



Newton Abbot College

Sixth Form



**Sixth Form
Handbook
2017/18**

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Welcome to the Sixth Form

Our mission here at Newton Abbot College is to inspire, support and challenge every individual to be better than they ever dreamt they could be.

Our Sixth Form continues to be the 'Sixth Form of Choice' for both Newton Abbot College students and many others. We are proud to say that our Sixth Form offers an inclusive contemporary curriculum with a wide range of courses: A levels; BTECs; Applied General Qualifications at levels 1, 2 and 3.

Newton Abbot College Sixth Form has a distinctive atmosphere where students are happy and relaxed. They enjoy their lessons and speak highly of the relationships they have with teachers who they believe are supportive. Small class sizes mean our students feel that their teachers know them well and can meet their needs.

We believe that our Sixth Form offers a wide range of opportunities, which broadens horizons and challenges individuals to contribute to the College and wider community. We are here to support you to achieve your absolute best as you study your A Level, BTEC and vocational courses.

Dyrons House, our Sixth Form Centre, offers a large student common room with catering facilities and access to ICT and Wi-Fi, it is also home to our Hair and Beauty studios. Students have lessons across the College site giving them access to specialist high quality resources; study centre, science laboratories, drama studio, art studio, music studio, design areas, outstanding catering facilities and dining areas. We also access excellent sports facilities through Newton Abbot Leisure Centre, where students can use its fitness suite, swimming pools and gymnasium. This is in addition to playing fields and all weather facilities.

It is our hope that you will be safe, well and happy during your time in the Sixth Form and that you will succeed, achieve your potential and get to wherever you want to be! We will do our best to help you with all your academic, personal and career issues. Please contact us with any concerns or queries you may have.

01626 367335 - Main College switchboard
01626 883192 - Sixth Form
email: sixthform@nacollege.devon.sch.uk

Miss Grierson and the Sixth Form Team



Courses

We offer a wide range of courses including A Levels and BTECs, Vocational courses at Levels 1, 2 and 3 and a Sport and Fitness Academy. We believe that every individual can succeed if they are on the right course, are supported by an experienced Tutor and a rigorous monitoring system, and are taught by top quality trainers and teachers.

Year 12 Option Blocks - 2017-2018				
Block A	Block B	Block C	Block D	Block E
Applied Science Chemistry	Biology Further Maths	Art French	Core Maths Food & Nutrition	Business Studies English Language
Drama	Health & Social Care	Music	Maths	Health & Social Care
English Literature	History	Product Design Psychology	Media studies	Geography
Photography	Performing Arts		Philosophy & Ethics	IT
	Photography Sport		Psychology Sport	Physics Sociology Spanish

Your Working Week

You will follow a two-week timetable with a total of fifty teaching periods over the fortnight. The way that you will spend this time is shown in the table below. This is an example of a timetable for a student studying four Level 3 subjects.

Activity	Periods per fortnight
Subject 1	9
Subject 2	9
Subject 3	9
Subject 4	9
Enrichment - Wednesdays	2
Supervised Study Sessions	8
Non-contact	4
Total	50

Tutorial

Tutorial takes place between 2pm and 2.20pm Monday, Tuesday, Thursday and Friday in your tutor room. Alternate Mondays you will register in the CAC during Assembly. Tutorial is an integral part of the sixth form programme. You are required to turn up for the whole of the period; students who are persistently late will have it noted in their reference. As well as formally registering and receiving messages about the college day, you will be required to take part in the tutor programme. This programme will include study skills and activities designed to contribute to your personal development. You will be encouraged to take part in discussions and presentations as part of your induction into independent thinking and learning. Your progress will be monitored every half-term and your tutor will have regular discussions with you to review your progress. We regard the tutorial period as an essential part of the college day and sanctions will be implemented if students are persistently late for this.

