations in November and May/June for students taking Level 2 courses (GCSE and BTEC) or Foundation level students.

DATE	EVENT
Monday 12 th September	Teaching begins for Year 12 students.
Saturday 8 th October	Open Day 1
Sunday 16 th October	Open Day 2
Thursday 20 th and Friday 21 st October	Inset Days – Students not in College
HALF TERM – Monday 24th October – Friday 28th October inclusive	
Monday 31 st October	Return to College
Monday 31 st October – Monday 7 th November	GCSE Resits - Maths/English (public exams)
Monday 28 th November and Tuesday 29 th November	Inset Days – Students not in college
Friday 2 nd December	St Francis Xavier Feast Day
Friday 16 th December	End of Autumn Term
CHRISTMAS BREAK – Monday 19th December – Monday 2nd January 2023 inclusive	
Tuesday 3 rd January 2021	Spring Term begins
Friday 17 th February	Inset Day – students not in College
HALF TERM – Monday 20th February – Friday 24th February inclusive	
Week commencing 27 th March	GCSE mock exams – English and Maths
Friday 31 st March	End of Spring Term
EASTER BREAK – Monday 3rd April – Friday 14th April inclusive	
Monday 17 th April	Start of Summer Term
Monday 1 st May	Bank Holiday
Friday 26 th May	Level 1 and Level 2 students end study
HALF TERM – Monday 29th May – Friday 2nd June inclusive	
Monday 5 th June	Return to College
Week beginning June 5 th	Year 12 End of Year exams
Week beginning 26 th June	Parents' Evenings
To be confirmed (provisional date – Friday 7 th July)	Students finish for summer - Community Day Celebration

The dates are correct at the time of publication. However, students and parents should consult the College Website or telephone the College Office to confirm the accuracy of dates nearer to each event.

Year 13 Students

Please find below some important dates for your diary. Please note especially:

- External exam dates are subject to final confirmation
- This may impact the Year 13 Leavers' Day date

DATE	EVENT
Monday 12 th September	Teaching begins for Year 13 students.
Saturday 8 th October	Open Day 1
Sunday 16 th October	Open Day 2
Thursday 20 th and Friday 21 st October	Inset Days – Students not in College
HALF TERM – Monday 24th October – Friday 28th October inclusive	
Monday 31 st October	Return to College
Monday 31 st October – Monday 7 th November	GCSE Resits - Maths/English (public exams)
Monday 28 th November and Tuesday 29 th November	Inset Days – Students not in college
Friday 2 nd December	St Francis Xavier Feast Day
Friday 16 th December	End of Autumn Term
CHRISTMAS BREAK – Monday 19th December – Monday 2nd January 2023 inclusive	
Tuesday 3 rd January 2021	Spring Term begins
Thursday 26 th – Friday 3 rd February	Advanced courses Mock Exams
Friday 17 th February	Inset Day – students not in College
HALF TERM – Monday 20th February – Friday 24th February inclusive	
Week beginning 27 th February	U6 Parents' Evenings
Week commencing 27 th March	GCSE mock exams – English and Maths
Friday 31 st March	End of Spring Term
EASTER BREAK – Monday 3rd April – Friday 14th April inclusive	
Monday 17 th April	Start of Summer Term
Monday 1 st May	Bank Holiday
Wednesday 17 th May (to be confirmed)	Year 13 Leavers Day
Monday 22 nd May	Start of external exams (provisional)
HALF TERM – Monday 29th May – Friday 2nd June inclusive	
Monday 5 th June	External exams continue
Week beginning 26 th June	End of external exams (provisional)

The dates are correct at the time of publication. However, students and parents should consult the College Website or telephone the College Office to confirm the accuracy of dates nearer to each event.

3. THE CURRICULUM

THE TIMETABLE

The College operates a 6 block timetable. Students will have 3 or 4 blocks taken with their academic studies, another block will be for Pastoral Studies and RE, and additionality and support will take place during their free blocks. The lunch block will be dependent on their year group.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30			1		
9.00	1	1	Briefing / Curriculum Development Time	1	1
9.30	A	B		D	C
9.45			2		
10.00	A	B	E	D	C
10.15					
10.30	BREAK	BREAK		BREAK	BREAK
10.45	2	2		2	2
11.00	A	B		D	C
11.15			3		
11.30			E		
11.45	3 U6	3 U6		3 U6	3 U6
12.15	E	F		E	F
12.30		L6 LUNCH		L6 LUNCH	L6 LUNCH
12.45			4		
1.15			LUNCH		
1.30	U6 LUNCH	U6 LUNCH		U6 LUNCH	U6 LUNCH
1.45				4 L6	4 L6
2.15				E	F
2.30	5	5	5	5	5
2.45	D	C	F	A	B
3.00					
3.15			BREAK		
3.30	6	6	6	6	6
3.45	D	C	F	A	B
4.00					

TEACHING AND LEARNING

Successful learning and achievement arises from a partnership between student and teacher, with expectations and responsibilities on both sides.

