



International Student Handbook



2023-2024

Itchen Sixth Form College

Middle Road

Bitterne

Southampton

SO19 7TB

Telephone: 023 8043 5636

Website: www.itchen.ac.uk

Email: international@itchen.ac.uk

Facebook: ItchenInter

Twitter: @itcheninter

Instagram: ItchenInternational

Contents Page

1.	Welcome and Introduction	3
2.	Staff Details and Staff Photos	4-5
3.	Academic Information	6
	3.1 Courses	
	3.2 Timetable	
	3.3 Use of IT	
	3.4 Mobile Phones	7
	3.5 Academic Calendar	
	3.6 Progress Monitoring	
4.	Code of Conduct and Disciplinary Policies	8
	4.1 Access to College Facilities	
	4.2 Behaviour Policy	
	4.3 Attendance and Absence Policy	9
	4.4 Attendance Monitoring	
5.	Cultural Enrichment and Social Activities	10
6.	Health and Safety	11
	6.1 Medical Insurance	
	6.2 Registering with a Doctor	
	6.3 Prescriptions and Medicines	12
	6.4 Urgent Medical Emergencies	13
	6.5 Staying Safe	
7.	Accommodation and Living in the UK	14
	7.1 Living in the UK	
	7.2 Living in a Homestay	15
	7.3 Travel Around Southampton and the UK	17
8.	Student Support Services	18
9.	Equality and Diversity	18
10.	Complaints Procedure	19
11.	Protecting Children and Vulnerable Adults	20

1. Welcome to Itchen!

Welcome

Welcome to Itchen Sixth Form College International School! We are happy to have you here and we hope you have a successful time studying and taking exams. This part of the handbook is designed to help you with any questions you might have in your first few days. If there's anything you're not sure about, please feel free to ask a member of the International Team; we are here to help you!



About Itchen College

Itchen Sixth Form College is a 110 year old state-inspected and state-funded college. We specialise in preparing 16-18 year olds for university study. Located in Southampton on the south coast of England, we have over 20 years' experience helping international students realise their personal goals.

Immerse yourself in life and study in the UK by studying with our British students aged 16-18 and living with a local, police-checked family close to Itchen.

We have a selection of programmes and a wide range of subjects to choose from.



2. Staff Contact Details

<u>Name</u>	<u>Position</u>	<u>Email address</u>
Alex Scott	Principal	amerrin@itchen.ac.uk (via PA Angela Merrin)
Rebecca Stratton	Deputy Principal	rstratton@itchen.ac.uk
Lynne Jones	International Operations Manager	ljones1@itchen.ac.uk
Sam Byres	International Marketing & Programme Manager, Tutor	sbyres@itchen.ac.uk
Helen Sullivan	International Student Accommodation & Welfare Officer	hsullivan@itchen.ac.uk
Lisa Melendez	International Student Support Officer, Tutor	lmelendez@itchen.ac.uk
Neil Buchanan	ESOL Teacher, Tutor & International Safeguarding Contact	nbuchanan@itchen.ac.uk
Emma Chambers	ESOL Teacher, Tutor	echambers@itchen.ac.uk
Rosemary Wilks	ESOL Teacher, Tutor	rwilks@itchen.ac.uk
Vanessa Payne	Receptionist	vpayne@itchen.ac.uk
Sarah Waddington	Receptionist	swaddington@itchen.ac.uk
Maria Hill	Examinations Manager	mhill@itchen.ac.uk
Derek Manning	Teacher of PE (in charge of gym induction)	dmanning@itchen.ac.uk
Debbie Finch	Designated safeguarding Lead and careers advisor	dfinch@itchen.ac.uk
IT Support		Use ITEX button on desktop of any College PC or visit IT Office