Supervised Study Sessions and Homework

You will be expected to do as many hours of work outside of lessons as you do during lessons. This equates to four or five hours per subject per week; you will not succeed at A Level without a substantial amount of independent learning and wider reading. It is your responsibility to organise your time carefully. Making good use of your supervised study sessions at college will reduce the amount of work you need to do at home. Working with other people can also have a beneficial effect and during your supervised study sessions you will have opportunities to work on group projects.

During supervised study sessions, you will work under the supervision of a member of staff in the Dyrans House study area. You are expected to bring work to do. A number of laptops are available to hire and students doing practical subjects can arrange to work in departments, but you must first sign in. Even if you feel that you have no specific tasks to do there is always background reading to do or past papers to complete.

AS Levels require a lot of hard work and energy, many of you will face work that, for the first time in your lives, you do not immediately understand; success will come to those who battle to understand and who seek help when required.

As Sixth Form students, we expect you to be able to manage your time effectively, obtaining the correct balance between study, paid work and social activities. Discussions about time management and study skills are a part of our sixth form programme of study as a means of preparing you for further academic study at university or for the world of work.

The remaining period(s) are non-contact/unsupervised. You may leave the college site but must sign out and in.



Signing 'in' and 'out'

You are expected to use your time sensibly. When you do not have lessons you will either be engaged in supervised study sessions or working independently around the college. If you have to leave college for any reason (such as a doctor's appointment) you must sign out in the folder that is kept at the Reception. Once you return you must sign back in. This is very important as we are a full-time Sixth Form and need to know your whereabouts in the event of a fire alarm or emergency.

Sixth Form Expectations

Good attendance is the key to your success. Sixth Form students should aim at 100% attendance. Attendance in lessons, on work placements, in training sessions, during Tutorial time, assemblies and during supervised study sessions etc is closely monitored and reported. There are opportunities to discuss attendance issues with your Tutor when the weekly Attendance RAG is issued. If your attendance falls below 93%, we shall be inviting you and your parents to discuss the matter further.

Sixth Form students are expected to demonstrate to their teachers that they are working hard to achieve their Target grades. You must submit all Extended Learning Tasks and other assignments by the deadlines given. These, along with regular assessments, inform the Predicted Grades which are the basis of important on-going dialogues with your teachers about progress. If you fail to hand work in on deadlines, you will call into question your place on the course.

As a Sixth Form student, you are expected to act as a good role model for other Newton Abbot College students at all times.

The college day is from 8.55 am to 3.20 pm – **please be punctual. You are expected to attend full time.**

You must attend all lessons: copied up notes are always more difficult to understand than those you have made yourself. If you miss a lesson due to illness, you must take responsibility for catching up the work you have missed and for completing any homework or essays that were set when you were absent. ***Absence is not a reason for not having completed work.***

Absence

Sixth Form absence procedure: in all cases of absence due to illness parents should phone Mrs Cole on 01626 883192. This needs to happen on the first day of absence between 8.00am and 11.00pm, and on any subsequent days. A further letter may also be required. ***This includes students studying at Brunel/ Bradley Lane. Parents/Guardians are contacted by text message or email if a student is failing to attend lessons.***

Requests for leave of absence: absence from lessons causes loss of continuity which can lead to problems and should therefore be kept to an absolute minimum. Wherever possible, medical appointments should not be made in college time. Where unavoidable, college must be informed in advance (details as above for all sixth form absences) or by presenting a copy of the appointment slip to Mrs Cole and your Tutor, who will code the absence. Subject teachers must be informed, and you should attend for part of the lesson if timings allow. It is your responsibility to keep up with any work missed and if an absence is known about in advance you should see your teachers to collect work. You must ensure that you sign out / back in at the Reception.

Family holidays should not be taken in term time and requests for such holidays will not be authorised (unless in exceptional circumstances). Requests for other absences, such as for sporting competitions or music exams, should be made in advance via Mrs Cole in the Sixth Form office: if necessary such requests can be discussed with Miss Grierson or Mrs Doulin.

Illness at college

If you become ill during the day at college or need to go home for any other reason, you should go to the Sixth Form office and speak to a member of the Sixth Form team. They will help to decide what is best for you. If you do go home ill, then you must make sure that Mrs Cole has marked you out on the register. You may need to bring a note in when you return to college.