Students will expect:

- To be treated with respect and consideration.
- All teachers to have thorough and up-to-date knowledge of the subject area.
- The planning and preparation and delivery of lessons to be appropriate to educational needs and examination requirements.
- Regular setting of work.
- Marking of set work within 1 week of return date (if submitted on time). Longer homework and more detailed coursework may not be able to be returned within this time frame.
- To be involved in termly reviews of progress with target setting where appropriate.
- Evaluation and review of courses and teaching methods via student view surveys.

Students are expected to:

- Adhere to the Student Code of Conduct and ICT Code of Conduct.
- Achieve full attendance and punctuality for subject lessons.
- Hand in coursework / assignments / homework on time.
- Show respect and consideration to others and acting in a mature manner.
- Provide basic study equipment such as pens, paper, calculators etc.

MONITORING AND SUPPORTING STUDENTS TO ACHIEVE THEIR FULL ACADEMIC POTENTIAL

STUDY: For students who wish to be successful on their chosen course, they will have to do a good deal of private study. **We recommend at least four hours a week per subject.** This is good advice, and you will find that a lot can be done during independent study periods at College. It will not be just homework. Students will be given set work in every subject but they will need to organise their time to do more than this. They will get help and advice from teachers about how to study. Other students may also pass on good ideas.

SUBJECT SUPPORT: Teachers are available for timetabled support slots throughout the week. This information is published in a ***Student Support Timetable*** or students may ask their teachers when they are available for support during the week.

STUDENT PROGRESS AND REPORTS: Attendance and punctuality are closely monitored with updates available through CEDAR. Parents / Guardians are kept informed of student progress through Parents' Evenings and regular communication including Progress Reports.

THE STUDENT CONTRACT SYSTEM If students are underperforming or their attendance falls below 100%, parents are informed. If problems continue, students will be issued with CONTRACTS to support improvements. Parents will be invited in to discuss their son/daughter's progress and attendance issues if problems become serious.

4. STUDENT SUPPORT SYSTEM

PASTORAL CARE AT COLLEGE

At Xaverian we have a strong pastoral support system for our students. All teachers are responsible for pastoral care of their students. Furthermore, every student has a Pastoral Manager. If your son or daughter has a wellbeing issue a Pastoral Manager can support them. Care and support are central to the mission of the college. The college has three Pastoral teams for our 16-18 cohort, plus separate pastoral provision for the University Foundation programmes.

The Pastoral Manager has number of duties and responsibilities. They are responsible for the welfare of students and they support students to progress and achieve at college. As stated earlier, they communicate with parents on behalf of the College.

PASTORAL STUDIES (Tutorial)

All students have one Pastoral Studies lesson per week. It is a two year curriculum and it is an important part of college studies at Xaverian. Pastoral Studies has several benefits and objectives:

1. Support all students' health and wellbeing (resilience, managing stress, mental health support, Prevent agenda, social media awareness, healthy relationships, and behaviour expectations).
2. Support personal progress and preparation for adult life (careers education, UCAS, CVs, interview skills, challenging stereotypes, coping away from home, financial education, first aid, life skills).
3. Support and live the mission of the College (Toy and Congo Appeals, Volunteering, Giving Blood, National Citizen Service).
4. Supporting academic progress (independent study skills, reducing college stress, reducing exam stress).

SAFEGUARDING AT XAVERIAN COLLEGE

Xaverian College has a duty of care to all members of our community, to make everyone feel safe. We provide a harmonious and secure environment in which students can achieve their full potential. We make sure that all students are free from all forms of harassment, abuse, anti-social behaviour, and discrimination.

In our safeguarding work we ensure students receive excellent pastoral care, support, and guidance. We will help them to further understand healthy lifestyles and practices. We aim not just to encourage their wellbeing, whilst at College, but also when they leave.

Xaverian ensures students feel valued from their first day and that it is a College where they belong. We provide an environment where students feel supported and where their concerns are listened to.

If at any time a student feels uncomfortable, harassed or just are worried about something they can see their pastoral manager. They will always be ready to listen and do something to help.

What students are required to do:

- Wear and display clearly their identity cards.
- Behave in a way that will not cause harm to themselves or other members of the college community.
- Not bully, harass or cause offence, to other members of the college community, including through the use of social media.
- Report concerns affecting the safety and wellbeing of other college members.

SUPPORTING STUDENTS WITH MENTAL HEALTH PROBLEMS

Xaverian College is committed to promoting the physical, mental, and spiritual wellbeing of all the members of our community. It is our duty therefore to help support students who experience a mental health problem.

What is a mental health problem?

It is a psychological problem or condition that has an adverse impact upon a person's day to day functioning such as in communication, mood, effectiveness, or their relationships with other people. For instance: depression, obsessive-compulsive disorders, self-harm.

Who should students see or talk to about it?

The College can only support students if we know about the problem. Students can tell any member of staff they feel confident talking to, such as their teacher, Pastoral Manager, or the College Counsellor. The Pastoral Manager will be informed so that appropriate support can be provided. If you have any concerns about your son/daughter's mental health, please contact the Pastoral Manager.