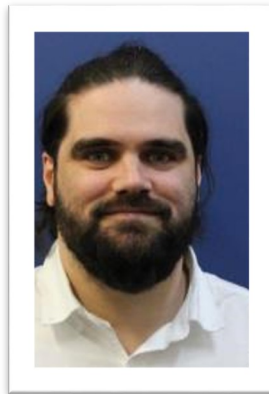
2. Staff photos



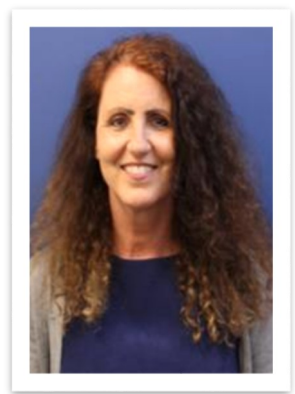
Lynne Jones



Helen Sullivan



Sam Byres



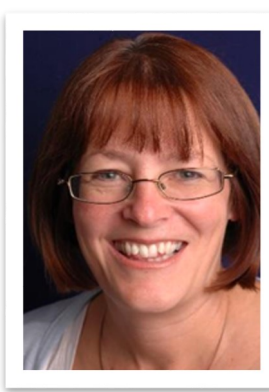
Lisa Melendez



Debbie Finch



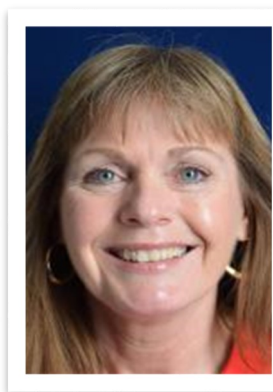
Neil Buchanan



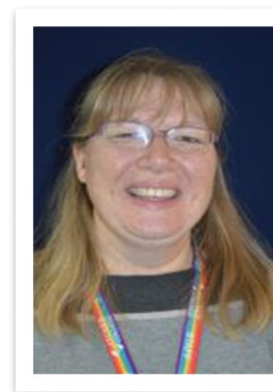
Emma Chambers



Rosemary Wilks



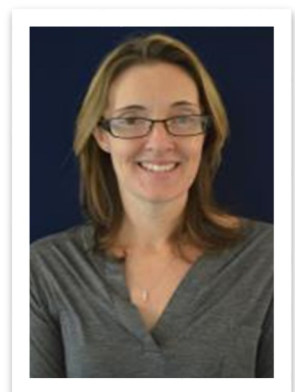
Vanessa Payne



**Sarah
Waddington**



Derek Manning



Maria Hill

3. Academic Information

3.1 Courses

Itchen College offers a range of both A Level and Vocational subjects. Your timetable will be given to you on enrolment; we will always try our best to accommodate your requests, but some subject combinations are incompatible.

3.2 Your timetable

- Your timetable will contain details of your lesson times, rooms, and teachers.
- If you have any questions about your lessons, speak to or email your subject teacher.
- Online lessons are mandatory
- Failure to attend online lessons without a valid reason will be considered an unauthorised absence.



3.3 Use of IT in College



- You will be provided with a College computer account, password, and email address.
- Use the College computers responsibly,
- If you don't have your own device, you can use College computers/ Chromebooks.
- Regularly check your Itchen Sixth Form College email for important updates

3.4 Mobile phones

- Phones should be off and away in lessons, unless told otherwise.
- The mobile phone policy is displayed in all ESOL classrooms.
- You may use your mobile phones during breaks, lunchtimes, and private study periods at College.
- **Inform the International Office if you change your number.**



3.5 Academic Calendar

Arrival: 31st August 2023

Enrolment: 1st September 2023 **and** 4th September 2023

TERM	START DATE	END DATE
Autumn 2023	1 st September 2023 (Enrolment)	15 th December 2023
Half Term – 23rd October 2023 – 27th October 2023		
Spring 2024	2 nd January 2024	Thursday 28 th March 2024
Half Term – 12th--16th February 2024		
Summer 2024	15 th April 2024	5 th July 2024
Half Term – 24th – 30th May 2024		

3.6 Progress Monitoring



- Your progress will be monitored closely throughout the year.
- There will also be regular progress reviews throughout the year where your teachers and tutors will discuss your progress and set targets.
- You can also track your progress using 'Students IRIS'; ask your tutor to show you how to do this.

4. Code of Conduct and Attendance Policy

4.1 Access to College facilities

- You are entitled to use all College facilities, including the fitness suite.
- Joining groups, teams, and sports clubs is encouraged.
- Regular sports sessions are organised specifically for International students.
- All equipment must be treated with respect.