Lunchtime

You are allowed to leave the college grounds during lunchtime but must **sign out** at Reception. Please do not 'hang around' in town – we expect you to maintain the highest standards of behaviour in the local community. **Once you return you must sign back in.**



Classroom Expectations

- Arrive on time
- Wear appropriate clothing
- Have all the necessary equipment
- Follow instructions
- Respect each other
- Respect other people's property
- Be polite and courteous
- Be responsible for your own learning and behaviour
- Ensure mobile phones, i-pods and any electronic equipment are switched off and put away
- In the corridors, Green Tree Restaurant and other social areas students are expected to conduct themselves in an appropriate manner, for example moving quietly, following instructions, using respectful language and always being polite

Learning Expectations

- Listening well, especially to your teacher or trainer
- Learning to the very best of your ability
- Focusing on tasks
- Attend and sign in to Study Periods
- Working well on your own
- Working well with other students
- Answering questions thoughtfully
- Cooperating
- Handing in good quality homework
- Meeting deadlines
- Everyone has the right to learn and no-one has the right to disrupt anyone else's learning

Free school meals - Save time and money

You may be entitled to receive free school meals if your parent/ guardian receives one or more of the following:

- Income Support
- Income related Employment and Support Allowance
- Child Tax Credit without Working Tax Credit with an annual taxable income of less than £16,105
- Income-based Job Seekers Allowance
- Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999

There is nothing healthier for your family's budget than free school meals. As someone else is preparing the meals for you, it saves you having to worry about the effort and expense of making packed lunches every day.

How to apply:

It is simple to apply and you can do so online via the Devon County Council website, www.devon.gov.uk, or by calling 0845 155 1019.

It's not just about free meals:

- Subsidised trips. You may be eligible to receive a subsidy towards the cost of College non-curriculum trips.
- Pupil Premium. Registering for free school meals, even if you prefer to take a packed lunch, means that you will help protect your entitlement to this additional funding.

16 - 19 Bursary Funds

The Sixth Form 16 - 19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment. The Government has recently announced changes to the current system. Further information will be given to you shortly. If you have any queries please contact Mrs Cole, Sixth Form Administrator.

Rewards

The College looks for every opportunity to reward students. There are a variety of College awards available to Sixth Form including Student of the Month and Principal's Commendation. Postcards are regularly sent home to reward outstanding work, effort, citizenship and improvement/progress. In Sixth Form, there is a Gold Card system. Students who are awarded a Gold Card are eligible for prizes in addition to their Gold Cards.

Gold cards are given for:

- Achieving 'Green', or 'Blue' in 3 or more of your subjects in each RAG (awarded automatically)
- Attendance above 97% each half term (awarded automatically)
- Subject related achievement (awarded by subject teachers/trainers)
- Community service achievement (awarded by Tutors or College Leadership Team)



Sixth Form Life

Newton Abbot College's Sixth Form offers students a world of opportunity, both in and outside of the classroom environment. The ability to learn beyond the classroom encourages students to become well-rounded, team-playing, passionate individuals who can use their experiences to support their individual learning and learn key skills to take with them beyond College life.

Student Leadership Team

Students will have the opportunity to increase the stakes they have in their Sixth Form by joining the Student Leadership Team. Comprising multiple bodies responsible for different areas of College Life (e.g. social and events committees and arts and culture), students will be given the power and responsibility to shape the Sixth Form into something of which they can be proud.

The Student Leadership Team offers students the opportunity to have a real, meaningful and powerful voice within the College community, giving feedback and suggestions to the College Leadership Team and becoming involved in key strategic decisions. Members of the Student Leadership Team will be responsible for chairing meetings, leading on projects, reporting to other key members of the College Leadership Team and organising events to raise their profile throughout the College Community.

Enrichment

Enrichment Days

Throughout the year a range of Enrichment Days are planned. This is when the timetable is collapsed for the day. Activities planned for you are compulsory.