What support do we offer?

This entirely depends on the needs of the student, such as whether the problem is short or long term. Examples include being more accepting of absences from College and providing 'catch up' time, restructuring deadlines, not discussing sensitive issues in class, being mindful of times of stress (deadlines, exams etc).

The College can also provide support from the College Counsellor and various outside organisations that we have good contacts with.

COUNSELLING

Counselling gives your son/daughter the opportunity to talk privately with someone who is really listening and not making any judgements.

Counselling is a free safe confidential service which supports students who maybe experiencing personal or emotional problems, sometimes problems at home or in college can affect your work or emotional/mental well-being, some of the issues Counselling can help with: Relationships, Depression, Anxiety, Low moods, Self Esteem, Family Problems. Counselling can help to make the sorts of changes needed to improve well-being and mood.

Students can access the Counsellor directly by email counselling@xaverian.ac.uk or phone: 0161 249 2133 or by visiting our Counselling Rooms on the first floor of Sunbury (SU16 and SU17) Monday to Friday. They can also make an appointment through their Pastoral Manager.

Here are some comments from students who received counselling this year –

The sessions really helped me approach the negative feelings I had been having with more confidence

The counsellor did absolutely everything she could with what I went to her with and approached everything with dignity and respect. Because of these sessions, I have learnt effective coping strategies.

I found it helpful when talking about things that were difficult to talk about. The counsellor never spoke down to me or pressurized me into saying anything I did not want to say. He created a safe space for me. It was great for someone else to have a proper understanding of my problems and to be able to help me with them.

My counsellor was not only someone that listened to me and helped me on my path to understand my situation more, he was someone who supported me and was happy for me when I was happy and made me unashamed to be myself through his compassion and ability to understand. I felt that my situation could be solved.

MEDICAL CONDITIONS

Students **must** let us know if they suffer from a medical condition e.g. nut allergy, which could pose a serious risk to your health. **Let the College know of any condition which may affect studies.** We can make **reasonable adjustments** in terms of your workload etc. if necessary.

ADDITIONAL LEARNING SUPPORT (ALS)

Students at Xaverian can access Additional Learning Support in a variety of ways.

Literacy Skills Support

Students can access literacy skills support with Mrs O'Hanrahan who can be contacted via email for a one-to-one session. Students whose first language is not English can access language support with Mrs O'Hanrahan.

Additional Learning Support Tutors

Additional Learning Support is available for students with additional needs. Students can access a 1:1 support session in an independent study period. A variety of support is available including time management, essay planning, note taking, revision techniques and spelling and reading strategies. Specific learning difficulty assessments are also available from specialist teachers at the college.

Educational Support Assistants

Educational Support Assistants support high need students with Education and Health Care Plans, both in class and outside class, to assist with learning needs. This may include additional help with learning and completing tasks, working on literacy or numeracy skills, or supporting students with mobility issues or sensory impairments.

LIST OF STAFF WHO CAN SUPPORT YOUR SON/DAUGHTER

<p>Teacher If a student is having problems with a subject, they must not ignore it. They can go to subject support for further guidance and help with their teacher or perhaps another teacher. They can also look at notes and guidance on subject area on the Intranet.</p>
<p>Pastoral Manager If any student has personal issues which are affecting or may affect their study, it is a good idea to let their Pastoral Manager know. The Pastoral Manager can work with their teachers to make sure they are well supported. A referral may be made to the College Counsellor or an external agency, who are trained in giving specialist support.</p>
<p>Student Services Students can go to Student Services to report an emergency or if there is an injury to themselves or someone else. They can also go to Student Services for information or if they need to find a teacher.</p>
<p>College Community Support Co-ordinator: Mr. Walker Students can also talk directly to the College Community Support Co-ordinator if there is an emergency or an injury to themselves or someone else. If a student has been a victim of a robbery or of harassment, bullying etc. or know someone else who has been, they can report it to the College Community Support Co-ordinator who will take a statement and pass on the information to be dealt with by the Head of Student Services or the Head of Pastoral Services.</p>
<p>Additional Learning Support If a student has, or think they have a specific learning difficulty such as dyslexia or dyspraxia, or general problems with literacy, they can get advice and support from the Additional Learning Support team. Please email i.bencze@xaverian.ac.uk</p>
<p>College Counsellors If a student has some serious personal issues, they can ask to be referred to or refer themselves to the College Counsellors. They will help them talk through problems and develop ways of coping with the difficulties they face. counselling@xaverian.ac.uk</p>
<p>College Chaplain: Miss. Knowles There are many people who find their spirituality and faith can help them through difficult times as well as encourage them to great actions of service to others. Miss Knowles and the Chaplaincy are available to students of all beliefs and backgrounds to explore ideas of faith and religion, to seek comfort from Scripture during stressful times and to find new ways of reaching out to those in need within and outside of the College Community.</p>
<p>Safeguarding Manager: Sarah Martin If a student is aware of a serious wellbeing, safeguarding or child-protection issue that may be affecting them and/or others they may want to talk to the Safeguarding Lead directly. She may need to refer issues on to social services or the police.</p>
<p>Female welfare: Ms Bencze If a student wishes to talk to a female because of the nature of a serious issue, they can see the Designated Person for Female Welfare. She will be able to give them support but may need to pass information on to Head of Student Services.</p>
<p>Divisional Lead Pastoral: Mr. Lyons The Divisional Lead Pastoral will deal with reports he receives regarding bullying, harassment etc. and other serious disciplinary matters. He will also deal with students who are seriously underperforming.</p>
<p>Head of Year 12: Mr Gornall The Head of Year 13 will support students who are facing serious barriers to learning in Year 12. They will be central to support Year 12 students with the transition to year 13. The Head is responsible for the Year 12 Pastoral programme.</p>