4.2 Behaviour Policy



Student ID

- Carrying a student ID card and wearing the lanyard at all times is mandatory for security reasons.
- Your ID card will be issued during enrolment
- If you do not receive your College ID, promptly notify a staff member.

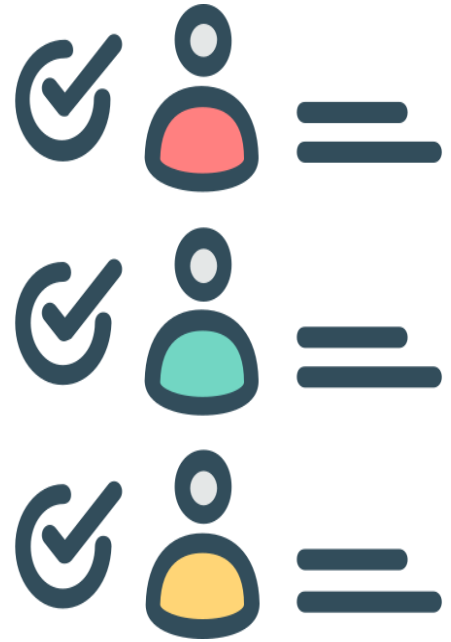


Code of Conduct

- You must engage with that lesson and behave in a way that allows both you and others to learn.
- You must show respect to all staff and fellow students.
- We encourage all international students to mix with home students, and **you should not use your home language in lessons.**
- Failure to engage or behave appropriately will lead to the Support Procedure.

4.3 Attendance Policy:

- Itchen College expects 100% attendance.
- High attendance is directly linked to student success.
- No international travel is permitted on teaching days.
- If you are unwell, report your absence as 'sickness' by contacting the College before 08:45 each day.
- While we understand that sickness may prevent you from studying, it will still impact your overall attendance.
- All absences are recorded as unauthorised unless a valid reason is provided (medical appointment, school trip, **genuine** emergency)



4.4 Attendance Monitoring:



- Students are expected to arrive to all lessons on time.
 - If you arrive more than 5 minutes late, you will be marked as 'late' (L).
 - If you are more than 10 minutes late, you will be marked as 'very late' (V), and the number of minutes you are late will be recorded. This counts towards your attendance.
 - If your attendance falls below 95%, you will be marked 'amber' and a warning letter will be sent to your parents agent.
- An attendance contract may be implemented to support you.
 - If attendance falls below 90%, you will be marked 'red', and a second final warning letter will be sent to your parents/agent.
 - If there is no immediate improvement within two weeks, your place at Itchen will be withdrawn, and you will need to return home.

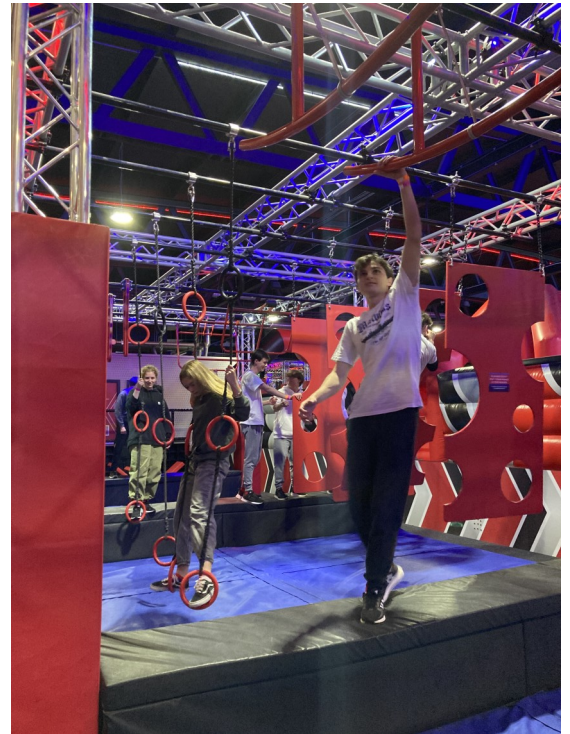
Full behaviour and attendance
policy can be viewed here.