The Enrichment Days allow you to take part in a range of activities such as volunteering in the local community, having support to write personal statements for university or employment, and speaking with outside agencies regarding your options for the future. You also continue to engage with a programme of Personal Health and Social Education, including events such as the Learn 2 Live programme, which focuses on the safety of young drivers.

The Enrichment and Elective Programme - Wednesday Afternoons

Wednesday afternoons from the start of lunchtime, have been allocated for the Enrichment Programme. Sessions will start between 1.15pm and 2.20pm.

Undertaking enrichment is compulsory; students must engage in at least one of the opportunities on offer. Some opportunities are on a first come first served basis, some may also have a limited duration e.g. beauty therapy – six weeks.

As part of students' enrichment, dedicated time is apportioned every week to allow students to explore areas of personal interest. Students have the opportunity to take part in sports (either individually or as part of a team), volunteer within the local community, becoming a student mentor, supporting younger students in their studies within the classroom environment or taking part in a wide range of social activities and electives. Taking part in these extracurricular activities is encouraged, even if it is in an area that students are not studying.

This is an opportunity for you to arrange activities that could help to improve

your employability or applications to university, higher education courses or apprenticeships. You might use the time to:

- Organise a volunteering experience
- Participate in sporting activities
- Attend ASDAN or EPQ lessons

Our full list of 'Enrichment and Elective Activities' will be published annually. These will be available in your tutor room.

Sport

Everyone is encouraged to take part in a sporting activity for part of Wednesday afternoon. There is a choice between competitive sport and recreational sport; different activities can be engaged in each week. The PE department organise a variety of activities both recreational and competitive, any student who is not doing regular volunteering for teaching or medicine etc., is expected to bring sports kit and participate.

Work Experience and Work Placement

Year 12 Work Experience Week

Students in Year 12 undertake a week of mandatory work experience. Students are encouraged to look beyond the Newton Abbot area, travelling to Torbay and Exeter to widen their experiences. Students are also encouraged to organise their own work experience and regularly commit time to organisations within the local area. This year's work experience week will be June 25 – June 29 2018. ***You will be asked to have this organised by December 15th 2017.***

Students on the Level 1 and 2 vocational courses will undertake a 2 week block placement at this time.

Voluntary work

Particularly when applying to university and apprenticeships, applications that demonstrate a true passion for the subject by undertaking regular work experience will be favoured.

If you are able to complete a regular work placement in the area that you want to pursue as a career, voluntary work is a good alternative. Both universities and employers acknowledge giving time to the local community. Mrs Cole, Sixth Form Administrator, Mrs Lee, Vocational Tutor or Mrs Grant, Work Placement Coordinator are able to support you with finding work placements and voluntary work.

Offsite Vocational Students

The vocational study programme is very different to the A Level one. Because of this, Enrichment also runs differently. You are expected to attend an hour of tutorial every week where you cover many areas of Personal, Health and Social Education. Your vocational tutor, Mrs Lee, organises many guest speakers and visitors from different areas of industry to inspire and motivate you. This will be onsite on Wednesdays, prior to lunchtime. From 1.15pm, you are then expected to take part in the Enrichment and Elective Programme.



Work Placement Level 3 Vocational Students

You will undertake 1 day a week of work placement, normally in an area linked to your vocational course. Mrs Grant and Mrs Lee are able to help and advise you, in addition to your programme trainers. Please try to ensure this is organised and in place before you return to College in September.

Tutor Support

Within Sixth Form tutor groups, students will be given access to and support in their future development. Topics such as PSHE and careers education will be covered, as well as giving students the opportunity to find the right university course or apprenticeship through access to Unifrog and other portals. Students will be supported by their tutors and given advice and guidance on their next steps, helping to write CVs or creating personal statements for use on their UCAS forms. Students are also actively encouraged to study MOOCS (online courses designed to widen students' breadth of knowledge and interest) to help enrich their personal learning and develop a deeper understanding of chosen subjects.