Head of Year 13: Mrs Ayres

The **Head of Year 13** will support students who are facing serious barriers to learning in Year 12. The Head is responsible for the Year 13 Pastoral programme and the UCAS process.

Attendance & Student Finance Office

Students may need to go to the Attendance & Student Finance Office if they want to apply for a **bursary or other funding** they might be entitled to depending on their personal circumstances. If there are problems with **bursary payments** or other **financial concerns**, students may be able to get assistance from staff in this office. Students may need to go to the office sort out issues with **absences**.

CAREERS INFORMATION, EDUCATION AND GUIDANCE

Careers work takes place in the career's suite on the first floor of the Ryken Centre. Here students can get advice on Work Experience from the college Careers Progression Officer and register for a variety of opportunities promoted in the weekly Student Opportunities news sheet.

The Careers team have drop-in careers advice slots available each day of the week. The Careers Library (located within the main library) has lots of useful information, both in written form and on computer, about career and Higher Education options. The Librarians and Careers Staff are more than willing to offer help with this.

During the academic year there are a variety of talks given on specific subject areas and general applications to Higher Education and employability skills. Information on vacancies is displayed in the careers suite or in the Vacancy File available in the Careers Library.

Careers information is displayed on the Careers Noticeboard, on other noticeboards throughout the college, on the college intranet and in the weekly Student Opportunities news sheet. There are help sheets available in the careers suite on apprenticeships, job seeking, work experience, employment checks, university finance and studying abroad.

THE STUDENT COUNCIL

Every year a Council of students is elected to provide a forum for consultation and communication on a wide variety of issues and to strengthen student involvement in the life of the College. The Council members are student representatives and every month Council members hold a surgery in the common room, answering student questions and taking in their thoughts and ideas about how to make the college even better.

The Council meets at least twice per half term. Once a term, the council can formally share these views and ideas with the Principal. The Council gets involved in many aspects of college life, including the Leavers Ball, Community Day, environmental issues, mass communication initiatives, voter drives and much more. Two of our council members represent the student body as student governors and a significant number have been elected to sit on the Manchester Youth Council and the British Youth Parliament.

STUDENT SERVICES OFFICE

For all general enquiries such as:-

- Timetable enquiries
- I.D. card replacement
- Booking and payment of student/class trips and residentials
- Examination enquiries
- Exam resit payments
- Change of name/address details
- General enquiries

In line with our Safeguarding Policy all visitors (including parents) must report to the college Reception in Ryken.

ATTENDANCE & STUDENT FINANCE OFFICE

For enquiries related to attendance & punctuality

- Absence authorisation
- 16-19 Bursary
- Discretionary Bursary
- Travel Bursary
- Additional funds for bursary students
- Free Meals applications

FINANCIAL ADVICE

If any student has financial difficulties in attending College they can speak in confidence with their Pastoral Manager or the Heads of Year, or they can seek advice from the staff in the Attendance & Student Finance Office.

16-19 Bursary Fund and Discretionary Awards

The Government offer a scheme called **the '16-19 Bursary Fund'** to help students with college related costs. There is a priority category of students who are guaranteed a bursary of £1200 per year. This category includes:

- those in care
- care leavers
- those claiming income support/ universal credit in their own right
- disabled young people who receive Employment Support Allowance and Disability Living Allowance/ Personal Independence Payments.

The bursary payments will be linked to **attendance, punctuality, and behaviour**. The bursary funds can be used for costs related to participation, such as travel; books and equipment not provided by the college; course related costs (e.g. essential trips, work experience costs); meals while attending.

New students will have received information about the bursary scheme and an application form in their Admissions letter in August. The students in the priority category and those eligible for free school meals in year 11 should have completed the Bursary and Free Meals application form and submitted it for assessment. Waged apprentices will not be eligible for a Bursary.

Any other student aged between 16 and 19 years (on 1 September 2022) facing genuine financial difficulties may apply for a Discretionary award, which will be assessed by the college based on individual need and the funds available for distribution. The level of funding and the frequency of payments will be the decision of the college.