5. Cultural Enrichment and Social Activities

Here is a list of activities which may run during the academic year:

- * Portsmouth Historic Dockyard/Spinnaker Tower
- * Historic City of Winchester
- * The New Forest with cream tea
- * City of Bath
- * Thorpe Park
- * Harry Potter Studios
- * City of Oxford
- * London



Twilight activities may include:

- * Celebration parties
- * Bowling
- * Cinema
- * After College activities
- * Ninja Warrior

Code of Conduct

- You are expected to adhere to the code of conduct both in the classroom and on trips.
- Remember, you are representing Itchen College!



Full trip policy can be viewed here



6. Health and Safety

6.1 Medical Insurance:

- Medical insurance is required to cover any treatment you may need. Emergency medical care will be provided as necessary, but follow-up care may involve charges.
- Some countries have reciprocal agreements with the UK that may provide limited free healthcare through the NHS. Consult health authorities in your home country to understand the coverage.
- If you feel unwell or experience a minor accident at College, go to the Reception desk for immediate assistance. A trained First Aider will be contacted to help you promptly.
- If you need to see a dentist or optician you will have to pay, as neither treatment is free in the UK. Use the NHS website to help you locate your nearest one.



6.2 Register with a Doctor:



- Upon arrival in the UK, it is important to register with a local doctor (GP).
- If you are living with a homestay host, they should assist you in registering with their family doctor and show you the location of the doctor's surgery.
- If you are not living with a homestay host, seek assistance from the International Office.
- Registering with a doctor early on is recommended to ensure prompt medical care.
- Most doctors' surgeries have multiple doctors, and you can usually choose to see a male or female doctor.

6.3 Prescriptions and Medicines



- When visiting the doctor for the first time, you will need to complete a simple registration form.
- There is no charge for registering or seeing a doctor, but if the doctor provides you with a prescription, you will need to take it to a pharmacy to obtain your medication.
- Please note that there is a standard charge of £9.65 per item for prescriptions (as of June 2023).

6.4 Urgent medical advice:

- If you are not registered with a doctor or cannot see one but require immediate medical advice, you can call NHS Direct at 111.
- NHS Direct can provide interpreters if needed.
- If you need to see a medically trained nurse urgently and cannot wait for an appointment, you can visit one of the NHS walk-in centres. The nearest one to the College is:

Royal South Hants Minor Injuries Unit
Royal South Hants Hospital
Level B, Brinton's Terrace
Southampton SO14 0YG
Telephone: 0333 999 7613

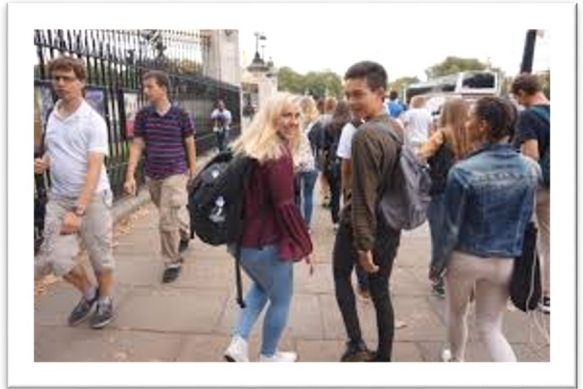


You can go there immediately, but you may have to wait to be seen depending how busy they are.

**CALL 999 IF YOU HAVE
A MEDICAL EMER-
GENCY AND REQUIRE
AN AMBULANCE!**

6.5 Staying safe

Southampton is a safe place to live and study, but it makes sense to follow a few simple rules if you want to stay as safe as possible:



- Avoid being out late at night on your own.
- Never accept a lift from someone you don't know, or don't know well
- Never carry large amounts of money or important documents (such as your passport) unless absolutely necessary.
- Keep to well lit public areas, NEVER take short cuts through back alleys, parks or woods.
- If you are carrying a laptop, put it in a bag and keep it hidden.
- Keep your mobile phone out of sight and only use it in public if you have to
- If you think you are being followed, go into the nearest shop/public building where you can assess the situation safely and take the necessary action.
- If the worst happens and you are attacked/someone tries to rob you, it is best not to resist—try to stay calm and then report the incident immediately to the police.
- Mark all of your valuable possessions so they can be identified

**CALL 999 IF YOU ARE
IN DANGER**



7. Accommodation and Living in the UK

7.1 Living in the UK

Smoking:

- Smoking or vaping inside public buildings, such as shops, pubs, restaurants, and train stations, is illegal in the UK.
- All College buildings strictly prohibit smoking and vaping, including designated non-smoking areas.
- Specialist support is available for students who wish to quit smoking.
- Smoking in your homestay is strictly forbidden.