Monitoring Student Progress: Tracking and Reporting

The College formally reviews academic progress six times during the year. This is known as the Academic RAG system. You are given a Red, Amber or Green (RAG) against your target grades. If you are working at your target grade you are graded Green. If you are working one grade below your target grade you are graded Amber, and if you are two grades or more below your target grade you are graded Red. When you are working above your target grade you are graded Blue! If you have been graded Red or Amber for your subject, you will be given intervention. Tutors, teachers and trainers will support you with an Amber by providing strategies to support you to work smarter towards your target grade. If you have been graded Red you will be interviewed by the Head/Deputy of Sixth Form and a support plan and review schedule put in place.

If you are graded Green or Blue for all subjects, you will receive a letter of congratulations.

Full subject reports are completed during the spring term.

Paid employment

Whilst paid employment provides much-needed money and work experience, we strongly recommend that you do no more than 8 hours paid employment per week, as it will impinge on your study time. Keep a sensible balance between academic work, social life and paid employment. Any paid employment in excess of 10-15 hours per week has a direct effect on your grades at AS and A Level. If you are doing paid hours of 20 hours or more a week, you are no longer counted as a full time student; we may have no choice but to remove you from our college programme. Long term, good A Level results will enhance your employment prospects.

Conduct

We expect our Sixth Formers to uphold the highest standards of behaviour at all times. Remember that you are role models for students in the lower college and should behave sensibly and responsibly.

Sixth Formers are allowed to use mobile phones BUT this must be confined to the Sixth Form area only. You are not allowed to walk around the main college using your phone during lesson times. If you do, we will confiscate it for the day.

Sixth Form Dress Code

We accept that you are Sixth Formers, so we give you the flexibility to express your identity. However, we ask you to respect the fact that you should be a positive role model to the younger members of our college community and therefore present yourself accordingly. Do not forget that first impressions count, employers and universities will also expect you to dress appropriately.

Vocational students may have a College uniform. Please make sure you wear this with pride, e.g. Hair or Beauty students.

Keeping in touch

Regular two way communication between College and home is vital to ensure parents are able to support our Sixth Form students' learning and the College is able to support students' development and progress effectively. To contact the Sixth Form College, email sixthform@nacollege.devon.sch.uk or telephone 01626 883192. Trip payments/Cashless catering top ups: www.squidcard.com/innovate

College to Home

- All normal College communications will be via email, addressed to you and your parent/carer.
- Urgent communications, such as College closure due to poor weather or notification of your absence from College, may be sent via text.
- The College website contains essential information such as the College calendar and term dates.
- You should bring a diary or organiser that is useful for your parents to review regularly. You should be recording key information including homework tasks and coursework deadlines.
- Parents' events are held regularly to update you and your parents on your progress.
- If you require communications in a different format, please let us know so that we can help.

Home to College

- You can contact the College by email: sixthform@nacollege.devon.sch.uk. Please address your email to the relevant member of staff, include your name, and tutor group.
- You can contact the College by telephone between 8am and 4.30pm during term time. Outside of these hours, you will be able to leave a message. Telephone no: 01626 883192.
- Your Tutor is your first point of contact for enquiries regarding learning, progress and pastoral care.
- Please contact Sixth Form before the start of College to inform us if you are going to be absent due to illness. Requests for planned absence should be made in writing.
- Please inform the College immediately of any changes to your contact details.



College trips and activities

As part of our commitment to broaden and enrich the curriculum, we regularly provide the opportunity for you to gain knowledge and experiences outside of the College.

'One stop' Consent Form

We ask you to ensure that a parent/carer completes and signs a parental consent form when you start at Newton Abbot College; this consent is for the duration of your time at the College. The form covers consent for College trips to sporting fixtures, visits and other activities that take place away from the College. Further written parental consent will only be requested from your parent/carer for residential, overseas or adventurous activity trips such as those involving climbing, caving or water-sports. Your parent/carer will still be informed about every College trip and can withdraw their consent for an individual trip if they wish. ***You will be unable to participate in College trips or activities until you return this form.***

Paying for trips and activities online

You can make contributions online using your sQuid account. sQuid is also used to pay for meals in our student restaurants: every student in the Sixth Form is allocated a sQuid account when they join the College. You need to register your details online to activate your account. All new students will receive a letter from sQuid detailing their individual registration numbers.