Applications for a Bursary or a Discretionary Award can be made throughout the year as needs arise, but all assessments will be based on availability of college funds. Further national details can be found on the www.gov.co.uk website. Any queries see Mrs May in the Attendance & Student Finance Office in Firwood.

OUR PASS-FREE BUS PASS

Free bus travel has now been provided for all 16-18-year olds who reside in Greater Manchester. Your son or daughter can apply for a free bus pass to use on all bus routes in Greater Manchester using the following website: www.ourpass.co.uk.

AREAS FOR CYCLES

Security bars for cycles are located outside Student Services, behind Mayfield and behind the Ryken building. A very strong security chain and lock should be used to ensure safety. Cycles may be insured on your parents' household policy. **Students must not ride your cycle around the College** as you may be a danger to yourself and others.

THE COLLEGE LIBRARY

All students at College automatically become a member of the Library and can borrow books as well as spend time studying here. Their student ID card also acts as their library card. The library is open throughout the college to carry out quiet independent study and borrow books. Specific opening time information is displayed at the entrance to the library, as well as on digital signage around college and on network pop-ups.

Points to Remember:

- The Library subscribes to several electronic resources and specialist websites e.g.: e-lawstudent, Oxford English Dictionary online, Encyclopaedia Britannica etc. Further details are available in the 'Library handbook' and 'Guide to the online subject resources', printed copies are available for use in the library.
- Students may borrow up to 8 books for up to 3 weeks. Some books are for reference use only and some are issued for shorter loan periods i.e.: overnight and one week. Reference books and items with shorter loan periods are clearly marked.
- Books borrowed from the Library must be returned or renewed within one week of the date stamped in the book.
- Any student with very overdue library books risk having their access to both the Library and the computer network restricted until the books are returned.
- The Careers Library provides useful resources including job seeking information, Higher Education prospectuses as well as other literature for helping you with your job or UCAS applications.

5. THE SPIRITUAL LIFE AT XAVERIAN

At Xaverian College, we know education is about a great deal more than obtaining qualifications. Our mission as a Catholic College is to ensure our students thoroughly enjoy their time with us and to nurture the talents and encourage the passions of each individual so they can grow as mature and happy people.

Our Community is one that continually strives to fulfil that most important commandment left to us by Christ:

“Love one another, just as I have loved you.” (John 13:34)

It is our duty, as members of Xaverian College to take care of each other, those in the wider community and those throughout the world, who are the most vulnerable and in need of compassion. We enable all our students to contribute to many good causes throughout the academic year through various fundraising events and our annual pilgrimage to Lourdes, where we tend to the needs of those who are sick, elderly, and disabled.

CHAPLAINCY

The Chapel and the Chaplaincy Social Area lie at the very heart of the Xaverian College Campus and are open to every member of the community. The Chapel is available to everyone for private or community prayer and provides a safe and quiet place where you can find peace during your busy life at college. Students are invited to join us for Mass every Monday and Friday at 1:00pm or Morning Prayer each day at 8:35am (except for Tuesdays). Students are very welcome to assist in the organisation of Community Services and should speak to the Chaplain if they are interested in contributing in any way.

The Chaplaincy Social Area lies next to the Chapel and is available to those seeking a short rest, a hot drink or friendly conversation. It is a base for the many groups and activities that support different projects both in and out of College. All students are welcome at any time throughout the year to take part in these projects or even organise their own events, supported by the Chaplaincy Team.

If a student needs someone to talk to, or Chaplain, Miss Knowles will gladly listen, or if they would like someone to help them explore their spirituality or religion. She is available throughout the week and will see a student anywhere in the college if they need some time to talk.

SERVICE TO OUR COMMUNITY

Next to the Chapel is the Chaplaincy Social Area which is a fun and vibrant place where staff and students alike can enjoy a hot drink, unwind with our art therapy station, study in a relaxed environment, discuss important issues of the day and ultimately, make new friends.

It is through the Chaplaincy that the College Mission and Xaverian Values can truly be put into practice through our work with the local senior citizens and the homeless people of Manchester. Our fundraising efforts for various charities including Macmillan, Cornerstone, the Christmas Toy Appeal and particularly our efforts to assist our sister-school in the Democratic Republic of the Congo.

Every year, a group of staff and student volunteers’ journey to Lourdes in the south of France on a Pilgrimage. The week we spend together is devoted to assisting Pilgrims from other communities who are elderly, ill or disabled. Teaming up with other dedicated helpers, we work in the hospitals & the hotels ensuring the assisted Pilgrims get the most from their time in Lourdes.

Our journey to Lourdes helps us to understand the true meaning of humility and compassion. The people we meet there often become our lifelong friends and have a lasting effect on each of us who are lucky enough to meet them.

RELIGIOUS EDUCATION

Every student at Xaverian has one lesson of general RE per week. These times are an opportunity to:

- Discuss and learn new ideas about religion, morals, other people's faiths.
- Look at ways in which Christianity can **really work** in our day-to-day lives without getting involved in any tests, essay writing or formal examinations.
- All RE lessons are compulsory to attend.