Gambling:

- The minimum legal age for gambling in the UK is 18.
- Casinos and betting shops require ID for entry and will report the use of false ID to the police.
- Gambling is strictly forbidden in College.

Drugs and Alcohol

- It is illegal to buy or drink alcohol if you are under 18 years old.
- Selling alcohol to anyone under 18 is also illegal, and shopkeepers may ask for ID to verify age.
- Attempts to purchase alcohol using false ID will be reported to your parents.
- Alcohol is strictly forbidden at College.
- It is illegal to possess, take, and sell all non-prescribed drugs in the UK.

NHS Quit Smoking





7.2 Living in a Homestay

Your behaviour and relationship with your host family is just as important as your academic performance in College. Please be aware of the code of behaviour below:

As a student in homestay accommodation I understand that my host has the right to expect that I will:

- * Keep my room tidy
- * Have my daily shower at agreed, mutually convenient times
- * Try not to waste water (households in the UK pay for their water usage)
- * Leave the bathroom clean and tidy after use
- * Not use candles in my room
- * Use the internet facilities in a responsible manner
- * Switch off all lights when leaving a room or going to sleep; use electrical appliances responsibly, turning off when not in use; ensure hair straighteners are used with care; switch off appliances at the mains, including phone/laptop chargers, when not in use.
- * Eat my meals with the host and be punctual for meals
- * Inform them if I have parental permission to be away overnight, ensuring that I provide contact details of where I will be staying to my host 3 days in advance.
- * Keep my door key safe, I am aware that I will be asked to pay for any lost house keys.
- * Be willing to pay for any damage to the property or furnishings caused by myself .
- * Respect and adhere to the curfew times of the College or the host
- * Treat my host with respect and be polite. I understand that 'please' and 'thank you' are culturally expected in the UK



Note that it is very important that you follow your household rules with regards to safety and cleanliness.

In addition to the above, if you need to change your homestay for any reason, you must make your request in writing, explaining clearly why you want to move. Your request will be investigated and you will know the decision within 5 working days. No-one will be moved immediately unless we believe there are safety concerns.

Homestay curfew

COLLEGE CURFEWS ARE FOR YOUR SAFETY and to help you succeed academically. As such, it is non-negotiable.

Sunday—Thursday - all students must be home by 22:30 hours.

You must not disturb your host family after 23:00 hours with unnecessary noise (including taking a shower).

Friday and Saturday - all students must be home by 23:00 hours.

If you do not return to your homestay by the allotted time, and do not contact them to inform them of your delay, the following action will be taken:

1. Your homestay will attempt to call you, if they cannot they will call the College's emergency out of hours phone number.
2. A member of Itchen International School staff will telephone you, if they also cannot reach you they may feel it necessary to call the police and report you missing.
3. Your parent and agents will be informed and College action will be taken.

7.3 Travelling Around Southampton and the UK



- Bluestar is the main bus company in Southampton
- Use the QR code to access the website and download the app, where you can buy tickets, get live service updates and track busses in real time.



- The Train Line is the best website to find train tickets across Southampton and the UK.
- Tickets bought a few weeks in advance tend to be cheaper.
- You can also buy a railcard for £30 which entitles you to 1/3 off non-peak tickets.
- Use the QR code to access the website and download the app.



- National Express is the coach company that services Southampton
- There are coaches to London, Bournemouth and Portsmouth, as well as destinations in the North.
- Scan the QR code to access the website and download the app.



8. Student Support Services

At Itchen, support is available whenever you need it. The Student Services Centre is open to all students, throughout the college day, with advisors on hand to help with any enquiries or support needs which you may have.

Our advisors can:

- Help you sort out day-to-day problems with work, study and careers
- Give you personal support and advice
- Support you with your UCAS application
- Book an appointment with our Careers Advisor
- Book appointments with the college counsellors, who are available for all types of personal issues.