College shop

The College Resources department stocks a range of essential learning equipment that students may purchase at break and lunch times.

Key Dates

w/c 5 September 2017	Summer ELT deadline
26th September 2017	Enrichment Day and College Photograph Day
28th September 2017	Sixth Form Parent Support Evening
10th October 2017	College Awards Evening 7 - 8.30pm
8th November 2017	Sixth Form Open Evening (Year 11s) 6 - 8pm
15th November 2017	Enrichment Day
28th November 2017	Year 12 Learn 2 Live Conference
7th December 2017	Christmas by Candlelight College Event
8th december 2017	Christmas Fayre
25th January 2018	Enrichment Day
19th - 23rd February 2018	Sixth Form Mock Exams
13th March 2018	Sixth Form Parent Evening
23rd March 2018	Enrichment Day
26th - 29th March	Sixth Form Charity Week
March 2018 tbc	UCAS Convention, Westpoint Arena
25th May 2018	Enrichment Day
20th June 2018	Enrichment Day
25th - 29th June 2018	New Sixth Form A Level Induction
29th June 2018	Sixth Form Graduation
2nd July 2018	Sixth Form graduation Ball
4th July 2018	Sixth Form Community Afternoon Tea
16th August 2018	GCE (AS/A2) Results Day

UCAS Tariff Points

Please note that UCAS tariff points have changed for September 2017 entry. These are used to compare post-16 qualifications for university entry.

<u>A Levels</u>		<u>BTEC Nationals</u> <u>(Singles)</u>		<u>BTEC Nationals</u> <u>(Doubles)</u>	
A*	= 56pts	D*	= 56pts	D*D*	= 112pts
A	= 48pts	D	= 48pts	D*D	= 104pts
B	= 40pts	M	= 32pts	D D	= 96pts
C	= 32pts	P	= 16pts	D M	= 80pts
D	= 24pts			M M	= 64pts
E	= 16pts			M P	= 48pts
				P P	= 32pts



Homework/Independent Study

In addition to any homework set by your teachers or trainers, you are expected to complete additional reading and revision for each subject area. Revision is not something that should be left until the lead up to an exam; it should be completed throughout the year to reinforce subject knowledge. Five hours per subject per week is a rough guide.

Dyrons House Study Area

This area is open from 7.30am to 6pm Monday to Friday. Its use is as follows:

Extra Study & Breakfast – Free Tea/ Coffee and Toast Independent Study	7.30am to 8.50am
Supervised Study Sessions	Period 1
Supervised Study Sessions	Period 2
Break	10.55 to 11.15
Supervised Study Sessions	Period 3
Supervised Study Sessions	Period 4
Lunch	1.15pm to 2pm
Independent Study	Period 5
Extra Study Plus - Free Tea/Coffee and Biscuit Independent Study	3.20pm to 6pm

Study Centre

The Study Centre is open 8.30 - 4.30pm every day. Sixth Form are able to use the upstairs area of the centre. You must make sure to follow all of the rules **set by the Centre. Please remember that lower college students use the area and you are expected to role model good behaviour.**

Subject Booklets

A Level students: all of the booklets accompanying your courses can be found at www.nacollege.devon.sch.uk/sixth-form. They contain important information; you must be familiar with these. We recommend looking at the specification for your exam board and units; this will help you to become more confident as a learner. Your department should give you a copy of the elements of the specification relevant to you. Please ask them for it.

When you begin your course in September, you will also be given textbooks and/or additional resources to support your study. It is important that you become very familiar with the criteria on which you are being examined and graded.

Exam/coursework appeals: If you wish to discuss a grade given to you by a teacher, please speak to them in the first instance. If you still wish to appeal, please make an appointment to see the Head of Sixth Form by emailing: sixthform@nacollege.devon.sch.uk. We communicate with exam boards on a regular basis and can also help with appealing exam results and requesting remarks of exam papers if this is appropriate.