6. ENRICHMENT AND ACTIVITIES

College life is about more than just passing exams. There are many activities and enrichment opportunities on offer – students are informed of these at the Enrichment/Activities Fair held early in the Autumn term.

As a caring community, we are particularly keen to organise activities for the local and wider community, in which all students and staff can join. Several traditions have been established. These include raising funds for charity and a Christmas party for senior citizens.

There are many, many Activities on offer throughout the year. Examples of activities offered in previous year's include:

Community Projects:

- Congo and Toy Appeals.
- Human Rights' group.
- Senior citizens' Christmas and Summer parties.
- Liturgy group choir working with the Chaplaincy.
- Christian Union
- A huge variety of charity fund raising activities including sponsored fast, flag days and "Xav's Got Talent" competitions

Trips:

- Pilgrimage to Lourdes and other Retreats.
- Outdoor pursuits in Derbyshire and the Lake District.
- Theatre Trips – to major productions throughout the year.
- University Open days and residential stays in Oxford and Cambridge.
- Subject trips to York, Wales, the Lake District, and London.
- Residential stays in New York, Paris, Berlin, Rome, Malaga and Granada.

Sports:

- Badminton – a variety of levels.
- Basketball –including competitions.
- Football- both male and female teams.
- Netball.
- Rugby Union – with RFU coaches.
- Boxing – instruction after college
- Table Tennis

Performance and Arts:

- Drama- whole College productions requiring cast, stagehands, lighting, props, make-up and more
- Music groups – including jazz group, college choirs, brass quintet, saxophone quartet, flute group, swing band, rock groups.... and an orchestra of over 100 musicians!
- Poetry and Creative writing – take part in the Wordsmith awards and get published! Help with the College magazine.
- Art and Design workshops

Other:

- Duke of Edinburgh Gold Award.
- Chess – internal and external competitions.
- Proshare and Bank of England challenges, plus the Model United nations.
- Public Speaking and Debating – internal and external competitions.
- Maths, Science, Social Sciences, Humanities and Modern Foreign Languages Clubs and Societies

7. GENERAL INFORMATION

ID CARDS

We always require all students to wear their ID card on the campus. This will enable us to monitor and secure the premises effectively.

REFERENCES

References for university and employment are written for students in consultation with teaching staff by a student's Pastoral Manager.

DRESS CODE

There is no formal uniform at Xaverian though students are expected to dress in a way that is **appropriate** to an educational environment. Tops with writing which may cause offence are not allowed.

HOLIDAYS

It is not acceptable for a student to arrange holidays during term time because it will affect their studies and ultimately their examination results. However, if, for example, they have a pre-booked holiday the student is required to ask, in writing by a parent/guardian, for permission from the Principal, Mr Knowles, in advance of any absence. The Principal will then inform parents/guardians of his decision in writing.

Note: If any student takes a holiday during term-time, their absences will be unauthorised, and they will not be paid any 16-19 Bursary payments for the duration. This will negatively impact their attendance record for any future references.

NON-MEMBERS OF THE COLLEGE

Students must not invite non-members of the College onto the premises. If any student sees anyone or anything suspicious, they must inform the College Community Support Coordinator (situated in Student Services) or any member of staff immediately or report to the Student Services Office. Students who persist in fraternising with outsiders on College premises are liable to face disciplinary procedures from the College.

VALUABLES

We would advise all students **NOT** to bring valuable items into College as we do not have any insurance for the loss of or theft of personal property. Mobile phones are valuable and can be easily stolen or lost. In the interest of security and safeguarding, students are advised not to leave bags unattended whilst on College premises. The College provides parking areas for bicycles; this is located behind the Ryken building, behind the Mayfield building and outside Student Services. We advise students to use a 'D-lock', to secure their bicycle.

CAR PARKING

For students using a vehicle to get to and from College, there are no parking facilities on the campus for student's vehicles. On street parking is available outside the campus, however, students are advised to check if there are any parking restrictions before parking their vehicle.

IF YOUR SON/DAUGHTER WANTS TO LEAVE COLLEGE

Very few of our students fail to complete the course they start. They settle in quickly and enjoy their time at Xaverian. If, however, a student wishes to leave, they must not **do anything in a hurry**. Discuss the matter fully with their Pastoral Manager, teachers and parents/guardians. The Careers department can also help a student to find alternative courses or job opportunities for them to consider. It is not advisable to leave unless a student has a better option to go to. It is very important to discuss the matter with your Pastoral Manager and they should not leave without talking to him or her. Students will be given any references they might need, and they may use the College for a reference at any time in the future.

8. IMPORTANT STUDENT POLICIES

STUDENT CODE OF CONDUCT

Students must attend all lessons, arrive on time and meet all assignment and coursework deadlines. Moreover, in line with Gospel values, they should treat all members of the college community, both staff and students, with the utmost respect and courtesy. Discrimination on the grounds of race, gender, ethnicity, religion or sexuality will not be tolerated. The below explicitly details our high expectations of our students:

COMMITMENT TO STUDY:

- Participating fully in all lessons, responding appropriately to all teachers' instructions and working effectively with other students.
- Completing all assignments on time and to the best of my ability.
- Making effective use of advice, guidance and support, including use of Intranet materials.
- Attending all my classes on time and following college procedures if I am absent or late.
- Catching up on missed work, and attending subject support if required, after an absence.