Our services include:

- Independent careers information, advice and guidance (IAG)
- Arranging careers events and workshops
- CV help
- Higher education advice, including assistance with UCAS applications and personal statements
- Links with industry, business and employers

In addition to the careers advice provided in Student Support, there is also an extensive range of resources available in the Learning Resources Centre, including DVDs,

9. Equality and Diversity

Itchen Sixth Form College is committed to ensuring that all students, staff, visitors and others we have contact with, are treated fairly and with dignity and respect. We celebrate the diversity of our college (and wider society) and work to ensure that the human rights of all are enhanced and protected.

Itchen Sixth Form College actively promotes equality and values diversity. It continuously strives to develop awareness of equality and diversity issues in students and staff. The college works to provide an education that prepares students to work alongside people from many different cultures.

Scan the QR code for the full Equality and Diversity policy.



10. Complaints Procedure

We hope that you will never need to make a complaint as most issues and problems can be solved with a simple conversation. However, if you do wish to make a complaint you have the following options:

Informal stage

- The College encourages students to first attempt to resolve the issue with the person involved before making a formal complaint.
- If resolving the issue directly is not possible or appropriate, students can approach any member of the International Team, who will pass on the complaint to the appropriate staff member.
- Informal complaints will receive a response within 5 working days.

Formal stage

- If the complaint cannot be resolved informally, students have the right to make a formal complaint.
- To initiate a formal complaint, complete a Complaint Form (available at Reception) and submit it in a sealed envelope marked "for the attention of the Deputy Principal."
- Formal complaints should be made in writing within one month of the occurrence of the problem, by the person directly concerned or by someone acting on their behalf.
- The College will acknowledge the complaint and provide an initial response within 5 working days.

The College aims to provide a comprehensive reply to the formal complaint within one month of receiving it. We will acknowledge the letter and will provide an initial response to the complaint within 5 working days of receiving it. The College will aim to provide a reply to the formal complaint within one month of the date we received it.

11. Protecting Children and Vulnerable Adults

Our policies and statement are in line with the policies and procedures as provided on the HiPS procedures website:



Purpose

1. The purpose of this policy is to:

- provide staff with the framework to promote and safeguard the wellbeing of children and young people, and in so doing ensure they meet their statutory responsibilities.
- ensure that the safety and welfare of our students is embedded in all of the college's processes and procedures
- ensure consistent good practice across the college.
- demonstrate our commitment to protecting young people.

2. This policy sits alongside separate policies for Prevent and for Health and Safety within the college.

3. This document is based on guidance from the 2022 Keeping Children Safe in Education legislation.

4. The policy will be reviewed regularly, with input from staff, governors and students.

Induction checklist

It may be of use for you to tick the boxes below so that you know you have read and understood every section of this handbook. Whether you are going to be with us for just a few weeks or for the whole academic year your tutor will ask you to sign a copy of this checklist which the College will keep:

Tutoring and pastoral

IT policy

Mobile phones

Student ID card

Travel advice & release form

Attendance policy

Progress monitoring & IRIS

Independent study

Health

Sports & social activities

Useful websites

Safety & road safety

Money & finance

Bullying

British Values

Prevent

Relationships & consent

Homestay etiquette & policies

Smoking

Gambling

Alcohol

Drugs

Complaints procedure

Emergency phone numbers

Confidentiality policy

I have read and understood the advice and my responsibilities in relation to the list above.

Signature: _____ Date: _____

Visit Southampton

www.visitsouthampton.co.uk
 @visitsouthampton @visitsouthampton



SOUTHAMPTON CENTRE

From a bustling shopping experience and an abundance of bars and restaurants to the quiet city centre parks, Southampton's centre is all about leisure and relaxation.