Pastoral Care and Staying Safe

Pastoral Care

The pastoral care we offer you is important in ensuring that you are enabled to settle quickly and be happy at College. Sixth Form students are allocated to a Sixth Form Tutor group, which allows them to work on Sixth Form specific activities, such as UCAS or Apprenticeship applications. On a Friday, Sixth Form students work as 'Associate Tutors' running activities in a lower college tutor group.

Keeping yourself safe whilst you are at College is obviously very important to us. If you have any concerns please contact us.

Health

Please inform Sixth Form of any changes to the medical information provided on your admission form. Please also advise us of any specific medical conditions that may affect your participation in a particular type of activity.

The administration of medicines to students is the responsibility of the parent/carer. However, should you have a chronic medical condition or severe allergy requiring medication please contact the Head of Sixth Form for advice on how we can assist.

First Aid

If you feel unwell, you should talk to your teacher during a lesson or go to the First Aid room at break time.

First Aid facilities are available on all sites and your parent/carer will be contacted if you are too unwell to attend lessons and need to go home.

Staying Safe

The College works hard to ensure it is a community within which everyone feels safe and secure. We have clear policies on equal opportunities. Allegations of bullying are taken seriously and are addressed immediately.

In order to support you appropriately we need to be fully aware of your circumstances and needs; we hope you will feel able to be open with us about any such matters and trust our discretion.

Safety

Students in the Sixth Form are allowed to leave the campus during the College day without written authorisation. We actively discourage this, as we expect study periods to be well utilised.

- Anyone visiting College must first report to Reception on Old Exeter Road.
- If you are being collected or dropped off at College by car please avoid stopping in the area around the Old Exeter Road entrance.
- **Vehicular movement** in and out of the car park at the front of Old Exeter Road is not allowed between 3.15pm and 3.35pm to ensure student safety.
- **CCTV** is utilised around the campus for safety purposes and the protection of property.
- **Fire drills** are conducted regularly; the requirement to evacuate a building is indicated by a continuous ringing bell.



Internet

We have a clear policy for the safe use of IT equipment, the internet and the College's network which you will be made aware of by your Tutor.

Social networking sites should not be accessed whilst at College and you may not invite members of staff to join your network.

Images of students

- You may be photographed or videoed during your time at the College as part of your learning or during your participation in an activity such as a concert or sporting event.
- On the College Admission form your parent/carer was asked for their permission to use these images for appropriate educational or publicity purposes, including on the College's website.
- Further permission will not be requested from your parent/carer before these images are used although parents are obviously free to withdraw this consent at any time.

Data protection

The College processes personal data about its students and is a Data Controller in respect of this for the purposes of the Data Protection Act. Full details are available from the College.

We process this data to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well the College as a whole is doing

This data includes:

- Contact details
- Assessment results
- Attendance information
- Characteristics such as ethnic group
- Special educational needs
- Relevant medical information

Data may only be used or passed on for the specific purposes allowed by law. The College is required to pass on some of this data to other organisations including:

- Department for Education
- Ofqual
- Ofsted
- Education Funding Agency
- Devon County Council
- Primary Care Trusts
- Department for Health

Property

You are responsible for your own belongings. Valuable items and large amounts of cash should not be brought into College.

- Lost property is stored in Reception.
- Bike racks and a limited number of bike lockers are available on the Exeter Road campus.
- Mobile phones can be used at break and lunchtimes outside of College buildings.
- Personal music players and cameras should not be used inside College buildings unless specifically instructed by a member of staff.
- Sixth Form students who drive a car/motorbike must apply to the Head of Sixth Form for permission to park anywhere on the College site.





Newton
Abbot
College



Contact details:

Newton Abbot College
Old Exeter Road
Newton Abbot
Devon
TQ12 2NF

 01626 367335

 www.nacollege.devon.sch.uk

 info@naccollege.devon.sch.uk

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