RESPECT AND TOLERANCE OF THE WHOLE COMMUNITY:

- Not bullying or harassing any member of the community.
- Not acting in a violent or threatening manner, or in a way which might harm myself or others.
- Not making any extremist, racist, sexist or discriminatory comments to others or online.
- Not making threats or using aggressive or offensive language.
- Treating everyone with respect.

GENERAL BEHAVIOUR AROUND COLLEGE CAMPUS:

- Not inviting or encouraging intruders onto the premises or associating with them in college.
- Not causing damage through vandalism, graffiti or irresponsible behaviour.
- Not bringing offensive weapons onto college premises.
- Not bringing alcohol, illegal, psychoactive or controlled substances (with the exception of prescribed medication) or products recognised onto the college premises or consuming them (with the exception of prescribed medication) during the college day.
- Wearing the College ID card with relevant lanyard always whilst attending the College.
- Refraining from smoking or vaping on or at entrance points to, the College campus.
- Reporting anything which might be a danger to any member of the college community.

IT/SOCIAL MEDIA EXPECTATIONS:

- Not make offensive comments on any social media platform, college emails and MS Teams, including those involving any form of discrimination or extremist language.
- Use social media and IT in a way which could be seen to be promoting extremism and bullying any other member of the College.
- Not make any inappropriate comments to, or have any inappropriate contact with, staff.
- Record and publish pictures, video and audio of students or staff without their express permission.
- Act in a manner using Social Media and IT that would bring the College's name into disrepute.

Furthermore, should matters come to light that would be deemed, having conducted a standard college risk assessment, to run counter to Xaverian College's Mission, statutory, safeguarding or contractual duties to its staff or students, your place at college will be withdrawn. Therefore, I agree to abide by all the commitments of this code of conduct and that if I do not keep to them; I understand that action may be taken against me which could lead to my losing my place at college.

Students sign this code of conduct at the start of each academic year

STUDENT ANTI- BULLYING POLICY AND PROCEDURES

Xaverian, in line with its Mission Statement and legal requirements, has a duty of care to all members of its community with the overarching aim of providing a safe environment in which all can realise their full potential.

Harassment or bullying of any kind can be an upsetting experience for an individual and it can seriously affect the confidence of any community member when it occurs within the College. The College is committed to taking all reasonable steps to eliminate any form of harassment or bullying, mindful of the Mission of the College and laws protecting people from such behaviour.

WHAT IS HARASSMENT AND BULLYING?

The Equality Act 2010 defines harassment as *“unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person”*

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Harassment and bullying both involve behaviour which harms, intimidates, threatens, victimises, undermines, offends, degrades or humiliates.

Harassment is *always* linked to anti-discrimination laws and thus will focus on gender, race, ethnic background, colour, religion or belief, sexual orientation or disability (legally called ‘protected characteristics’). Harassment may be a single incident or a series of incidents.

WHAT DOES THE LAW SAY AND WHAT SHOULD BE DONE?

Section 89 of the Education and Inspections Act 2006 provides that schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst students. The Equality Act 2010 also states that public bodies must foster good relations between all people and advance equality of opportunity. Furthermore, under the Children Act 1989, a bullying incident should be addressed as a child protection concern and must report a serious concern to local social services.

COLLEGE PREVENTION OF BULLYING AND HARASSMENT

- Communication of behaviour and conduct policies to parents, students and staff.
- Learner Voice to assess safety of students.
- College ethos of community, respect, and openness.
- Effective signposting and recording of incidents through the Pastoral System.
- Celebration of diversity based on sex, gender, ethnicity, disability, and sexuality.
- Pastoral activities that educate students on issues such as cyber bullying and safeguarding.
- MyConcern recording of incidents to highlight issues and gather intelligence to prevent bullying.

EQUALITY POLICY

It is the aim of the College in line with the teachings of Jesus Christ to recognise and promote the dignity and value of every member of the Xaverian community.

Our Equality Policy aims to ensure that no member of our community receives less favourable treatment by virtue of their skin colour, race, sex, gender, ethnic origin, disability, age, social class, religious belief, or sexuality.

The College will always seek to treat all students with fairness and respect and provide a learning environment free from harassment, discrimination, and victimisation. The College does not tolerate any form of discriminatory behaviour against its students, either from other students, employees, or members of the public. The College will regard as a serious breach of this policy any language or behaviour which either intentionally or unintentionally is insulting to any individual or group on the characteristics specified above. Such breaches will be dealt with according to the appropriate disciplinary procedures for community members. Breaches of the policy committed by members of the public will be reported to the police when appropriate.