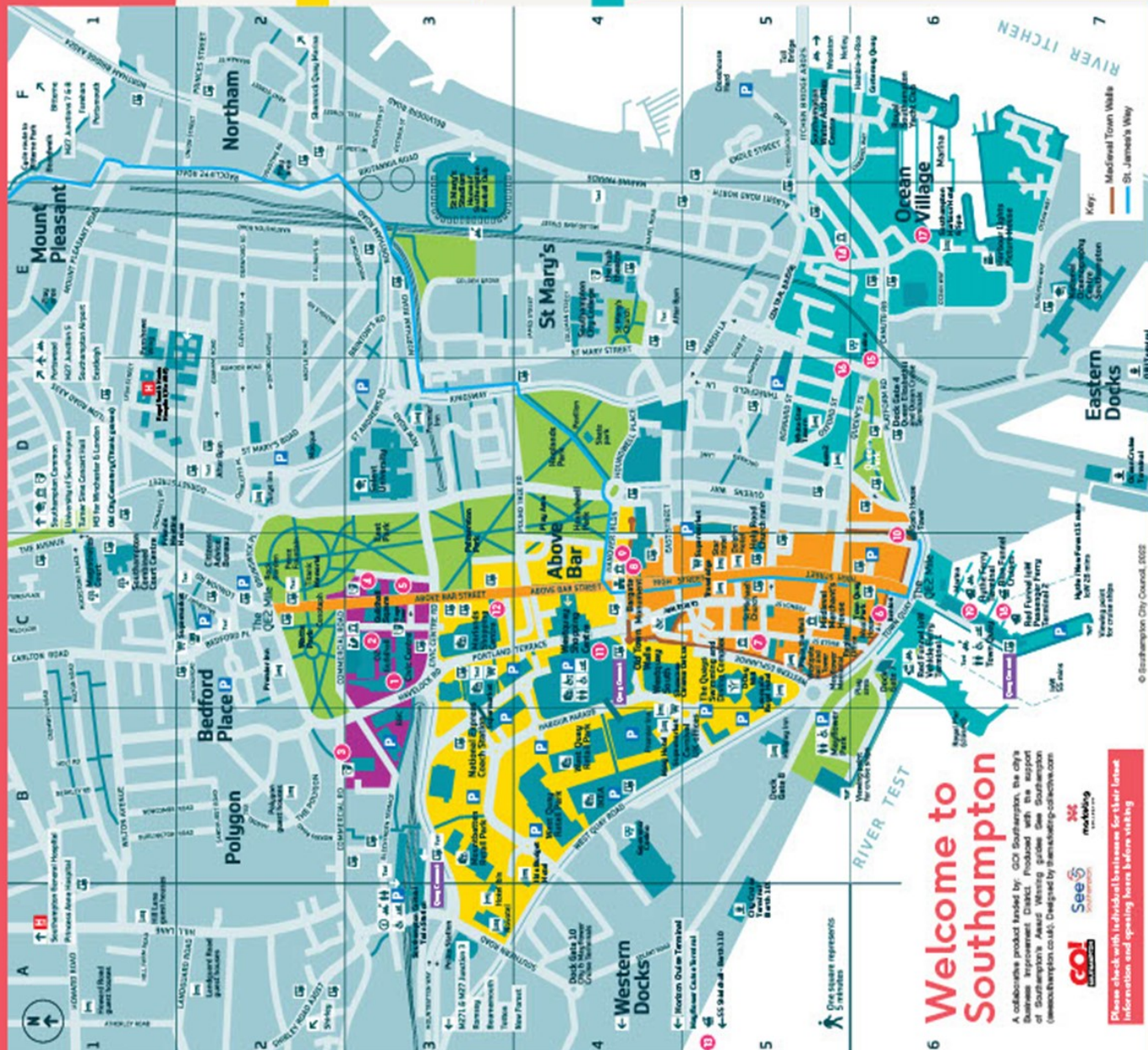
- 11 West Quay Shopping Centre: www.west-quay.co.uk
- 12 Marlborough Shopping Centre: www.marlboroughshoppingcentre.co.uk



THE MARITIME QUARTER

Enjoy fine dining, waterfront views, and trendy bars amongst Southampton's maritime heritage.