All students will be given equal access to the resources of the College and we will devise and implement a curriculum which responds to the needs and aspirations of all students.

The College will:

- Show sensitivity towards and respect for all cultures.
- Encourage an awareness and understanding of cultural and religious traditions amongst students.
- Promote awareness of the cultural diversity of our community in a positive fashion.
- Recognise that discrimination towards individuals on the grounds of disability, gender, ethnicity, religion, social status, sexuality, and age may exist outside of the College, but such behaviour is totally unacceptable within our community.
- To develop an understanding of the circumstances faced by staff and students whose backgrounds are different from their own.

What should you do if you think you have been treated unfairly?

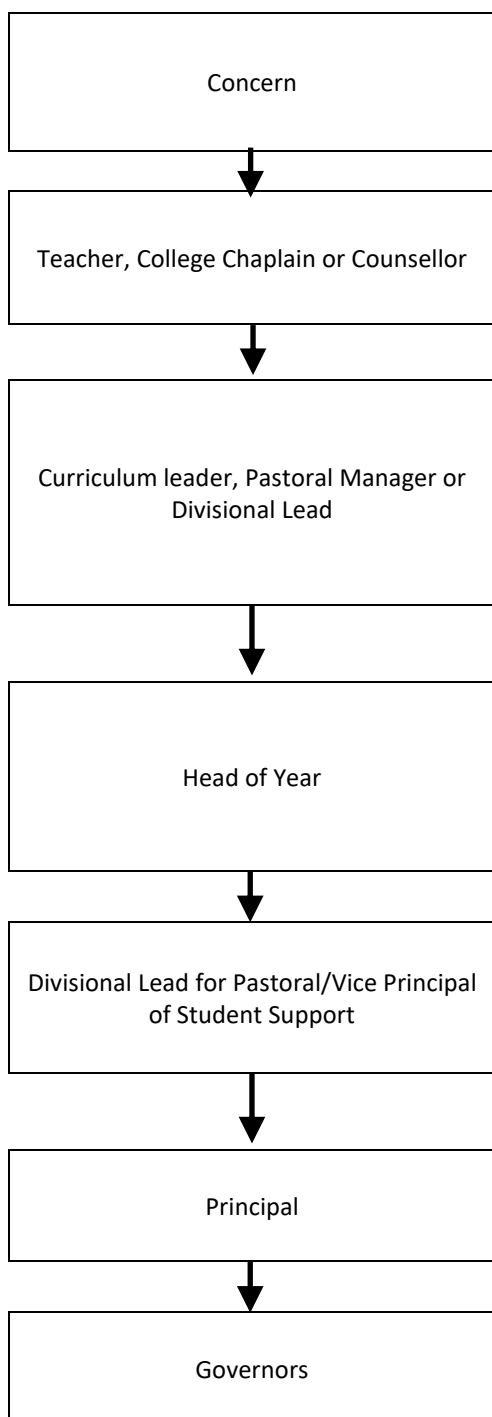
Any breaches of this policy (e.g. any language or behaviour which is offensive to any individual or group) should be reported to your Pastoral Manager. It will then be dealt with according to the appropriate disciplinary procedure. You will be kept informed of all outcomes of these procedures.

What are your responsibilities?

As a member of the Xaverian community you are also required to follow this policy. This means you must recognise and promote the dignity and value of each individual whether fellow student or any member of staff, as a member of our community. This includes not engaging in any behaviour or language that may cause offence to other members of the College in terms of their ethnic origin, gender, ability or disability, sexuality, or religious belief. You must also follow the guidelines covering student conduct to maintain the harmony of our College community.

The College's Mission Statement encourages us to live and work together. In the words of Jesus Christ, to "love one another, as I have loved you", John 13:34.

STUDENT AND PARENT CONCERNS/COMPLAINTS PROCEDURE



If you, or your parents/guardians, have any concerns about the College provision you/they should go through the following procedure:

As a student, discuss your concerns informally with a teacher or another member of staff you easily relate too (e.g. Mentor, Chaplain or Counsellor).

1. If this proves unsatisfactory raise your concerns with the curriculum leader if an academic concern. Also, you may inform your Pastoral Manager or another senior member of staff, such as a Divisional Lead. They will attempt to resolve the issue through discussion. Your parents/guardians can also raise your concerns with the Pastoral Manager.

Formal Concern/Complaints

2. If you or your parents/guardians are still dissatisfied, raise the concerns/complaints with the Head of Year. This must be put in writing by yourself or your parents/guardians. The Head of Year, once the written complaint has been received, will contact you within 5 working days to discuss what actions are to be taken.
3. If you are still dissatisfied, raise your concerns/complaints in writing by yourself or your parents/guardians to the Divisional Lead for Pastoral and Vice Principal of Student Support, either one will reply within 5 working days.

Appeals

4. If you are dissatisfied with the outcome you can appeal to the Principal in writing by yourself or your parents/guardians.
5. The final group you can appeal to are the College Governors. Appeals must be put in writing either by yourself or your parents/guardians.