- 13 SS Shieldhall: Sit on board a living reminder of the golden age of steam. Enjoy a few hours exploring Southampton's maritime heritage. See the SS Shieldhall website for sailing times. www.ss-shieldhall.co.uk
- 14 Solent Sky Museum: Discover the important role that Southampton played in the development of the British aircraft industry with displays of early aircraft, flying boats and the Spitfire. www.solentsky.com
- 15 The Grand: Originally the South Western Hotel where guests stayed before boarding the Titanic. Today's restaurant was once the Woodwood Ballroom where the Queen Mother danced. www.grand-casino.co.uk
- 16 Oxford Street: Famous for its connections to the Titanic, historic Oxford Street is home to a range of independent cafes, bars, restaurants and boutiques. www.oxfordstreetsouthampton.co.uk
- 17 Ocean Village: Visit the trendy marina surrounded by restaurants, bars, cinemas, shops and a hotel, which is uniquely shaped like a cruise liner.
- 18 Blue Funnel Cruises: Enjoy a harbour or midday cruise with lunch on board or a trip to Portsmouth with a cream tea on the home-made sailing ship. www.bluefunnel.co.uk
- 19 Hythe Ferry: Experience a great view of Southampton's docks and the ships. Make sure you take a ride down the pier on the world's oldest pier train. www.hytheferry.co.uk



Welcome to Southampton

A collaborative product created by: GO! Southampton, the city's Business Improvement District. Produced with the support of Southampton's Asset Wasting guides (see southampton.gov.uk/assetwasting) and designed by Southampton City Council.

Please check with individual businesses for their latest information and opening hours before visiting.

THE CULTURAL QUARTER

Home to inspiring exhibitions, world-class theatre, live entertainment and exciting events.

- 1 SeaCity Museum: Explore the story of the Titanic through the lives of the crew and passengers and discover Southampton's other historic links to the sea. www.seacitymuseum.co.uk
- 2 Southampton City Art Gallery: Wide-ranging exhibitions from painting, sculpture and photography to photography and film. Free entry. For opening times see www.southamptoncityartgallery.com
- 3 Mayflower Theatre: The UK's first largest theatre offering spectacular touring productions from West End musicals to dance, opera, drama, ballet and comedy. www.mayflower.org.uk
- 4 MAST Mayflower Studios: Southampton's first dedicated studio for artists. Providing inspiring spaces and performance for all. www.mastmayflowerstudios.org.uk
- 5 John Hansard Gallery: Discover world-class contemporary art in one of Britain's leading public art galleries. Free entry. www.jhg.art

THE OLD TOWN

Step through the iconic medieval Bargate to discover Southampton's rich heritage.

- 1 Dancing Man Brewery: Over the years, this 14th century woolhouse has served as a wool store, a prison and a museum. It now houses a restaurant, bar and microbrewery. www.dancingmanbrewery.co.uk
- 2 Tudor House & Garden: Discover over 600 years of history through the stories of the people who lived here. Enjoy lunch in the cafe overlooking the tranquil Tudor knot garden. www.tudorhouseandgarden.com
- 3 Bargate: Constructed in the Norman times the iconic Bargate was considered the main entrance to the old town of Southampton.
- 4 Guided walks of the city: Enjoy a 90-minute morning, afternoon or evening walk with an award-winning Sea Southampton guide visiting the old town, the medieval walls and the wine vaults - "More history than you ever imagined". www.seesouthampton.co.uk
- 5 If you would like to know more about Southampton's history then join the Southampton Tourist Guides Association on guided walks throughout the year starting at the Bargate. www.southamptontouristguides.com
- 6 Learn of the important role that Southampton played in the preparation and journey of the Pilgrims on the Mayflower and the Spicewall with a Mayflower Historic Heritage tour. www.mayflowerheritageguides.com
- 7 God's House Tower: Unveil God's dark history with the Tower exhibition, enjoy views from the roof and explore the art galleries. You can also relax in the cafe-bar. www.godshousestower.org.uk

International Success



1. Argentina

2. Belgium

3. Brazil

4. Chile

5. China

6. Czech Republic

7. Denmark

8. France

9. Germany

10. Gibraltar

11. Netherlands

12. Hong Kong

13. Hungary

14. Indonesia

15. Italy

16. India

17. Latvia

18. Macau

19. Nigeria

20. Norway

21. Saudi Arabia

22. Slovakia

23. South Korea

24. Spain

25. Sweden

26. Switzerland

27. Turkmenistan

28. USA

29. Uzbekistan

30. Venezuela

31. Vietnam

32. Peru

Emergency telephone number

This is out of hours emergency telephone number for students in homestay accommodation. This is for emergency situations that cannot wait until the morning, or cannot be resolved before the next teaching day.

0044 23 8043 9203



**If you haven't already done so, please save this
number to your phone**